



**2023**

**ENROLMENT INFORMATION**

*Proud of our past  
Focused on your future*

# Course Fees 2023

\*Registration Fee: €80

CODE	COURSE	HOURS PER WEEK	TIMETABLE	WEEKS	START DATES	PRICE PER WEEK				
						1-3	4-7	8-11	12-24	25+
EFC	ENGLISH FOR COMMUNICATION	24	MORNING + 2 AFTERNOONS	1-24	EVERY MONDAY	315	295	290	280	--
GE	GENERAL ENGLISH	15	MORNING	1-36		255	240	235	225	215
GEA	GENERAL ENGLISH AFTERNOON	15	AFTERNOON	1-36		185	175	165	155	135
SP5	GENERAL ENGLISH WITH 5 PRIVATE LESSONS	15+5	MORNING + 2 AFTERNOONS	1-8		475	460	--	--	--
SP10	GENERAL ENGLISH WITH 10 PRIVATE LESSONS	15+10	MORNING + 4 AFTERNOONS	1-8		755	725	--	--	--
**CEP	CAMBRIDGE EXAM PREP	20	MORNING	4/8/12	4 START DATES PER YEAR	4-WEEK COURSE = 1300 8-WEEK COURSE = 2400 12-WEEK COURSE = 3500				
**IEP	IELTS EXAM PREP	20	MORNING	4/8/12						

For Academic Year courses please, see separate enrolment information.

PRIVATE LESSONS					
CODE	COURSE	HOURS PER WEEK	TIMETABLE	PRICE PER WEEK	
				1-3	4+
A	PRIVATE LESSONS	20	FLEXIBLE	1200	1000

Extra Private Lessons are €65 per hour

TEACHER TRAINING COURSES				
CODE	COURSE	HOURS PER WEEK	DURATION	PRICE
TCT	TRINITY CERT TESOL	30	4/5 WEEKS	1250
ETTC	IN-SERVICE TEACHER TRAINING COURSES	28	1-2 WEEKS	435 PER WEEK
GENTT	GENERAL ENGLISH + TEACHER TRAINING	23	1-2 WEEKS	395 PER WEEK

\*The Registration Fee is not refundable

\*\*CEP and IEP Courses are subject to a minimum number of enrolments per course. Please check with the team before booking

\*\*\*All prices are quoted in Euro

# Accommodation Fees 2023

Accommodation Placement Fee €30

CODE	ACCOMMODATION TYPE	PRICE
<b>HOMESTAYS</b>		
SHB	SINGLE HALF BOARD	230 / WEEK
SFB	SINGLE FULL BOARD	250 / WEEK
THB	TWIN HALF BOARD	230 / WEEK / PERSON
TFB	TWIN FULL BOARD	250 / WEEK / PERSON
PB	PRIVATE BATHROOM SUPPLEMENT	30 / WEEK
<b>RESIDENCES</b>		
VIVA2	VIVA RESIDENCE - TWIN ROOM SHARED	255 / WEEK / PERSON
VIVA3	VIVA RESIDENCE - TRIPLE ROOM SHARED	245 / WEEK / PERSON
VIVA4	VIVA RESIDENCE - QUADRUPLE ROOM SHARED	235 / WEEK / PERSON
POINT	THE POINT RESIDENCE / SINGLE / EN-SUITE	315 / WEEK

## AIRPORT TRANSFERS

TRANSFERS TO/FROM	PRICES - ONE WAY		
	1 PERSON	2 PEOPLE TRAVELLING TO THE SAME ADDRESS	2 PEOPLE TRAVELLING TO DIFFERENT ADDRESSES
DUBLIN AIRPORT	80	100	110

## MANDATORY EXTRA

DESCRIPTION	PRICE
COURSE BOOK	45 / LEVEL

All prices are quoted in Euro

## ACCOMMODATION INFORMATION

An **Accommodation Placement Fee of €30** is applied to ALL accommodation bookings.

All types of accommodation can be booked throughout the year.

### Homestay Supplements

Bookings which include weeks starting 17th & 24th December, 2023 - €40/week/person.

Special Diets i.e. vegetarian, vegan, lactose intolerant, gluten free - €40/week/person.

Summer Stay (between July 1st & September 3rd) - €25/week/person.

### Arrival/Departure

All accommodation options are booked Saturday to Saturday or Sunday to Sunday.

### Extra Nights

Availability must be verified prior to booking.

1 extra night - €35 SHB and €38 SFB

2+ extra nights - amount for a full week will be charged.

### Check-in times

Residence check-in time is 15.00

## TRANSFER INFORMATION

### Transfer Supplements

Transfers between 23.00 and 05.00 will incur a €30 supplement.

