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UNIVERSITY of CAMBRIDGE  
ESOL Examinations



Accreditation and  
Coordination of English  
Language Services



EDUCATION  
IN IRELAND  
WORLD-CLASS STANDARDS  
WARMEST OF WELCOMES

ELT  
Ireland 



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# ABOUT ERIN SCHOOL OF ENGLISH

**Erin School of English** opened in 2003 in a small Georgian building on Eden Quay overlooking the river Liffey. We were a tiny school when we started with just 4 classrooms and 3 teachers. A lot has changed in the 15 years since we opened, inside and outside of the classroom. We've grown from 4 classrooms to 20 and from 3 teachers to 18, teaching up to 550 students a day. When we started classroom materials and equipment meant books and desks now it means electronic whiteboards, projectors and multimedia. We have entered a new world of learning in the last decade and we would like to invite you to join us in exploring it.

## EDUCATIONAL PHILOSOPHY

Erin School of English exists to develop our students' ability to communicate in English. To speak, listen, read and write, to understand and be understood in the world outside of the classroom. The desire to communicate and understand is the fundamental reason for all language study. Enabling students to do this requires English to be taught as a living, evolving subject whose meaning is based in context, in the situations in and purposes for which it is used.

Our goal as a school is not for students to have learned a set of grammar items but to be able to express their thoughts in English as they do in their own language. This means that the learning objectives for all our courses are based on real world language use and mapped from the Common European Framework.

Our students may come from all over the world and from every type of educational background. Each student and each class is unique, from their cultural heritage to their learning styles. We encourage and train our teachers to take advantage of the many approaches to communicative language teaching in use in the modern classroom. To tailor their lessons to the students they have, their strengths, weaknesses and learning needs, rather than conform to one single methodology above all others. Learning is a journey for students and teachers alike so come travel with us at Erin School.

## REAL ENGLISH FOR THE REAL WORLD

We are dedicated to providing a first class English language learning experience using the methods and focusing on the skills which will prepare you to take your place in today's globalized society. All our classrooms are equipped for multimedia learning. We also offer a full social programme of events where you can meet your fellow students and make new friends as well as free extra classes focused on



learning. We are accredited by ACELS, the Irish regulatory body for English language schools, a member of ELT Ireland and a Cambridge and IELTS pre-test centre. We are proud to welcome students from all over the world to study with us at our centre on Dame Street, in the heart of Dublin.

## STUDY IN THE HEART OF DUBLIN

Going for coffee after class? Dinner? A movie? A museum? No problem, you can do all of that and more within a five minute walk of our front door. We're based about halfway up Dame Street right in the cultural centre of Dublin. Trinity College, Dublin Castle and Christchurch cathedral are minutes away and Temple Bar is just across the road so whatever you like to do in your free time you'll find something to interest you close by when you study with us!

# ERIN SCHOOL OF ENGLISH COURSES

## FULL TIME GENERAL ENGLISH COURSES

We offer general English courses from every level from beginner (A1) to advanced (C1). The course programmes for each level are 12 weeks long with built-in assessment designed to monitor your progress and indicate when you are ready to move to the next level. Progress tests are held monthly and are designed to test your English skills relative to your specific level. This ensures that you are always in the right class for your development.

We operate an integrated syllabus which balances work on the four key skills of speaking, reading, writing and listening with contextualised language input including grammar, vocabulary and pronunciation. Language is presented and skills developed in recognisable and useful communicative contexts. Our teacher training programme is designed to emphasise the importance of placing all language in the context in which it is used. Thus, helping teachers to continuously improve their skills at doing so.

The course programmes are mapped from the Common European Framework of Languages with set learning outcomes for each week and level of the course. These learning outcomes form the basis of your progress and final course report and are designed to assess and credit what you can do with English, not what you cannot.

