

Homestay Programme

1 Enrolment

Download the Enrolment and Parental Consent Form from:

<http://www.francesking.com/teenager-english-course-dublin.aspx> and send to us in one of the following ways:

- Email the completed form to:
dublin@francesking.com
- Fax the completed form to:
+ 44 (0)20 7341 9771
- Post the completed form to:
Frances King School of English,
77 Gloucester Road, London SW7 4SS, UK
- Visit **www.francesking.com** and enrol online. You can pay a deposit or make full payment on our secure server where it is safe to give your credit card details.

2 Payment Terms

- A deposit of €500 is payable on enrolment.
- The balance is payable at least 6 weeks before the arrival date in euros. If payment is made by credit card we will deduct the balance 6 weeks before the start of the course.
- For bookings made less than 6 weeks before the course start date, payment in full is required.

You can pay by:

- Credit Card (Visa or Mastercard). Please give your card details on the Enrolment Form or pay online at:
<https://secure.francesking.com/payment-dublin>
- International Bank Transfer to our bank:
Business Education Limited trading as
Frances King School of English (Ireland) Ltd,
Bank of Ireland,
Lower Baggot Street, PO Box 3131, Dublin 2.
Bank sort code: 90-14-90
Account number: 62783119
IBAN BIC Number (SWIFT): BOFIE2D
IBAN NUMBER: IE18 BOFI 9014 9062 7831 19
 - Frances King is not responsible for any bank transfer charges. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
 - You need to email/fax a copy of the bank transfer with your Enrolment Form.
 - Please make certain that your name appears clearly on the bank transfer.
- Euro cheque drawn on an Irish bank account

3 Fees

44 Dublin Teenager Homestay Package

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks
€1322	€1885	€2457	€2993	€3528

What is included:

- Full board homestay accommodation
- 20 x classes of 50 minutes weekly
- Course materials and Frances King certificate
- Activities programme and weekly excursions
- Supervision by staff

What is NOT included:

- Transfers from airport
- Incidental expenses and pocket money
- Medical and travel insurance

4 Transfers

For 1-3 people booking together (for more than 3 people please ask)

Waiting times may be up to 90 minutes and cars may be shared

Airports

Airport	Return Transfer Fee	Supplement before 05.00 and after 23.00 (per flight)
Dublin Airport	€150	€20

5 Medical and travel insurance

Before arriving in the Ireland students should take out their own medical and travel insurance. They can take out your own insurance or the International Student Policy offered by guard.me. EU nationals should bring their European Health Insurance Card (EHIC) which allows you access to Irish health care services.

6 Programme information

What to bring

We will provide you with a list of things to bring with your confirmation.

Contact with family

Students are asked to telephone their families on arrival.

Pocket money and valuables

Students are recommended to bring €60-€80 per week to pay for incidental expenses such as drinks and souvenirs. We will charge a handling fee should any extra pocket money be sent during the programme.

Laundry

Towels and bed linen are supplied by the host family and laundered weekly. Personal laundry will be done once or twice a week by the host family.

7 School rules

Students are accepted on the understanding that they follow these important rules and are prepared to obey them at all times:

ALWAYS...

- Carry your Frances King student card with you.
- Be on time for classes and activities everyday and meals in your host family.
- Take an active part in lessons and all activities
- Treat other students and staff members politely and kindly
- Be careful not to endanger others or yourself
- Try to speak English at all times

NEVER...

- Smoke, drink, use drugs, steal or shoplift
- Use bad language or fight with anyone
- Use your mobile phone or any handheld equipment during lessons or activities
- Break any Irish law
- Behave in an anti-social way
- Eat chewing gum in the school

These rules must be obeyed at all times.

Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. The student's family will be responsible for all extra costs arising.

8 Terms and Conditions

a) Cancellation policy

If you want to cancel your booking you must give notice in writing. Cancellation fee:

- More than 30 days before arrival – deposit of €500
- Less than 30 days – full fees
- Visa refusal received more than 30 days before course start date – €200
- Visa refusal received less than 30 days before course start date – €500

b) Valuables

Students are requested to avoid bringing valuables. Any valuables must be locked in your suitcase or handed to the school for safekeeping. We do not accept any liability for loss of money or valuables in our safekeeping or anywhere else.

c) School rules

Students are required to carefully obey all school rules. A serious transgression may lead to a student being returned early at his/her family's expense with no fee refund. Any crime committed will be immediately reported to the Police.

d) Other responsibilities

Students are accepted on the assumption that they are in good health. We do not accept responsibility for injury or loss of life, loss or damage to property, expenses due to delays in transport services or anything else out of our control. It is the student's responsibility to have a valid passport and, if required, visa. Students are responsible for the full cost of any damage they may cause.

Day School Programme

e) Changes to or cancellation of programme

Frances King reserves the right to change or cancel course programmes in case of low enrolments or unforeseen events outside our control.

f) Promotional materials/photography

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Parents must advise us at the time of booking if they do not wish their children to appear in any promotional material.

g) Illness or injury

- In case of illness or injury Frances King will follow the advice of the attending medical consultant unless advised otherwise by a parent or guardian.
- Students may be charged for a medical consultation.
- Students from countries outside Europe are not entitled to free treatment. Therefore we recommend all students take out travel and medical insurance before travelling.
- In case of emergency all students are taken to the nearest Accident and Emergency Hospital. There is a charge of €100 for the initial visit to Accident and Emergency. Frances King can pay this fee and be reimbursed at a later date.
- Our appointed First Aiders will administer common medicines, but not prescription medicines, unless we are advised not to by parents.

h) Force majeure

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemic and the like. Refunds will not be made in such circumstances.

1 Fees

45 Dublin Teenager Day School

1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks
€432	€848	€1176	€1512	€1811	€2110

What is included:

- 20 x classes of 50 minutes weekly
- Course materials and Frances King certificate
- Lunch
- Varied activities programme
- Weekly excursion outside Dublin.

What is NOT included:

- Transfers from airport
- Incidental expenses and pocket money
- Medical and travel insurance

2 School rules, terms and conditions:

- Students must be accompanied to and from the school by an adult of 21 years or over, or 18 or over by arrangement, (unless 14 or over with parent/guardian permission). Students should be dropped off at 8.45 and collected at 5.45.
- The school rules, except those relating to money and conduct in homestay accommodation, apply to day school students.
- The terms and conditions also apply to the day school programme.