

OPTION 1

Bank: Bank of Ireland

IBAN: IE53BOFI90276888356617

BIC (Swift) Number: BOFIE2DXXX

Account Name: Patricks English Academy

Please put your FULL NAME in the payment description.

The school takes no responsibility for possible external bank charges.

OPTION 2

Transfermate (obligatory for students who need to apply for a visa before travelling to Ireland)

Follow instructions for bank transfer or card payment:

[TransferMate](#)

Terms and conditions

1. Students who request to change from afternoon to morning course must pay the price difference which was given to them when they enrolled. No discount is given for weeks coursed.
2. If you leave your course early or miss any lessons, including in case of sickness you will not be refunded, it is the student's responsibility to attend the lessons.
3. The Academy's decision as to the appropriate level of the class (including teacher) for the student is final. At the request of a student, Patrick's English Academy will try, when possible, to facilitate a change in class for reasons related to level, if the teacher/DOS feel it is appropriate.
4. Non-EU students must do an external exam upon completion of their course.
5. The student will be provided with a course book which stays in the class.
6. Student's must read the policies related to attendance and holidays in the student handbook.
7. If the student needs to change the start date of the course, this needs to be communicated to the school no later than one month before the original date, and is at the discretion of the school. Any request to

change the start date less than one month before starting will incur a 50eur administration fee. This applies to the original start date only.

8. Refund/cancellation policy:

-If a cancellation is received at least 14 days prior to the start date, the fees will be refunded less €300 admin fee.

-If a cancellation is received within 7-13 days of the start date 50% of the course fees will be refunded. If a cancellation is received less than 7 days before the start date then no refund is given. Cancellation policy applies to the original start date only.

-If a student's visa application is refused, he/she will receive a full refund of fees, less the administration fee previously agreed by email. Applications for a refund must be made in writing and need to be accompanied by both a copy of the rejection letter. In the case of visa refusal, all refunds will be processed and returned to the student within a maximum of 20 working days of the decision being received by Patrick's English Academy.

9. For students booking their course through an agent, their refund may not be inclusive of fees paid to the agent. Please contact your agent for details about their refund policy.

10. If the original commencement date of an English course is delayed due to delay in the visa application, Patrick's English Academy will change the date of commencement for the student (up to 3 months). In such cases, students may be required to provide a letter or email from the relevant authorities verifying the reasons for the delay.

I _____ confirm that I have read, understood and agree to the terms above.

Visa students only I _____ confirm that the regulations around attendance and punctuality have been made clear to me. I understand that my attendance is my own responsibility and an attendance rate below 85% may negatively impact a future renewal.

I _____ consent to the occasional use of my photo/ image for social media and marketing purposes.

Signature: _____ **Date:** _____