

# Terms and Conditions of Enrolment



## Admissions

School placement programmes provided by BWE begin in 6<sup>th</sup> class for primary school and 'First Year' for post primary schools. First Year is equivalent to grade 7 for most EU and UK schools for students aged between 11 to 12 years old.

Applicants must meet the minimum entry level required for their requested grade/year level as shown by their school reports. School grade reports are requested as part of the application process.

Once a student has commenced the school year, it is not possible to change their school. In exceptional circumstances, any changes requested is at the discretion of management to agree to, following a formal school change request. Should BWE necessitate a school change for any reason, comprehensive details will be provided to all concerned parties prior to the students relocation.

## Terms of Payment

Applications are processed upon receipt of a completed registration form. Applicants must provide the following documents before progressing with applications

- Passport/ID
- School grade reports
- Reference letter

Once a school location has been agreed, an invoice will be issued where upon a deposit fee is applicable. BWE will issue a confirmation letter once a school place has been confirmed.

The school placement **deposit is €1000 per person** which includes the administration, school registration and the accommodation placement fee. Deposit payments are non-refundable. Please see invoice provided for exact fee. The non-refundable deposit is payable within 15 days of receiving the invoice. If you are booking via an educational agency, please follow their instructions provided to you. Full payment of fees are due by June 1<sup>st</sup> or as per the educational agency requests. Educational agents may complete, submit documents, and make payments on behalf of parents.

No refunds will be provided for late arrivals, early departures, or late cancellations of accommodation. Cancellations after July 31<sup>st</sup> are considered late. For further details, please refer to the refund and cancellation policy.

### **Term 2 Payment Deadlines**

Final payments for term two (January – May placements) bookings are required no later than November 1<sup>st</sup>. The same booking deposit, refund and cancellation details apply.

### **Other Payments**

A mandatory contingency fund of €200 is payable upon arrival to cover miscellaneous costs. Any funds remaining will be refunded upon departure. Please review the contingency fund policy for further details.

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## Fees

- All fees are payable in Euro
- Any additional costs incurred during the stay will be deducted from the contingency fund of €200. Please view contingency fund policy for further details. Please consult with your agency for full details of what expenses are included in your booking to avoid confusion.

## Payments

Course applicants are responsible for all bank charges. In the case of non EU countries, bank transfers may vary with costs up to €30 each. To ensure that the transfer is easily traceable, all bank transfers should be made in the name of the course participant with invoice number referenced. In the case of a group, the name of the agency partner responsible for the booking should be stated as well as the invoice number. All payment details will be stated on the invoice received.

## Other Payments

### Please Note

All schools and homestays are smoke-free zones. Tobacco smoking, possession of tobacco products including vaping will incur a fine of €100. Students must not act in breach of any provision of the Criminal Code and any other related legislation of the Republic of Ireland (includes alcohol, vaping, shoplifting, any criminal offences). A fine of €200 will be charged for a call out for any reason in respect to any of these activities. **Call out fees in the case of alcohol/drug related incidents/stealing/shoplifting will incur a fine of €300 per call out** and may mean expulsion of your child from the programme should the issue be deemed a serious offence. Any incidents **involving the Gardai are taken very seriously. A full investigation will be carried out that may result in expulsion.** No fees will be refunded in any case that involves expulsion. Please see Code of Conduct for further details.

## Accommodation

Most students arrive on set dates as discussed with the parent/guardian/agency. For students arriving earlier or staying later than agreed or expected as per school start dates and finish dates, a daily rate charge will apply which will be invoiced and sent to all necessary parties. This includes stay dates following the completion of TY that may extend into the final week of May or the month of June. Arrival dates are expected no earlier than 3 days before the start of the school year. Any arrivals prior to this may incur the daily rate charge. Families take full responsibility for any plans or arrangements made directly with the homestay/host family without consultation will the booking agency or BWE, including but not limited to, any travel related expenses that may be incurred. For travel arrangements, please consult the travel policy for full details.

## Parental Consent and Guardianship

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If you wish to take your child from the host family or arrange a trip for them, you must sign the appropriate form (indemnity form) releasing your child from the care of BWE or the designated school guardian, ISGI (International Student Guardianship Ireland). BWE shall ensure that the child is handed over to you or your designated guardian upon proper completion and submission of the aforementioned form. Students must not organise or be permitted to take public transport alone without prior consultation with BWE.

## Host Family Issue Resolution

In case of any issues or concerns, it is imperative that you contact your agent in your home country as the first point of contact. For direct bookings with BWE, please contact your BWE representative directly. Following consultation, all details regarding the issues should be communicated to BWE with details of the issue/concern stated. BWE is committed to resolving any issues as swiftly as possible, and we appreciate your cooperation and patience if the resolution process takes longer than expected.

## Communication with Host Families

Prior communication with BWE representatives or your agency is mandatory before making any plans with host families. This precautionary measure is essential to avoid miscommunication between all parties involved. All communication between you and the host family will be effectively facilitated through BWE offices to ensure a smooth and coordinated process.

## Travel Arrangements

Consultation with your booking agency or a BWE representative is essential before booking flights. Please await email confirmation of availability from BWE or booking agency before booking flights. Travel arrangements should be recorded in the Flight Arrangements Excel Form and sent to BWE by email or directly through the google drive portal. This ensures the smooth coordination of transfers for all parties. Direct communication with host families that involves alternative plans may result in extra expenses should transfers be required without receiving confirmation by email. BWE will not accept flight tickets sent by whatsapp/email or verbally stated arrangements. All details must be documented on the 'Flight Arrangements Excel Form' to avoid miscommunication.

