



DELIVERING EXCELLENCE
in English

www.workingenglish.ie

Course Fees and Enrolment Form 2010

How to enrol for a course

1. Take a free English level assessment test online on www.workingenglish.ie
2. Complete the Enrolment Form and return by fax, e-mail or post.
Fax: +353 (0) 1872 9875
E-mail: enrolment@workingenglish.ie
3. We will confirm your course booking by e-mail and send you an invoice at our earliest convenience. Please book your flight only when you have received a course booking confirmation from us.
4. Pay Course Fees. Choose one of the payment options listed on the form please.

Alternatively, you can register online on www.workingenglish.ie

For bank transfer, please use the bank details below:
Bank Name: AIB – Allied Irish Banks
Bank Address: South Richmond Street, Dublin2, Ireland
Account Name: Working English
Account Number: 11433036
Sort Code: 93-11-60

For International Payments please use:
BIC / SWIFT CODE: AIBKIE2D
IBAN NUMBER: IE29AIBK 931160 11433036

- As a reference, please quote the relevant **COURSE CODE** and your **FULL NAME**.
- Please add €10.00 to your payment to cover international bank transfer charges. Please allow 5 working days for a bank transfer to reach our account.
5. Host Family details will be sent after payment has been received.
 6. Contact your host family by phone to confirm your arrival time, please.
 7. On the first day of your course, arrive at the school location at the time specified in your confirmation e-mail or letter.
 8. If you have not taken our online English level assessment test, you will be tested and placed in the relevant group based on your written and speaking level.
 9. Please read carefully the Working English Terms and Conditions of Enrolment on the back of this form and take note of Public Holidays.
 10. Please bring a copy of the invoice with you as proof of payment on the first day.
 11. Enjoy your study at Working English Language School !

COURSE SUMMARY & FEES 2010

COURSE NAME	COURSE CODE	HOURS PER WEEK	COURSE DURATION	PRICE IN EURO (€)
FULL-TIME COURSES: MORNING - MONDAY TO FRIDAY				
GENERAL ENGLISH	M-GE15	15	1 week + weeks	1-3 wks: 1 week €150 4-12 wks: 1 week €142.50 13-24 wks: 1 week €135 25-48 wks: 1 week €127.50
GENERAL ENGLISH	M-GE20	20	1 week + weeks	1-3 wks: 1 week €200 4-12 wks: 1 week €190 13-24 wks: 1 week €180 25-48 wks: 1 week €170
FCE - First Certificate in English	M-FCE20	20	8 / 12 weeks	8 weeks: €1560 12 weeks: €2320
CAE - Certificate in Advanced English	M-CAE20	20	8 / 12 weeks	8 weeks: €1560 12 weeks: €2320
CPE - Certificate of Proficiency in English	M-CPE20	20	12 weeks	12 weeks: €2320
PART-TIME COURSES: AFTERNOON / EVENING - MONDAY TO FRIDAY				
GENERAL ENGLISH - AFTERNOON 1	A1-GE4	4	8 weeks + weeks	8 weeks: €320
GENERAL ENGLISH - AFTERNOON 2	A2-GE3	3	4 / 8 / 12 weeks + weeks	4 weeks: €145 8 weeks: €270 12 weeks: €385
GENERAL ENGLISH - EVENING	E-GE3	3	4 / 8 / 12 weeks + weeks	4 weeks: €145 8 weeks: €270 12 weeks: €385
BUSINESS ENGLISH	GBE3	3	4 / 8 / 12 weeks + weeks	4 weeks: €145 8 weeks: €270 12 weeks: €385
BEC - Business English Certificate	E-BEC3	3	8 / 15 weeks + weeks	8 weeks: €270 15 weeks: €480
FCE - First Certificate in English	E-FCE3	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
CAE - Certificate in Advanced English	E-CAE3	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
IELTS	IELTS3	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
PART-TIME COURSES - SATURDAY				
GENERAL ENGLISH	GE-SAT3	3	8 weeks + weeks	8 weeks: €270
FCE - First Certificate in English	FCE3-SAT	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
CAE - Certificate in Advanced English	CAE3-SAT	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
ENGLISH FOR BUSINESS START-UPS & ENTREPRENEURS	BSUE3	3	10 weeks	10 weeks: €380
PART-TIME COURSES - SUNDAY				
GENERAL ENGLISH	GE-SUN3	3	8 weeks + weeks	8 weeks: €270
FCE - First Certificate in English	FCE3-SUN	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
CAE - Certificate in Advanced English	CAE3-SUN	3	8 / 12 weeks + weeks	8 weeks: €270 12 weeks: €385
ENGLISH CLASSES AVAILABLE UPON REQUEST				
ONE-TO-ONE LESSONS - individual tuition	1-1ENG	minimum 1 no maximum	1 day - 1 week +weeks	1 hour: €50 3 hours: €140 6 hours: €270 (1 hour = 60 minutes)
EXECUTIVE ENGLISH	EXE-ENG		To be arranged	Please contact our office for a free quote
IN-COMPANY TUITION	CO-ENG		To be arranged	Please contact our office for a free quote

*Course start dates – check on the website or contact the school for details.