## OUR APPROACH

Erin School of English utilizes the communicative approach as the basis of our classes. There is a lot of jargon used in language teaching but at its heart this approach simply means that we teach how the language is used by real people. Grammar and vocabulary are important but we learn those best when we place them in context; when we learn what we can do with them rather than as simply another item on a list. So in our classes you learn how to talk about your last holiday (past simple) and your plans for your next one ('be going to' for future plans) rather than memorise a list of rules. We also train and encourage our teachers to use a range of communicative approaches in class and to incorporate elements from different methodologies where appropriate, from the lexical approach to task-based learning. Each student has their own way of learning so a varied approach allows for every student's learning style to be catered for.



## EXAM PREPARATION

Exam preparation is built in to all of our general English courses. Every class does one day per week of exam preparation with lower levels preparing for the TIE and higher levels for FCE, CAE or IELTS. This ensures that all our students are fully prepared to sit their internationally recognised end-of-course exam and achieve a result that truly reflects their abilities.

We also offer a free IELTS preparation class with one of our senior teachers as part of our after-school programme. For more information on the different exams see our Exams Information page.

(Please note that all non-EU long-term students are required to take an internationally recognised exam as part of their course under the conditions of their visa.)

Erin School of English operates six levels of classes: beginner (A1), elementary (A2), pre-intermediate (B1-), intermediate (B1+), upper intermediate (B2) and advanced (C1). The complete curriculum for each level takes 12 weeks to complete, though progress can vary from student to student, with some progressing faster and others taking longer.

Long-term visa students will study for 25 weeks followed by 8 weeks of holidays. Non-visa students can choose how long they would like to study from one week to six months, though we recommend the full 12 week course duration as the minimum most beneficial for anyone seeking to improve their English for professional purposes.

## STANDARD COURSE

All standard courses study for 15 hours a week, Monday-Friday. Morning and afternoon classes are available. Intensive courses of 30 hours per week (morning and afternoon classes) are also available.

- **Classes** 15 hours of group lessons per week. Each class is 3 hours.
- **Timetable** Monday-Friday
  - Morning 9.00-12.15
  - Afternoon 12.15 – 16.00
- **Class Size** Maximum 15 students
- **Minimum Course Length** 1 week
- **Maximum Course Length** none
- **Age** 16+



## GENERAL ENGLISH COURSE AND SPECIFIC PREPARATION FOR THE FCE/ CAE/ IELTS/ TIE EXAMS – 15 HOURS PER WEEK

|                        |  |
|------------------------|--|
| <b>Programme</b>       | 8 months Work and Study visa English course at Erin School of English.   |
| <b>Course duration</b> | 25 academic weeks, 15 hours per week   |
| <b>Visa duration</b>   | 25 academic weeks  |
| <b>Visa details</b>    | Students can work 20 hours/week during term time and 40 hours/week from 1 June to 30 September and from 15 December to 15 January  |
| <b>Class times</b>     | Full-time 9:00 – 12:15 or 12.45-16.00 Monday – Friday (15 hours/week). The course consists of General English and specific preparation for the FCE/ CAE/ IELTS/ TIE exams and is included on the Internalisation Register of Programmes approved by the Department of Justice and Equality for purposes of access to employment by students who are citizens from outside the EU/EEA and Switzerland. Every student enrolled on an academic year programme (a 25 week course) is required to sit an international exam such as TIE, Cambridge or IELTS exam at the end of the course. The exam fees are: TIE – €105; IELTS – €200; Cambridge – from €140 to €200, depending on the exam. |
| <b>Enrolment</b>       | All year   |

**You can start your course on any Monday and there is no minimum entrance level. Take our placement test on our website now!**

**NOTE:** You will also attend a speaking exam on your first day at school to confirm your level.



## ONE-TO-ONE TUITION

We also offer one-to-one tuition with our teachers on-site and with full access to all of our facilities. One-to-one classes run in the evenings and at weekends with length, course content and materials tailored specifically to your individual needs. We will conduct a needs analysis and diagnostic test to design a programme of study which will target the areas of development which you need.