### Arrival/Departure

It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

# Enrolment Details Terms and Conditions 2023

## ENROLMENT

You can enrol in the following ways:

- On our website at [www.linguaviva.com](http://www.linguaviva.com)
- By sending us an email to [info@linguaviva.com](mailto:info@linguaviva.com)
- In person by visiting us at 45 Leeson Street Lower

## PAYMENT

You will need to pay a **€200 non-refundable deposit** at the booking stage. Once we have received the deposit and the booking form, we will process your booking and email you all the relevant confirmation documents.

The remaining amount is payable in full 2 weeks before your start date.

Please note that in cases where you are required to apply for a visa to enter the Republic of Ireland, full fees for course and accommodation are payable BEFORE any Visa Letters are issued. All Visa requiring students MUST pay their fees using Transfermate Services.

<https://linguavivacentre.transfermateeducation.com/>

In the case of a Visa Refusal, the full fees will be refunded minus a €200 processing fee.

Regular course payments can be made via Bank Transfer to:

Bank of Ireland,  
Upper Leeson Street, Dublin 4.  
Account number: 83942780  
Sort Code: 90-01-72  
Account Name: The Linguaviva Centre Limited  
Swift Code: BOFIE2D  
IBAN Number: IE 76 BOFI 900172 83942780

or

By Credit Card using the link below:

<https://linguaviva.com/credit-card-payment/>

The Linguaviva Centre 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.

Please, email us a copy of your bank transfer and include your full name in the details of the transfer.

## INSURANCE

Before you arrive in Ireland, you should take out insurance for your own financial and personal security.

## CONFIRMATION

When we receive your Booking Form and payment, we check the availability of your course and accommodation and send your confirmation documents by email within **24 hours**.

We will contact you if the course or accommodation you want is not available and offer you an alternative.

If you are a Visa requiring student, your accommodation will be booked only once you have received your visa.

If you want to book an airport transfer (either a single or return) you must email us your flight details and your phone number. We will then confirm that we have booked this for you.

Students aged 17 must book a return airport transfer unless a guardian (over 21 years) is meeting the student at the airport.

You must inform your homestay or other accommodation provider of your arrival time. If you do not do this, we cannot guarantee that your host/accommodation provider will be there to meet you.

## COURSE INFORMATION

### Contact Details

You must keep all your contact details up-to-date and inform the school and Immigration Authorities if and when your circumstances change.

### Attendance

We ask that you attend your classes on time as your progress and that of your classmates depends on it.

Academic Year courses for visa requiring students have a compulsory attendance element. Students who fall below the expected percentage of attendance will be notified and may be expelled as a result of non-compliance.

### Course Conditions

The Linguaviva Centre cannot guarantee a particular course, timetable until you have completed the on-line placement test. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. The Linguaviva Centre also reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.

### Student Holidays

Students on 25-week Academic Year programmes may take a maximum of 1 week of holidays during their course with the remaining weeks after the completion of the course.

# Enrolment Details

## Terms and Conditions 2023

### ACCOMMODATION ARRANGEMENTS

The Linguaviva Centre acts as an agent for the supplier of accommodation, with the exception of the Viva Residence, therefore is not directly responsible or liable for any issues that may arise from your permanence in the accommodation of your choice.

We will act as mediators and support our students in the best way possible in all circumstances.

Our host families are regularly Garda Vetted and we follow best practice policies to guarantee an optimal experience for our students.

The Viva Residence is managed directly by our team and is under our direct responsibility.

### COURSE CANCELLATION

#### Before Arrival:

If you want to cancel your booking before starting your course or before arriving in Ireland, you must give a minimum of 1 week's notice in writing in which case we will refund all course fees minus a €200 cancellation fee.

For courses cancelled with less than 1 week's notice the cancellation fee is €500.

#### Before Arrival When a Student is Refused a Visa:

If you want to cancel your booking because your visa has been refused, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All course fees will be refunded minus a €200 cancellation fee.

#### After Arrival:

If you cancel or curtail your course after arrival in the country, there is *no refund* under any circumstances.

- Course credits may be given at the school's discretion;
- No credit for courses cancelled during the first 4 weeks;
- Credits are not transferable and must be used within 1 year
- Credits may be used to pay for group courses or private lessons at the school's discretion and if teachers are available, but may not be used to pay for accommodation.

If you leave because you are ill or because of the death or serious illness of a close relative, you may be able to claim reimbursement of fees through your insurance.

No refund will be given if a student leaves for what is an insurable risk.

No refunds will be given for late arrival, early departure or days missed during the course.

