

AGES: 16+.

Adult classes are divided by age when possible as follows: 16-29 & 30+

TUITION HOURS: 1 hour/lesson = 60 minutes

MAXIMUM CLASS SIZE: 14 students

PUBLIC HOLIDAYS:

Apollo Orientation takes place at the school from 11.00 - 15.00 on the below public holidays when students have their welcome talk, meet the staff and take their level test followed by a walking tour of the city centre. There are no classes on these public holidays and classes start on the Tuesday.

Monday 4 May

Monday 1 June

Monday 3 August

Monday 26 October

SCHOOL CLOSED:

The School is closed on the following school holidays:

St Patrick's Day: Tuesday 17 March

Easter Monday: Monday 13 April

Christmas 2019:

23 December 2019 - 3 January 2020 inclusive

Christmas 2020:

21 December 2020 - 1 January 2021 inclusive

AIRPORT TRANSFERS:

Students who book an arrival airport transfer will be met by an Apollo staff member who will wear black and white Apollo branded clothing & hold the following sign:

**APOLLO STUDENT APP:**

Students can access their personal area of the Apollo Student App by downloading our mobile app from the Apple App Store/Google Play Store. Search for Apollo Language Centre and then you can log in with your personal details which you will find on your Booking Confirmation Letter.

PAYMENT:

Full payment for all programmes is due 2 weeks before arrival. You will find the payment instructions on your invoice.

CANCELLATION:

Cancellation 4+ weeks before start date: registration fee of €50 will be charged.

Cancellation 2-4 weeks before start date: 20% of the total invoice will be charged.

Cancellation within 2 weeks of start date: full amount will be charged.

VISA REFUSALS:

In the case of a visa refusal, a refund will be given minus the registration fee of €50. We require a copy of the official visa refusal document to process the refund.

REFUNDS:

No refunds can be made after a course has started. In the case of illness, students may ask for their course to be postponed to a later date. In this case, the school will require a medical certificate.

EMERGENCY CONTACTS:

The following Apollo Emergency contact details are to be used in case of emergency, outside of normal office hours which are 08.30-17.00 Monday-Friday:

Emergency Phone/Whatsapp: +353 85 8441219

Email: emergency@apollolanguagecentre.com

DATA PROTECTION:

By booking a programme with Apollo, the customer agrees to these Terms and gives permission for Apollo to contact them on the contact details provided. Apollo is obligated to ensure that the personal data provided by the Customer is processed in accordance with all applicable laws.

AGES: 11-17

TUITION HOURS: 1 hour/lesson = 60 minutes

MAXIMUM CLASS SIZE: 15 students

APOLLO FOCUS:

Optional extra 5 hours' tuition per week completely free of charge.

DATES 2020:

Sutton Park School: 22 June - 14 August

Maynooth University: 22 June - 14 August

University College Cork: 22 June - 14 August

MINIMUM DURATION: 1 week

ARRIVAL/DEPARTURE: Sunday-Sunday

TRAVEL & MEDICAL INSURANCE:

is **not** included. It is compulsory for non-EU students to purchase private medical insurance. Students can purchase their medical insurance directly from Apollo which costs €10 per person per week or independently from any insurance company. Apollo does not have any responsibility for covering medical costs or claiming for medical costs on any insurance policy.

PUBLIC HOLIDAYS:

Monday 3 August is a public holiday but classes and activities run as normal on all our Junior Programmes.

AIRPORT TRANSFERS:

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PROGRAMME RULES:

By booking a programme with Apollo, parents/guardians/students accept all programme rules and if a student is sent home for breaking rules, this will be at the expense of the parents/guardians. The rules are included with your booking documents.

PHOTOGRAPHY/VIDEOS:

During the programme, we may arrange to record, photograph or shoot video footage for its

promotional purposes only, both printed and online. Any student, or parent or legal guardian of a student under the age of 18 years, who does not wish to participate must contact us by email experience@apollolanguagecentre.com in advance of the arrival of the student. The same student must state at the time of the recording, photographing or video shooting the wish not to participate.

JUNIOR GROUPS:

Contact us for special terms for Junior Groups of 12+ students.

PAYMENT:

We require 20% deposit by 15th May 2020. Balance is due 2 weeks before arrival. You will find payment instructions on your invoice.

CANCELLATION:

Cancellation 4+ weeks before start date: registration fee of €50 will be charged.

Cancellation 2-4 weeks before start date: 20% of the total invoice will be charged.

Cancellation within 2 weeks of start date: full amount will be charged.

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