



•ENROLMENT PROCEDURE

Please complete the enrolment form and email it to: admin@selt.ie. Upon receipt of the enrolment form your information will be added to Swan's booking system. Your booking confirmation and an invoice detailing the payment due will be sent to you. A deposit of 20% of total fees must be paid within 2 weeks after receiving the invoice. For apartments/residence deposit please contact our office.

For EU students:

All fees must be paid at least 2 weeks before course commencement.

For Non-EU non-visa required students:

All fees must be paid at least 2 weeks before course commencement. Swan will then issue a visa letter confirming acceptance onto a course and full receipt of fees. Students must present this visa letter at the point of entry into Ireland.

For Non-EU visa required students:

All fees must be paid at least 4 weeks before course commencement (or before visa letter is issued).

All visa applications must be made online. A letter from Swan confirming full payment and all required documents should be sent to the appropriate Irish visa office. Fees must be paid in full before Swan can issue a visa letter.

Normally, the time it takes to process a visa for Ireland varies between 2-6 weeks. It is, however, always best to apply as far in advance as possible as some visa applications need to be made several months in advance.

•FEES

Your fees usually consist of an enrolment fee, course fee, accommodation fee, transfer fee, insurance fee, exam fee (if applicable) and any other additional services booked. Detailed information of your payment due can be found on your invoice.

Please note a loan of course books and other course material is included in the course price.

For long-term Non-EU students (25+ weeks) a language exam is compulsory (TIE or IELTS).

•METHODS OF PAYMENT

The course fees can be paid:

- By Credit Card. Please note a 3% bank charge applies to all credit card payments.
- By bank transfer from your bank to:

Bank Address: Allied Irish Bank,

61 South Richmond Street, Dublin 2

Ireland Account Name: Swan Training Institute

Account Number: 46259026

Sort Code: 93-11-60

Swift Code: AIBK-IE-2D

IBAN Code: IE 03 AIBK 931160 46259026

When paying by Bank Transfer, please ensure to **make reference** to the full name and booking number of the student as stated on the invoice in order to ensure quick and proper credit to the account.

All bank transfer fees must be paid by the payee. The amount that arrives in our account must match the invoice amount.

•AGE

Our adult center is open year-round to everyone aged 17 years and over. Our Mini-Stay and Junior International Summer Programme are open to students aged 10-17 if in a group, 12-17 years of age for individual students.

•COURSE START DATES

Courses with Swan Training Institute commence every Monday. If Monday is a public holiday; the course will start on a Tuesday.

•PUBLIC HOLIDAYS

The School will reopen after Christmas Holiday on **6th Jan 2020**. Classes missed for public holidays will not be made up at a later date. Due to School and Public holidays there will be no classes on: **17th March, 13th April, 4th May, 1st June, 3rd August, 26th October.**

Please note that the school will be closed for Christmas from 14th December 2019 and will reopen on 4th January 2020.

Classes which are cancelled in the event of circumstances beyond our control (strikes, weather etc.) will not be refunded or made up.



•CANCELLATION AND REFUND POLICY

All cancellations must be made in writing to Swan Training Institute.

Course Cancellation

For EU and Non-EU (Non-Visa required) students:

Written notice provided more than 14 days prior to arrival - fees will be refunded less registration fee €65 and bank charge of €20.
Less than 14 days before arrival - no refund will be given.

For Non-EU (Visa required) students:

In the case of a visa (and the subsequent appeal if appropriate) being refused, all fees less registration fee, an administration fee of €175 and a bank charge of €15 will be refunded.

In case of visa approval, no refund can be granted.

•Accommodation Cancellation

Host family

1. If host family accommodation is cancelled more than 14 days before arrival, all accommodation fees will be refunded.
2. If host family accommodation is cancelled less than 14 days before arrival, no refund will be given.
3. No refund will be given once a student has arrived.

Self-Catering Accommodation for Adults

1. Please refer to the Terms and Conditions of the related apartment or shared house.
2. No refund will be given once a student has arrived.

•MEDICAL INSURANCE

For EU students:

EU Students should bring their European Health Insurance Card (EHIC).

For Non-EU students:

Non-EU students are required to have medical insurance when travelling to Ireland. Swan Training Institute has an 8-month cover with an insurance provider and recommends non-EU students to use this service. Excess fee of €100 applies pre-existing conditions + dentistry not covered.

•LATE ARRIVALS AND ABSENCES

No refund will be granted for late arrivals to a course or absences during the course. Periods of absence may not be made up with a free extension of the course.

IMPORTANT

- Flight arrival details (flight number & arrival time) must be communicated by email to Swan Training Institute. At least 2 weeks prior to arrival.
- Swan Training Institute does not accept responsibility for transfer and accommodation costs incurred due to flight delays. No refund will be given for early departure of accommodation.
- Swan Training Institute does not take responsibility for loss or theft of student's belongings.
- No refund will be given for misbehavior and resultant expulsion from accommodation or from class.
- During peak times classes may be held at additional premises.
- Students are required to attend all classes and complete all the assignments.

•Please note - students on MEI pilot programmes can only renew with MEI schools.

•Any damages or lost keys / change of locks etc. incurred by a student in a Host Family, Apartments, Residential accommodation must be paid by the individual concerned.

•Please note that there are no beginner classes (A1) in the afternoon.