

# Travel Policy



## Introduction:

This document outlines the travel policy for students participating in our educational programs in Ireland. It is essential for agents, parents, students and their guardians to familiarise themselves with these guidelines to ensure smooth and safe travel experiences.

## Airport Transfers:

Airport transfers are included for students on specific dates outlined by the program as shown below. The mode of transfer is subject to variation and will be determined by BWE based on what is most appropriate for the number of students involved. Full academic year students are entitled to 4 transfers during their programme, while term students receive 2 transfers. Transfers not utilised are considered forfeited. Transfers included for term and academic year students are non-transferable. It is advisable to book flights as early in the year as possible to avoid excessive travel costs.

The designated transfer dates are as follows:

- August/September Arrival:  
**29<sup>th</sup>, 30<sup>th</sup> August (For arrival date requests prior to this, please inquire)**
- December Departure Dates:  
**19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> December**
- January Return:  
**3<sup>rd</sup>, 4<sup>th</sup> January**
- May End of Year Return:  
TY Return: **May 23<sup>rd</sup>, May 24<sup>th</sup>**  
All Other Year Groups: **Friday 29<sup>th</sup>, Saturday 30<sup>th</sup> May**

**Mid Term:** Students are not expected to return home during October, February mid term. Any travel coordination will incur an admin fee of €50 per person. Transfers are not included.

**Easter Transfers:** Airport transfers for Easter breaks are not included in the program. Transfers can be arranged at cost price plus administration fee of €25 per person. Easter holidays are inclusive of dates from March 28<sup>th</sup> – April 10<sup>th</sup>.

**Notification of Easter Travel:** If Easter transfers are required, please state the details on your application form. Travel updates and changes for Easter should be provided to BWE by **January 31<sup>st</sup>** for flight arrangements. Notification after January 31<sup>st</sup> may incur a late fee if BWE are

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requested to organise airport travel arrangements. Any arrangements that parents may have to visit students in Ireland during Easter or otherwise, should be communicated to BWE at a minimum of 15 days prior to arrival in order to coordinate with families and review student travel plans. Indemnity forms must be completed and provided as no responsibility shall be taken by BWE for students in the care of parents or other parties stated during their visit.

For accompanied transfer requests for minors (under 16 years old), see payment details below.

## **Arrival and Departure Times:**

- Students are expected to arrive and depart during the designated transfer dates.
- Individuals arriving or departing on flights after 6pm will incur an after hours charge.
- Groups arriving after 6pm should notify BWE prior to booking.
- Flights arriving after 8pm in Dublin cannot be accommodated due to logistical constraints.
- Departure times before 10am cannot be accommodated from Dublin airport due to the travel distance between Limerick (and other towns in the Munster area) and Dublin, as well as time required for check-in.

## **Other Transfer Dates:**

For students wishing to travel outside of the provided travel dates outlined above

- A minimum of 30 days notice is required prior to flight departure. Parents or guardians should notify their booking agency of travel arrangements within the specified time. This includes the natural parents traveling to Ireland and removing a student from a homestay for a specified time such as holiday periods. Failure to notify BWE indemnifies the company of all responsibility for the student during the unspecified time.
- BWE can arrange alternative transfers on request. Extra charges will apply. See below for details.
- BWE cannot guarantee availability should assistance be required with making alternative travel arrangements. Any late requests for travel arrangements may not be entertained by BWE.
- Parents are not restricted from arranging alternative private transfers from town of residence/homestay/school to the selected airport. BWE must be contacted before finalising travel arrangements to confirm details.
- It is not the responsibility of the homestay to provide airport transfers. Host families should not be requested to provide an airport transfer.
- Homestay involvement should not be requested without notifying a BWE representative before any communication is made. Any travel arrangements agreed by homestays will be charged by BWE as per the fees outlined below on behalf of the homestay.

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## Independent Travel Arrangements

- Parents who consent to allow a student to travel unaccompanied or with a third party **must complete an indemnity form**. This form acknowledges that BWE does not assume responsibility for the student's travel arrangements.
- BWE has the right to decline a travel request should the transfer arrangements provided not be deemed safe for the student.

## Indemnity

- Should parents or booking agencies not communicate travel arrangements prior to the departure deadline of 30 days, as stated above, the company or their representatives are not responsible for any and all claims, liabilities, losses, damages, expenses, or demands arising out of or in connection with the care of the student during the specified period of travel.

## Under 16 Travel Regulations:

- Students under 16 cannot travel to the airport without consultation with BWE representatives.
- Students under 16 requiring an airport sign out must be accompanied to the airline check-in desk at the airport by a BWE representative or will face travel restrictions. It is the responsibility of the natural parent to check the airlines terms and conditions.
- It is the responsibility of the student to take their passport and all necessary travel documentation.
- Student 'Sign Outs' with Aer Lingus can only be provided for direct A to B flights, whereupon at arrival, the designated person detailed on the sign out form is available to take responsibility for the student(s). This includes flights where Aer Lingus is operating one leg of the flight even if booked through a partner company.

## Attendance and Punctuality:

- Students may not travel to their home country outside of holiday periods unless in the case of an emergency.
- Leaving school early prior to holidays commencing or returning late after holidays are completed is strongly discouraged and may be subject to disciplinary action by the school.

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- Absent days are noted in school reports and will impact convalidation. Any students noted with excessive absences will be requested to attend the doctor in person. The expense of the doctor will be paid by the student directly.

## **Additional Costs for Independent Transfers:**

Accompanied Dublin airport transfer service with BWE representative (Sign out is an additional €50) is

- €300 by private car and
- €200 by other modes of transport

For travel costs to Shannon airport, please contact BWE for details.

Unaccompanied Public Bus or coach can be arranged at cost + admin fees.

## **Administration Fees**

Fees for coordinating travel arrangements are as follows

- €25 admin fee will apply per student for Easter travel coordination. See Easter Dates above.
- €50 admin fee will apply per student for all other travel dates.

**Conclusion:** It is the responsibility of students and their guardians to adhere to the outlined travel policy to ensure a safe and successful educational experience in Ireland. Educational partners are entrusted to ensure parents are provided with the travel policy prior to departure.