One-to-one classes are particularly suited for those with a specific need to learn English, such as for an exam, university placement or job. They are also suited for those who wish to target a specific area they wish to improve, such as writing, or just those who wish to study more intensively.

One-to-one classes can also be combined with a general English course. This option is often selected by students undertaking CAE or Academic IELTS to help them prepare for the exam and get the result they need.

Classes can also be arranged for groups of two.



## SUMMER PROGRAMME

The Summer Programme is specifically for adult students (18+) who wish to develop their English skills while visiting a new country and having fun! The programme includes a minimum of one week of general English classes combined with entertainment and sports activities, accommodation with an Irish host family and airport transfers as well as a choice of tourist excursions.

Your English classes are the basis of all our summer programmes and include 15 hours of class per week. We cater for levels from beginner (A1) to advanced (C1) with classes available in either the morning or afternoon. Our English course syllabi are mapped from the Common European Framework for Language learning. We also use only our own full-time teachers for all summer programmes so that you are always getting the best that Erin School has to offer. All course materials are included in the price and you will receive a certificate and an exit report upon completion.

There is no 'one size fits all' approach at Erin, we offer bespoke summer language holidays that are tailored to your needs and interests. Your accommodation and airport transfers come as standard while you can choose from a wide range of after-class and weekend leisure activities to create your perfect learning holiday. Our range of extra-curricular activities includes sports, shopping, Irish dancing, museum visits, music evenings, movies and much more. Leap cards can also be arranged upon request for access to public transport.



# JUNIOR PROGRAMME SUMMARY

We offer a complete educational programme specifically designed for junior students during the summer months. The programme combines English classes in the morning with daily activities and excursions, all of which can be tailored to your requirements to provide a bespoke package for your group.

Students attend an induction on their first day of school where they will learn about the school, our facilities and some important tips for visiting Dublin. Guides and maps are included in the welcome pack every student receives and introductory walking tours of the city can also be arranged. During your stay you will have access to our Junior support staff and child welfare officers who will be happy to assist you with any requests, questions or problems you might have.

## CLASSES

Students will study a general English programme focused on developing their ability to really use English. Our classes are aimed at offering students what they cannot always get from classes at home – the experience of learning in an immersive environment with a focus on communicative skills and speaking in particular. We also

include some Irish culture, history and art in our classes so that students can begin to develop the skills and knowledge needed to succeed in an increasingly multi-cultural and globalized world. Classes are designed to be interactive and fun for students so that they are motivated and open to the learning experience. We use our own full-time teachers for our junior centre, not short-term cover teachers. This ensures that you are getting the best we have to offer and allows us to train our staff specifically in teaching junior students.

Classes run for three hours per day from 9.00-12.15, Monday to Friday. We use the online Cambridge English Placement Test prior to arrival followed by a speaking test on students' first day to place each student in the correct level. This is a highly respected and reliable placement test which tests students' reading, writing, listening and general linguistic ability. Online access to the test will be arranged subsequent to booking.

Student assessment during the course is project-based so they will have something to show for all their hard work when they get home. External exams can be arranged. All students will receive a certificate and exit report at the end of their course.

## ACTIVITIES

We offer a wide range of extra-curricular activities for you to choose from to build the perfect programme for your group. Activities range from sports to shopping and museum trips. You can also choose to expand your experience of Irish culture with Irish dancing or music nights. Day trips to some of the most famous tourist sites in Ireland, from the Giants Causeway to the Cliffs of Moher, are offered each weekend and if there's something you think is missing from our selection, let us know and we'll be happy to organise it for you.

## ACCOMMODATION

Accommodation is provided by Irish host families who will be situated only a short bus journey away from the school. Full or half-board accommodation in student residencies can also be organised if you so prefer.

All our host families are Garda-vetted, as are all residency staff. All our accommodation is subject to regular inspections by our accommodation officer to ensure that it meets our standards.

24 hour support is available from our accommodation officer if you require any assistance or have any questions during your stay.