Accommodation Fees in Euro (€) – per week, per person

EXAM COURSES*	MINIMUM LEVEL REQUIRED	EXAM DATES	High Season: July - August		Low Season: September - June	
			Single Room	*Twin Room	Single Room	*Twin Room
FCE	Upper-Intermediate B2	March 13, June 12/15, Dec 7/11	SC €140	SC €130	SC €130	SC €125
CAE	Advanced C1	March 6, June 16, Dec 5/ 8	BB €155	BB €145	BB €145	BB €135
CPE	Proficiency C2	June 17, Dec 5/9	HB €175	HB €160	HB €160	HB €145
BEC	Intermediate B1 – Advanced C1	March 19, June 10, Sep 24, Dec 4	FB €185	FB €170	FB €175	FB €165
IELTS	Upper-Intermediate B2	Exam can be taken every month				

SC - Self Catering
HB - Half Board

BB - Bed and Breakfast
FB - Full Board

No Registration Fee applies.

Accommodation Booking Fee €50.

Airport Transfer is optional and available on arrival and departure – one way for a fee of €65 / on both arrival and departure at a fee of €110.

Course and Accommodation Registration Form 2010

❖ Student's Personal & Contact Details

First Name: _____ **Surname:** _____ **Title:** Ms Mr

Date of Birth: (dd/mm/yy) _____ Nationality: _____ Native Language: _____

Address: _____

Town / City: _____ Country: _____ Post Code: _____

Home Telephone: _____ Work Telephone: _____ **Mobile Telephone:** _____

Fax: _____ **E-mail Address:** _____

❖ English Course Details

Student's English Level:

Beginner Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced Proficiency
 A0 A1 A2 B1 B2 C1 C2

Type of Course you wish to study:

General English Exam Preparation Business English One-To-One Lessons (Individual classes) Executive English In-Company Tuition English for Business Start-Ups & Entrepreneurs

Course Code: _____ **Number of hours per week:** _____ **Start Date:** (dd/mm/yy) _____ **Number of weeks:** _____

Special enquiries: _____

Would you like to receive information about any special offers or special events at W.E.? Yes No

How did you hear about our school? _____

Are you booking your course through an agent? Yes No If yes, please provide name of agency: _____

❖ Accommodation

Do you need accommodation? Yes No

Type of Accommodation: Host Family – Single Room Host Family – Twin / Double Room (only for 2 people booking together)

Meals: SC – Self Catering / meals are not provided BB – Bed and Breakfast / only breakfast is provided
 HB – Half Board / Breakfast and dinner are provided FB – Full Board / breakfast, lunch and dinner are provided

Date of arrival in accommodation (dd/mm/yy): _____ Number of weeks: _____

Do you have any specific dietary requirements? Yes No Details: _____

Do you have any allergies or health problems? Yes No Details: _____

Special arrangements: _____

❖ Airport Transfers

Do you require airport transfer on arrival? Yes No Do you require airport transfer on departure? Yes No

Please provide us with your arrival and departure flight number and time at least 2 weeks before arrival.

❖ Payment Details

Please choose the method you wish to pay: Pay Pal Bank Transfer Cheque Cash (in person)

Credit Card Visa Master Card

Credit Card Details – Name of Card Holder: _____

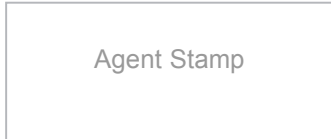
Card Number: ____ / ____ / ____ / ____ Expiry Date: ____ / ____ CVV Number: ____

I hereby authorise Working English Language School to debit € _____ EURO from the above credit card.

Card Holder Signature: _____

I HAVE READ & I ACCEPT THE TERMS & CONDITIONS OF ENROLMENT STATED OVERLEAF

Signature of Applicant: _____ Date: _____



Terms and Conditions

1. Age

a. Students should be minimum 16 years old or over depending on the course. Please check course summary for more details.

2. Classes

- a. Each class hour is 60 minutes long.
- b. The maximum class size is 8.