### ACCOMMODATION CANCELLATION

#### Before Arrival:

If you want to cancel your accommodation before arrival in Ireland, you must give notice in writing. We will refund all fees minus a €200 cancellation fee unless the accommodation fees for the notice period exceed that amount. If so you will be charged €200 plus the difference.

#### Before Arrival When a Student is Refused a Visa:

If you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy or Consulate. All accommodation fees will be refunded, provided the correct notice to cancel accommodation is given. If notice is insufficient you will be charged for the notice period. See notice period (below) to cancel accommodation.

#### After Arrival:

If you cancel or curtail your accommodation after arrival in Ireland, you will be charged a cancellation fee of €200. The notice period required varies according to your accommodation type.

See Notice Period for accommodation cancellation below. There is no refund for this period.

#### Notice Period for Accommodation Cancellation

You must give notice as below, "the notice period", to cancel accommodation before arrival, otherwise you must pay for the period.

**Residential Accommodation** = 4 weeks notice

**Homestay Accommodation** = 3 weeks notice

### REFUNDS

Course and accommodation refunds will take up to 10 working days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid the fees in the first instance.

### 17-YEAR-OLD STUDENTS

- Students who are 17, study alongside adult students with no supervision outside class times.
- Students who are 17, without a guardian in the country must stay with a homestay.
- They must book a return airport transfer unless a guardian (21 years and over) is meeting them at the airport.

# Enrolment Details

## Terms and Conditions 2023

### TRANSFER INFORMATION

- Flight details and your mobile telephone number must be received in writing at least 1 week before arrival.
- To cancel or change an airport transfer you must inform us in writing 24 hours before the flight arrival or departure time or you will be charged for the transfer.
- A supplement of €30 will be charged for an airport transfer service between 23.00 - 05.00. A supplement will also be charged for airport transfers on public holidays (and during the Christmas period) - please ask for prices.
- Waiting time of 1.5 hours is included in the transfer price. If you do not contact the driver within 1.5 hours of the flight arrival time, the driver will leave the airport and any request for a further transfer will be charged at the full rate. Waiting time starts from the scheduled time of arrival, unless the flight is early.
- Please read your airport transfer confirmation documents carefully before departure as they include important information

### FORCE MAJEURE

The Linguaviva Centre 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, pandemics and the like. Refunds will not be made in such circumstances.

### PHOTOGRAPHY & VIDEOGRAPHY

Sometimes The Linguaviva Centre or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material. It is your responsibility to absent yourself when photographs are being taken or videos made. Unless directed by your teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director or a Senior Member of Staff. Teachers may organise filming and recording to enhance your educational experience.

### PUBLIC HOLIDAYS

There is no reduction in course fees when a course includes a public holiday.

### COMPLAINTS

Problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help.

### FULL DISCLOSURE AND CONDUCT

We ask that any learning and/or behavioural issues be disclosed to us at the booking stage. We will aim to provide the best service possible under the circumstances provided we are aware of any special needs **prior** to arrival.

In the event where special needs are not communicated to us in a timely manner and we feel that the student is disruptive to the class, unable to care for themselves, overwhelmed or showing distress, we reserve the right to cancel their course and accommodation and request for them to return to their country.

The Linguaviva Centre also reserves the right to cancel a student's course and accommodation in the event of general misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising in both cases.

### PERSONAL INFORMATION

We will keep your information in electronic and paper format. Details will be passed to airport transfer, accommodation and other providers as needed. Information may also be passed to the Irish Immigration as well as any other government authorities if required.

### PRIVACY POLICY AND SECURITY STATEMENT

The Linguaviva Centre Ltd, its directors, employees, agents, affiliates or other representatives as well as their respective parent and subsidiary companies shall not be liable in respect of any claims emergencies, demands, causes of action, damages, losses, expenses including and without limitation, reasonable attorney fees and costs of proceedings arising out of or in connection with the use and/or dissemination of personal information relating to you in accordance with this Privacy Policy and your consent. The Linguaviva Centre Limited reserves the right in its sole discretion to amend this Privacy Policy and Security Statement at any time and you should regularly check this privacy policy for any amendments.



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# LINGUAVIVA CENTRE

## CALENDAR 2023

### JANUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### MARCH

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### CALENDAR NOTES

There are no classes on Bank Holidays.

There are no classes for 2 weeks from December 18, 2023 to January 2, 2024.

In 2024 the schools will open again on January 2.

■ = School is closed

### MAY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JUNE

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### JULY

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### AUGUST

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### SEPTEMBER

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### OCTOBER

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### DECEMBER

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