## CHILD PROTECTION

We have two full-trained child protection officers on staff, one of whom will be available 24 hours during your stay. Please see our Child Protection Policy on our website for full details of our commitment to the students' welfare during their stay.



# FACILITIES

Since moving to our Dame Street centre we have been able to upgrade all of our student facilities so that you can continue to make the most of your Erin experience even when class is over. You can relax in our bright student's room, play some pool or games on the xbox or just chill out and listen to some music. If you're hungry we have our little Erin canteen with microwaves for your use and if you're a coffee fan you can take advantage of our Nespresso coffee machine.

You're here to learn, of course, so if you would like to do some extra study we have a dedicated study room complete with library and computers. You can also borrow books from the school to study at home if you prefer. Our senior teachers are available from 4.00-5.00 Monday-Thursday to support and advise you on your studies whenever you feel you want a little extra help.

## STUDENT SUPPORT AND WELFARE

The welfare of our students is of paramount importance to us and we have a dedicated staff to help you through your first days in Ireland and to help you with any questions or problems you might have while here. Your first day induction will introduce you to the school and to Ireland and will explain all the steps you need to arrange your GNIB, open a bank accounts, get a pps number, etc.

Continuous support is available from our student welfare and support officers who are available daily to help you with everything from advice about renting to where to make new friends. We also know that students often need to find a part-time job to help them while living here so we have a weekly job support session and regular talks from recruitment agencies. This service will help you with everything from preparing an English language CV to job websites to interview techniques.

We're sure that you will have a safe and fun time in Ireland but just in case our staff have both first aid and fire safety training in the unlikely event of accident or injury.

Student Protection insurance and medical insurance are both offered by the school and our compulsory for all visa students.

## SOCIAL AND AFTER-SCHOOL PROGRAMME

You can't study or work all the time so when you're free you can join in with our after-school programme or come along to any of our social events.

The after-school programme has a mix of free extra classes to support your English development and purely social fun activities to allow you to relax, let your hair down and meet new friends. Our social programme changes regularly but has included: conversation, music, acting, Zumba, ballet and vocabulary games. We have also held poker and pool tournaments as well as regular parties.

In the summer time we organise trips to museums and other cultural sites so that you can learn a little bit more about the history and art of Ireland.

You can check our schedule on Eventbrite or Facebook and if there's anything you would like to see added to the schedule just let us know!

## STUDY EVERYWHERE!

As well as full access to our study room and library you can choose to sign up to our online learning platform provided by our partners, ReallyEnglish. This platform can be accessed on your phone, tablet or computer and provides a tailored course of material in grammar, vocabulary, reading and listening, allowing you to practice with material that is matched to your individual level. This is particularly useful for students who may be stronger in one area than another, for example your grammar may be very good for your level but you may find listening more difficult. The platform also includes a full grammar bank of reference material to help you study outside of class as well as access to online tutors, weekly emails with topics and suggestions for English practice and a world-wide forum of other students to practice with.





# ACCOMMODATION

## HOST FAMILY ACCOMMODATION

Erin School of English has a wide selection of host families in the Dublin area. All of our host families are located in safe, residential areas away from the city centre but close enough to travel to school well in time for class. Host families are a particularly good choice for language students as they offer you the opportunity to continue to practice your English at home and with native speakers. It also offers students an insight into the real Ireland from the food to the tv – and they're the best people to ask about places to visit and things to do while you are here!

All of our families are subject to a rigorous initial inspection followed by regular monitoring inspections. Our accommodation officer visits each family personally to check that the accommodation is up to our standards. All students who are resident in host family accommodation are supported by the accommodation officer with any aid that they need throughout their residence.

### Host Family Accommodation Includes:

#### ROOM

- Private room with a desk/table for study; adequate storage space for clothes and other possessions; weekly change of bed linen.
- Shower or bath access with towels provided.
- Central heating
- Daily catering

#### FOOD

- Daily breakfast and evening meal provided as standard.
- Packed lunches provided on request.