3. English Courses

- a. All English courses are subject to availability. Please [contact](#) the school or [register](#) first to check course availability before making a payment.
- b. Courses form once minimum quota of 5 students has been reached.

4. Registration Pack and Course Fees

- a. Please note that no registration fee applies.
- b. Course fees include: tuition, welcome pack, placement test, progress test/s, progress report/s and end of course certificate.
- c. Please note that end of course certificate of attendance and level is awarded to students who have a minimum of 80% class attendance and score a minimum 60 % in their progress tests.
- d. Course fees do not include: coursebooks, workbooks, exam fees, bank charges and private insurance.
- e. All students must purchase their coursebooks and workbooks.

5. Accommodation

- a. All accommodation booked by *Working English* is subject to a booking fee of €50. It is based on 7 nights stay, beginning from Saturday or Sunday.

6. Airport Transfer

- a. If you wish, we can arrange for you to be collected at Dublin Airport and driven to your accommodation for a fee of €65.
- b. You can also request airport transfer for both arrival and departure at a fee of €110.
- c. Airport transfer is only available on Saturdays and Sundays between 8.00 – 22.00. If a transfer is arranged outside these hours, an extra €30 is payable.

7. Insurance

- a. Students are advised to take out private medical and travel insurance prior to arrival in Ireland. EU nationals should bring a European Health Insurance Card to cover public medical care.

8. Visas

- a. Non-EU nationals should contact their local Irish Embassy or Consulate or visit the Department of Justice website: www.inis.gov.ie for details of visa requirements. *Working English Language School* offers an efficient visa support service.

9. Payment

- a. Students are required to pay full fees minimum 4 weeks before arrival. However it is still possible to sign up for a course less than 4 weeks before the course is due to start if places are available. Please check with the school first and make an immediate payment to ensure your booking. *Working English* has the right to cancel course bookings in case payment is not received.

b. Students who wish to enrol for a course organised in 'date blocks' (starting and finishing on specific dates) which has already started, can still do so at discounted fees. Please [contact](#) the school first.

10. Refunds and Cancellation

- a. Notice of cancellation must be sent in writing (by e-mail or post) to *Working English*.

b. If cancellations are received more than 14 days before the course start date, the administration charge of €50 and bank charges if applicable will apply. All the remaining course and accommodation fees will be refunded to the student.

c. For cancellations received 14 – 7 days before the course start date, one week's accommodation and 35% of course fees (and bank charges if applicable) will apply.

d. For cancellations received 6 – 1 day/s before the course start date, one week's accommodation and 80% of course fees (and bank charges if applicable) will apply.

e. For cancellations received when a course has started, no refund will apply.

f. No refund applies for missed classes and no classes can be compensated for. The student should consider any personal commitments before signing up for a course.

g. In the case of missed classes due to personal happenings or unpredictable events such as bus strikes, heavy traffic, failure to find a parking space near the school etc., unfortunately no refund applies, and no classes are compensated for.

h. In the case of an illness, the student may request that a course be postponed to a later date only when the student presents a medical certificate to the school. A course can only be postponed within the same calendar year.

11. Course and Accommodation Change Policy

a. It is possible to change a course before or after a course starts, which is subject to course availability. However no refund will apply if the course change is made from a full-time course to a less intensive / part-time course.

b. If host family accommodation change is made less than 14 days before arrival, one week's accommodation will be charged.

12. Public Holidays

a. The School is closed on all Public Holidays and no refund or fee discount is given and classes are not compensated for when a full-time course overlaps with a Public Holiday (usually Mondays). In this case the course starting day is Tuesday. As regards part-time courses, classes falling on a Public Holiday are not held either, but they are postponed to a later date.

b. *Working English* - School Calendar 2009

The school is closed on the following days:

- January 1st - 4th -- New Year (the school will reopen on Monday 5th Jan 2009)
- March 17th -- St. Patrick's Day
- April 13th -- Easter Monday
- May 4th -- Public Holiday
- June 1st -- Public Holiday
- August 3rd -- Public Holiday
- October 26th -- Public Holiday
- December 21st, 2009 - January 3rd, 2010 – Christmas & New Year (the school will reopen on Monday 4th January 2010)

c. *Working English* - School Calendar 2010

The school is closed on the following days:

- January 1st - 3rd -- New Year (the school will reopen on Monday 4th Jan 2010)
- March 17th -- St. Patrick's Day
- April 5th -- Easter Monday
- May 3rd -- Public Holiday
- June 7th -- Public Holiday
- August 2nd -- Public Holiday
- October 25th -- Public Holiday
- December 20th, 2009 - January 2nd, 2011 – Christmas & New Year (the school will reopen on Monday 3rd January 2011)