

Terms & Conditions

Enrolment and Payment Conditions

1. Enrolling On a Course - Individuals

Applicants should first confirm availability by contacting the Institute by telephone or email (admissions@eci.ie). Upon confirmation, applicants must complete an enrolment form online at www.eci.ie or send via email to admissions@eci.ie. A booking deposit of €250 (Ireland) or £250 (UK) must accompany the completed enrolment form. The deposit is non-refundable but is deductible from the total amount payable.

2. Enrolling On a Course - Groups

Applicants should first contact the Institute to check availability and request an allocation for their group. All summer groups should confirm their allocations by 14th February 2025. A deposit invoice of 20% will be issued by 1st March 2025. Once names are confirmed, the group enrolment form should be completed and sent to the Emerald Cultural Institute by email. Bookings can also be submitted online at www.eci.ie/group-booking/.

The balance of fees due to the Institute should be paid at least one month in advance of the course start date. Acceptance letters and confirmed accommodation details can be provided only after full payment has been received.

3. Payments – Ireland

The balance of fees due to the Institute must be paid one month in advance of the course start date. All payments must be made in Euro (€) via inter-bank transfer, credit card (MasterCard or Visa) or TransferMate (online platform for processing international bank transfers at no cost to the payer).

Contact the Institute for full bank account details.

Non-EU students who require a visa to enter Ireland must pay fees into the escrow account operated by TransferMate where funds will be held on behalf of the student and the Institute pending the visa decision. For inter-bank transfers, please contact contact the Institute for full bank account details. Additional bank charges incurred for both the sending and receiving banks are payable by the sender. Please note €35 bank fees will be added for payments from non-EU bank accounts.

Payments by credit card will incur a 3% admin charge.

4. Payments – UK

The balance of fees due to the Institute must be paid one month in advance of the course start date. All payments must be made in Sterling (£) via inter-bank transfer or credit card (MasterCard or Visa).

Contact the Institute for full bank account details.

Additional bank charges incurred for both the sending and receiving banks are payable by the sender. Please note £20 bank charges will be added for payments from both EU and non-EU bank accounts.

Payments by credit card will incur a 3% admin charge.

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1. Cancellation - Individuals

Cancellation of booking before arrival: For cancellations received at least fourteen (14) days prior to the course commencement date, fees will be refunded less the nonrefundable deposit of €250 (Ireland) or £250 (UK) plus bank charges of €15 (Ireland) or £15 (UK). For cancellations received within 7-13 days of the course commencement date, 50% of the course fees will be refunded. For cancellations received less than 7 days before the course commencement date, no refund is given.

Cancellation after arrival: Once a student has commenced their course at the Institute they are obliged to complete their full course of study. The full course of study is defined as the initial enrolment period. No refund will be given for course fees if a student withdraws from the course before the completion of the full course of study.

2. Cancellation - Groups

Cancellation of booking before arrival: For cancellations received at least fourteen days prior to the course commencement, fees will be refunded less the nonrefundable deposit of 20%. For cancellations received within 7-13 days of course commencement 50% of the total fees will be refunded. For cancellations of less than 7 days no refund is given.

3. Visa and Immigration Guidelines - Ireland

All non-EU students should verify visa and immigration requirements before booking their course (www.irishimmigration.ie).

6. Public Holidays

In the case of public holidays, which occur on a Monday, students may begin their course on the Tuesday of that week. Public holidays are non-refundable. Please note that Monday, August 4th, 2025 is a public holiday in Ireland.

7. Accommodation

Accommodation details will be confirmed once fees have been paid in full.

Prices for accommodation are quoted per week, seven (7) nights. Refunds will not be given for early departure.

Any damage caused by a student to homestay or residential property will be charged to the student or students responsible and the school reserves the right to recover the cost for exceptional cleaning.

Accommodation arrivals should be on Sundays (Saturday arrivals will be also accommodated where possible) and we recommend that you check with our admissions team before confirming flight arrangements.