## STUDENT RESIDENCE

### INTRODUCTION

The complex is situated close to Dublin City University, very close to the main Drumcondra road which is a major bus route to the city centre.

Shanowen Hall is a modern development of 55 comfortable and spacious, self-catering apartments. The complex consists of a selection of 4 and 5 bedroom apartments all of which are ensuite with an open plan living room and kitchen area. This secure residential complex is situated less than 5 minutes walking distance from Dublin City University.

All Bedrooms are single en-suite and provide a luxury sleeping and working environment. A combination wardrobe incorporating shelving, study desk, swivel chair and bed side locker and table light are provided in each room. Onsite laundry facilities. The large shower room comprises a power shower, w/c, bathroom mirror, shaving light, heater, fan and tiled walls. Cable TV points are available in each bedroom and in living room. There is an interlinked mains fire alarm system and fire doors throughout.

## SAFETY

Shanowen Hall is a purpose built building offering all the benefits of the most recent building regulations. The property has an interlinked mains fire alarm system, fire doors and emergency lights.

## RENT AND TENANCIES

Please check the current weekly rates with our administration team. A deposit of 100 euro is required to be paid with every individual booking.



# INTERNSHIPS

## THE ERIN SCHOOL OF ENGLISH INTERSHIP PROGRAM

**A FANTASTIC  
COMBINATION**

Our internship programme combines our high-quality English classes with a professional placement where you can develop your work skills at the same time as your linguistic ones. It offers interns the opportunity to explore a particular career path and gain a range of highly transferable professional skills. The combination of linguistic skill in English and experience of working in an English speaking environment are extremely desirable to employers and a real advantage in the job market.

As degrees become more and more common, employers are increasingly looking for employees who have developed transferable skills which will benefit their company and who have valuable experience already accumulated in their field. Internships, particularly when combined with a language course, offer you the chance to develop the skills and gain the experience that will set you apart in the competitive job market.

We have partnerships with companies in a range of fields and will do our utmost to place you in your desired job type.

Your internship also gives you the opportunity to network and make contacts in your industry which could lead to a future job or allow you to provide industry specific references to potential employers. Working in an English speaking environment also adds depth to your English classes as you practice your skills outside of the classroom. For enquiries or further information please contact our team at [info@erin-school.com](mailto:info@erin-school.com).

Please note that while the English classes which form part of the programme are accredited by ACELS, the internship placements are outside of this bodies remit and therefore are not.

# EXAMS INFORMATION

## EXAM PREPARATION

TIE is Ireland's very own test of English accredited by ACELS.

TIE exam is also on the ILEP list of accepted exams and it's designed and administered by IELTS. It consists of a speaking and a writing test with the intention to measure how well you can communicate in English. It is an exam that adapts and learners can take it at any level.

TIE (Test of Interactive English) is a multi-level exam based on three real life tasks: reading a book, following a news story and researching and preparing a presentation on a topic of the student's choice. These tasks must be completed in advance before the exam day in order to be able to take it. The emphasis on pre-exam tasks allows even lower level students to fully prepare and show their English skills at their best on the exam day.

## THE EXAM ITSELF CONSISTS OF A WRITING AND A SPEAKING TEST

The nature of the exam tasks make TIE a very realistic test of your English skills. It has a writing and a speaking test based on a book, news story and research presentation. There is no 'grammar' paper. Listening is tested solely through the students' ability to communicate during the speaking test.

After completion of the exam students are issued with an exam certificate. The certificate gives their assessed level according to the Common European Framework of language ability **(A1-C2)**.

**Erin School of English runs in-house TIE exam sessions every month.**

The Test of Interactive English can be taken right here in Erin on our Saturday exam days. For more information about the Test of Interactive English (TIE) please see the IELTS website: [www.ielt.ie](http://www.ielt.ie)

**TIE EXAM  
GOOD FOR  
LOW LEVELS**



## CAMBRIDGE EXAMS

The Cambridge Main Suite exams are amongst the longest running and most respected English language tests in the world. Unlike TIE and IELTS the Cambridge exams are level specific with a tailored test for every level from A1 to C2. Cambridge Exam certificates have no expiry date and are accepted by many universities, businesses and government departments (please note that for UK Citizenship applications only IELTS for UKVI is accepted).

