

# Terms & Conditions 2026



## ENROLMENT PROCEDURE

Please complete the enrolment form and email it to: [admin@selt.ie](mailto:admin@selt.ie). Upon receipt of the enrolment form your information will be added to Swan's booking system. Your booking confirmation/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 to secure the booking. For apartment/residence deposit please contact our office.

### For EU students:

Balance of 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 4-8 weeks before course commencement (or before the 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 visa office or acting handling agent. 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 4-8 weeks. It is, however, always best to apply as far in advance as possible as some visa applications may take longer than expected to process particularly in high season.

### For Groups:

A fully completed booking form and a non-refundable deposit of 20% is required in order to confirm the group booking. The remaining balance due must then be paid at the latest 2 weeks prior to arrival. For non EU groups, we can only issue visa letter upon receipt of all fees.

## FEES

Your fees usually consist of a registration fee (€65), 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. Students must pay using their own credit card.
- 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 invoice 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

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## 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. Mini Stay courses can commence any day of the week. Junior Summer Programme dates: Monday 29th June 2026 until Friday 31st July 2026. Groups/individuals should start this programme on a Monday.

## PUBLIC HOLIDAYS

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 2nd February, 17th March, 6th April, 4th May, 1st June, 3rd August, 26th October 2026. Please note that the school will be closed for Christmas from Monday 14th December 2026 and will reopen on Monday 4th January 2027. 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.

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

Written notice provided more than 14 days prior to arrival - fees will be refunded less the 20% non refundable deposit, the registration fee of €65 and bank charge of €15. Less than 14 days before arrival - no refund will be given.

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

In the case of a visa (and the subsequent appeal if appropriate) being refused, all fees less the registration fee of €65, an administration fee of €175 and a bank charge of €15 will be refunded.

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

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## 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 248 days 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. Please refer to medical insurance policy document.

## 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 and 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 the loss or theft of student's belongings.
- No refund will be given for misbehaviour 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.
- 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.



**SWAN Training Institute - 11 Grafton Street, Dublin, D02 H599, Ireland - Tel: +353 1 677 5252**