

78/79 Upper George's Street, Dún Laoghaire, Co. Dublin.
Tel: 2843420 ~ Fax: 2846642 ~ email: info@all.ie

Adult Enrolment Form 2021

Tuition Course Dates:	Start Date: -- / -- / 2021	Finish Date: -- / -- / ----
Accommodation: Home Stay	Arrival Date: -- / -- / 2021	Departure Date: -- / -- / ----

Language Course:	General English () Intensive English () Individual English () Exam Course ()
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Family Name:	First Name(s):
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Nationality:	Date of Birth: -- / -- / ---- Age: ---	Male () Female ()
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Passport / ID:	Email:
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Address:	
Address:	

Occupation:

Telephone:	Mobile:
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Next of Kin:	Contact:
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Standard Achieved in English	NONE () A1 () A2 () B1 () B2 () C1 () C2 ()
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Accommodation requests (e.g. Dietary or Allergies):
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Health Insurance Required: (Non EU Only) Yes () No ()
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Airport Transfers:	Arrival Yes () No ()	Departure Yes () No ()
Flight Details:	Flight No. Arrival Time:	Flight No. Arrival Time:

Conditions of Acceptance 2021

In consideration of **Active Language Learning** accepting the application herewith which I have completed and signed. I agree to the following conditions:

1. Any serious breaches of acceptable conduct or absence may, and at any time at their sole discretion and for any reason (whether stated or not), **Active Language Learning** may dismiss a student.
2. To pay all fees at the time specified on the booking form. If any student shall receive tuition beyond the course booked to pay all fees properly due. All such fees shall be discharged before the pupil ceases attendance.
3. Each booking form shall be accompanied by a non-refundable €200 deposit
4. The booking shall only be completed when the fully completed signed Booking Form together with the deposit has reached **Active Language Learning** and a receipt has been dispatched to the person making the booking. The person making the booking is responsible for the entire fee which must be paid not later than one month before the course commences.

Bank References:	Ulster Bank, 27 Main Street. Blackrock.
Account Number:	12978055
Account Name:	Monkstown Park Language & Activity Centre
IBAN Number:	IE 10 ULSB 985330 12978055
Swift Code:	ULS BIE 2D
Credit Card	We accept all major recognised international Credit Cards (Excluding AMEX)

5. Non EU Students must be in a position to show payment of all course fees in full and in possession of a full student visa, as stipulated by the QQI guidelines, and who are enrolled on a course with **Active Language Learning – PLEASE NOTE A DEPOSIT IS NOT SUFFICIENT AS PROOF OF PAYMENT**
6. **Active Language Learning** will not be liable for any articles, the property of the pupil, lost or mislaid.
7. **Cancellations and Refund Policy**
All cancellations and terminations must be made in writing to the Director of **Active Language Learning**
8. **Cancellation Policy is as follows:**
-Bookings may be cancelled up to 1 week prior to commencement of course with no penalty. -Where accommodation has been booked an additional €95 penalty applies.
-There is **NO refund** for any cancellation once the course has commenced. This includes late arrival, early departure, or days missed during the course.
-At least 24 hours is required to cancel an individual lesson without cost. Lessons cancelled with less than 24 hours' notice will be charged at the full price of the lesson.
-A fee of €300 applies to cancellations due to visa refusal (visa refusal documentation required for refunds).
-All accommodation cancellations after arrival are non-refundable. The same applies if you have to shorten your stay – payment is non-refundable. No shows, failure to arrive or postponement incurs charges in full from the booking date.
9. **Course Withdrawals**
All withdrawals need to be made in writing to **Active Language Learning**. If the student wishes to withdraw from their course after arrival at the school, they must inform the Managing Director or Academic Manager explaining their circumstances.
10. In the consideration of the premises herein the student making this booking hereby indemnifies **Active Language Learning** against all actions, claims, costs, expenses and damages arising from the misconduct, default or any breach of law whatever on the part of the pupil.
11. I accept that **Active Language Learning** reserves the right to hold all my personal data for a period of eight (8) months only after my course finishes. I understand that any personal data will be deleted and therefore not available to me or any person or persons after that date
12. School closure due to serious global or national issues (Financial, Pandemic, Extreme Adverse Weather etc.) beyond school or student remit will incur a course break clause only and not a refund policy.

I/We have read and understand all rights as per the **GDPR and Covid Policies and conditions** stated here and on the **Active Language Learning** Website and grant permission for personal data to be used where appropriate.

PLEASE TICK

Signature:..... Date:.....