Erin School books all Cambridge exams with University College Dublin.

### A2 KEY (FORMERLY KET)

*Please note that the A2 Key exam is not on the ILEP list of accepted exams for the Irish Student Visa. It can still be taken by non-visa students.*

A2 Key is designed for learners who have an A2/Elementary level of English and can communicate in simple situations.

**The exam has three tests:** listening, speaking and reading/writing and lasts around 2 hours.

### B1 PRELIMINARY (FORMERLY PET)

B1 Preliminary is designed for learners with a B1/Intermediate level of English who have developed the skills to communicate in most everyday situations.

**The exam has three tests:** communicate in most everyday situations. The exam has three tests: listening, speaking and reading/writing and lasts around 2 hours 20 minutes

### B2 FIRST (FORMERLY FCE)

B2 First is designed for learners with a B2/Upper Intermediate level of English who can communicate effectively enough to live and work independently in an English-speaking country.

**The exam has three tests:** listening, speaking, writing and reading/use of English and lasts around 3 1/3 hours.

### C1 ADVANCED (FORMERLY CAE)

C1 Advanced is designed for learners with a C1/Advanced level of English who are skilled users of English in work, life and study. It is accepted by many universities, businesses and government regulations around the world as a high-level English Language qualification.

**The exam has three tests:** listening, speaking, writing and reading/use of English and lasts around 4 hours.

### C2 PROFICIENCY (FORMERLY CPE)

C2 Proficiency is the highest Cambridge English qualification and is designed for C2 level students who have attained the level of fluency of a skilled native speaker. It is accepted by many universities and businesses around the world as proof that the student has the level of English required to communicate at a very high level in the academic or professional worlds e.g. undertake a PhD in English.

**The exam has three tests:** listening, speaking, writing, and reading/use of English and lasts around 4 hours.



## THERE ARE TWO VERSIONS OF THE EXAM:

### GENERAL TRAINING IELTS

General Training IELTS can be used for work and residential visas (depending on the individual requirements of the country in question). The exam consists of four tests: reading, writing, speaking and listening.

Unlike the Cambridge main suite exams there is no 'Use of English' grammar/vocabulary based test. Students' command of English grammar and vocabulary is assessed solely through their use of it in communication. (please note that for UK Citizenship applications only IELTS for UKVI is accepted).

### ACADEMIC IELTS

Academic IELTS is now the standard test for university acceptance in English speaking institutions. Students must have a score of 6.5 (out of 9) to be accepted by the majority of universities. There are four parts to the test: reading, writing, speaking and listening. The reading and writing tests are based on more academic material than the general training equivalents.

We book IELTS students with University College Dublin. Erin School of English includes exam preparation in your General English courses. Students can also attend our free elective IELTS preparation classes.

## IELTS EXAM

### WHY TAKE IELTS?

**It is recognised worldwide.**

The IELTS exam is a test of English ability. Perfect for anyone wishing to do further study or work in an English-speaking country. The course focuses on exam content and ways of maximising your score. Courses are arranged on request. Erin School of English is an approved IELTS Practice Test Centre.

It is the most popular English test in the world and is accepted and trusted worldwide as a measure of English language ability. The IELTS exam is a multi-level test but in practice is best suited to levels intermediate and above. Students receive a certificate with their band score upon completion of the test. The certificate is valid for two years



# POLICIES

## IMPORTANT NOTES FOR STUDENTS

- Attending classes is very important, particularly for those students in Ireland on a study visa. All students must arrive on time for class. Students may be up to 15 minutes late or leave up to 15 minutes early in an emergency ONLY. Students who arrive late consistently will be allowed to attend class but will not receive attendance.
- All long-term students receive a copy of the coursebook as part of their course. The book fee is 40 euro. As you progress through your course and change level you will also change your coursebook. The school will provide all the coursebooks you require throughout your course for this fee. The books must be returned at the end of the course and they must not be written on. The 40 euro fee will not be refunded.
- Holidays can only be taken during set periods. Visa students can only take holidays upon completion of the first eight weeks of their course. Holidays must be booked with reception.