For groups, participant details (including sharing preferences, diet/allergy notes and special requests) should be submitted as early as possible to facilitate timely placement in host families but must be received at least 6 weeks before the group arrival date. Host family placement details will be sent 2 weeks before the arrival date assuming the full payment has been received in our account and flight details have been advised. Accommodation change requests will be considered where possible but must be received at least 14 days before the group arrival date.

Residential accommodation:

A deposit for all residential accommodation is charged and is payable on the first day at the school (€70 for junior students in Ireland; £70 for junior students in the UK). This deposit will be refunded provided that the room key has been returned and no damage has been caused.

Residential accommodation fees are refundable (less the administration fee) once 28 days' notice of cancellation are provided.

9. Airport Transfers

Transfer details should be sent to us at least fourteen (14) days prior to the arrival of the student. For students booking an airport transfer we ask for the flight number, arrival time and student's mobile number. Transfers are compulsory for all students under 18 years of age. Students arriving at similar times may be required to share transfers and no discount can be offered in this instance. Missed transfers are not refundable.

10. Discipline

If students' behaviour or conduct is unsatisfactory, they will be subject to the School's disciplinary procedures. A serious breach of conduct may result in expulsion. In the event of an expulsion, fees are not refunded. Additional charges for flights and other costs will not be covered by the school and are the responsibility of the student or, in the case of underage students, their parents/guardians.

11. Insurance – Ireland

All students are required to have comprehensive travel, medical and personal insurance, to be provided to the school before arrival. Students travelling from EU countries should bring their European Health Insurance Card with them. This only entitles students to emergency hospital care and attendance at certain doctors. Please note that this will not cover elective procedures or dental visits. To comply with immigration guidelines, all non-EU students are required to have medical insurance valid for their entire stay in Ireland. Students are not insured by the school or by the family, against accidents, illness, theft or loss of personal effects, and the school accepts no responsibility in the event of such occurrences.

12. Insurance – UK

Students must arrange appropriate medical, travel and personal insurance. Students are not insured by the school or by the family/residence, against accidents, illness, theft or loss of personal effects, and the school accepts no responsibility in the event of such occurrences.

13. Publicity Materials

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for the Emerald Cultural Institute by the student or their parents or legal guardian with acceptance of these terms and conditions, unless otherwise specified at the time of booking.

14. Junior Students

For all junior students, parents/guardians must sign and agree to accept the school rules and Terms & Conditions prior to receiving the booking confirmation. For all students under the age of 18, parents/guardians must complete and sign our consent form and return it to the Institute together with the enrolment form.

15. Legal Notice

The Emerald Cultural Institute reserves the right to change the prices and the details of its services, including courses, accommodation, facilities/centres and course dates where circumstances beyond the Institute's/company's control necessitate such changes or where the number of enrolments is not enough to operate a course viably. The right is also reserved to decline any person at any time without liability. The Emerald Cultural Institute gives notice that all arrangements for transport, activities or for accommodation are made by the Emerald Cultural Institute as an agent upon the express condition that they shall not be liable for any injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of any defect in any vehicle or through the acts of default of any company or persons engaged in conveying the passenger, or in carrying out the arrangements of the programmes, or otherwise in connection therewith of any family member.

No responsibility is accepted for losses or additional expenses due to delays or changes in air, sea, rail, bus or other services, sickness, weather, war, quarantine, strikes, or other liability. The contents of Emerald Cultural Institute's promotional brochures are intended for information purposes only and do not constitute a contract between the Institute and any student or third party. The Institute reserves the right to make changes which may effect courses, curriculum of courses, programmes or any other content announced in the publications, without prior notice. The Institute reserves the right to close the school on certain days in the case of status red weather emergencies and/or if directed to do so by the Department of Education. Classes missed in this instance are non-refundable.

Please note that some of the facilities, locations, prices and services presented in our promotional materials may be subject to change or availability.

Quality is at the very centre of the Emerald Experience – it is at the heart of all our language courses and the basis of each decision. We are members of IALC and Quality English, we are accredited by EAQUALS and British Council, and recognised by Quality and Qualifications Ireland for English Language Teaching.