### HOLIDAY PERIODS:

June – September

December – January

**NOTE:** Holiday periods are subject to change by the school and should be checked prior to booking.

### TERMS AND CONDITIONS

- Payment for the courses by visa clients must be paid to a segregated account (Escrow) of PaytoStudy and a copy of payment order must be sent to PaytoStudy. The funds are kept in escrow account of PaytoStudy until the visa is approved. Refunds are arranged within 3 weeks of the visa refusal and customer's bank account details receipt by the school.
- Cancellations
  1. Bookings may be cancelled up to a week prior to commencement of course with a €50 administration penalty. Where accommodation has been booked a €100 penalty applies.
  2. For cancellations received 1 to 7 days before the course begins 20% of full amount will be refunded.
  3. There is NO refund for any cancellation once the course has commenced. This includes late arrival, early departure or days missed during the course.

4. A fee of €150 applies to cancellations due to visa refusal. (Visa refusal documentation required for refunds)
  5. A fee of 25 euro applies to any bank transfers which are to be arranged in case of refunds. All tuition fees refunds are arranged within 20 working days from the receipt of the visa refusal letter. Please contact our administrator on [info@erin-school.com](mailto:info@erin-school.com)
- Learner Protection Insurance is compulsory for all students studying in Ireland, it is part of the legislation covering English language schools who take non-EU students in Ireland. Every student must purchase learner protection insurance, Erin School offers this insurance through O'Driscoll O'Neill at a cost of 100 euro (covering the fees up to 2500 euro).

Insurance and Health. Participants from EU countries should obtain form EHIC from their local Social Welfare Office. Any participant undergoing ongoing medical treatment must provide a medical certificate. Such participants should also bring to Ireland a supply of medicine sufficient to cover their stay. All participants should provide their own basic health and travel insurance.

The school offers medical insurance via the broker O'Driscoll O'Neill to all academic courses students. The fee is 165 euro.

### CANCELLATION POLICY

- Bookings may be cancelled up to a week prior to commencement of course with a €50 administration penalty. Where accommodation has been booked a €100 penalty applies.
- For cancellations received 1 to 7 days before the course begins 20% of full amount will be refunded.
- There is NO refund for any cancellation once the course has commenced. This includes late arrival, early departure or days missed during the course.
- A fee of €150 applies to cancellations due to visa refusal. (Visa refusal documentation required for refunds)
- A fee of €25 euro applies to any bank transfers which are to be arranged in case of refunds. All tuition fees refunds are arranged within 20 working days from the receipt of the visa refusal letter.

Please contact our administrator on [info@erin-school.com](mailto:info@erin-school.com).

### PRIVACY STATEMENT

We at Erin School of English respect your right to privacy and comply with our obligations under the EU General Data Protection Regulation ((EU) 2016/679) ("GDPR"). You can find our Privacy Statement on our website via <https://erinschoolofenglish.com/policies/privacy-statement/>



# REAL ENGLISH CLASSES

Real Dublin Life

## CONTACT INFORMATION

If you have any questions or need any further information, please contact us:

**Address** 19-22 Dame Street Dublin 2, County Dublin D02 E267, Ireland

**Tel** +353 1 878 3684

**Email** [info@erin-school.com](mailto:info@erin-school.com)

[www.erinschoolofenglish.com](http://www.erinschoolofenglish.com)

<https://www.facebook.com/erinschoolofenglish>

<https://instagram.com/erinschoolofenglish/>

<https://plus.google.com/+Erinschoolofenglish>



Erin  
School of English