## Airport Transfers

We offer airport transfers at specified dates as per the travel policy. We provide underage airline sign in or handover for unaccompanied minor service at no extra cost for designated transfers. Additional transfers outside of set dates will incur an additional fee.

Transfers: 4 airport transfers are provided for a full academic year. 2 airport transfers are provided for term placements. Transfers are provided on set dates and set months as per the school calendar and are **non-transferable**. Should a transfer not be used, the transfer cannot be allocated to another date. The following transfers are provided

- Aug/September arrival

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- December departure
- January arrival
- May End

**For the exact dates, please refer to the Travel Policy provided.**

Please note: All additional transfers are considered private transfers and will incur additional fees including sign out facilities. Please request fee details prior to booking.

Arrival :

We offer a meeting service at Dublin and Shannon Airport from 9am to 6pm. Students depart by coach or car to the point of homestay/school collection. Please contact us for arrivals outside of the above stated times or from an airport other than Dublin or Shannon Airport before booking. Failure to notify BWE of these details will incur increased costs.

Departure:

Departure times from Dublin should not be arranged earlier than 10.30am and no later than 6.30pm. Unfriendly flight times will incur an additional charge per hour. Flights scheduled earlier than 10:30 am are not ideal due to the travel time (e.g., from Limerick to Dublin) and the need to arrive early enough to check in before departure.

For flights leaving mid week outside of the arranged schedule, please contact BWE as an additional fee is applicable. Please contact your agency placement representative for further information about travel fees.

Travel Dates: For holiday transfers, please consult the travel policy for further details with respect to travel dates and times.

## **Medical and Insurance Coverage**

BWE does not provide personal, programme, transport insurance or homestay insurance. We strongly urge parents to take out insurance policies that also protect students in case of damages made to homestay property. Students that do not have comprehensive insurance that includes homestay cover are liable for any damages incurred during their stay. Full comprehensive insurance (including medical) can be provided by BWE for an additional fee. Please contact your agency or BWE directly for further details.

The natural parent(s) are responsible for making certain that their child is adequately insured within Ireland if he/she causes personal injuries, loss or damage to members of the host family or property of the host family or other third parties such as members of the public. You are also responsible for insuring your child's belongings.

If a student needs to see a doctor, the expenses, including any transport, will be paid by the parent(s) of student.

- Walk in doctor visit expenses: €35 minimum to €150 maximum (for a private clinic)
- Transport to the doctor or hospital in case of emergency is not charged
- Non emergency visits to the doctor, hospital or dentist may incur a travel charge
- BWE can provide support to a hospitalised student for 48 hours. After that, the parent(s) of the student must provide support or pay an additional €150 per day.

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- Should a student be hospitalised it is expected that the parents/guardian would be in Ireland within 48 hours where possible to take over the duty of care from BWE.

**Note:** The medical system in Ireland at this moment is facing long wait times in public hospitals. GP's and family doctors are not taking on extra clients due to the increased number of patients in many areas of the country. We strongly recommend that parents take out private health insurance that enables students to visit private clinics or receive consultation from an online doctor. For families that do not wish to avail of medical insurance, wait times in public hospitals or clinics longer than 4 hours will be charged at €20 per hour thereafter. For families wishing to avail of medical and homestay insurance coverage, please contact BWE. This can be organized by BWE at cost price.

## Responsibility

Whilst Birchwater Education will take all reasonable precautions to ensure the safety and well-being of students, neither the school nor Host Families can accept legal responsibility for any accident, illness, theft or loss of students personal effects. Students are strongly advised to take out comprehensive personal insurance before arriving in Ireland. BWE complies with health and safety legislation in Ireland.

## Excursion Programme

All excursions, visits & sports organised by the school and are supervised by school staff. BWE is not liable for any damages incurred.

Parents/guardians should indicate if there are any sports/activities they do not authorise their child to participate in prior to school start.

## Un-supervised activities

Students will naturally be un-supervised at times such as walking to and from the school bus; walking to and from Host Families; walking in Limerick, the local town centre and the surrounding areas during shopping trips; walking during excursions and at other unspecified times.

## Emergencies

It is understood that a BWE representative will contact you in case of accident or emergency. To contact BWE in case of an emergency, please contact the emergency phone number provided. In the event of a child needing urgent medical attention, it is understood that (I) as parents/guardians give permission for emergency first aid by BWE staff and/or medical practitioners.

Emergency Number : +353857224273

## Rules and Expectations

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For full details, please view the programme 'Code of Conduct' documentation.

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## Consuming Alcohol

A zero tolerance policy is in place for the purchase or consumption of alcohol. The legal age of consuming alcohol in Ireland is 18 years. Any students found in the possession of alcohol or having consumed alcohol at any time during the summer school will be expelled. Early repatriation for any students will be covered at their own cost.

## Smoking & Vaping

The legal age to purchase and smoke cigarettes in Ireland is 18. Smoking and vaping is strictly prohibited by law in Ireland.

## Drugs

There is a zero tolerance policy in place for any students found in the possession of illegal substances. Students will be sent home at their cost.

## Damages

Any damage caused in a homestay family home or school is the responsibility of the student and will be covered at their own cost. The parent(s) of students are responsible for paying for any damage to property, items, furniture, etc. that a student causes. For group bookings, the agent is responsible for obtaining payment from parents for damages caused before departure or making payment on their behalf.

## Expulsion

Students may be expelled at their own expense should it be deemed a necessary offence for misconduct including the consumption of alcohol etc. All rules are explained during orientation upon arrival and outlined in the code of conduct.

## Student complaints

Should a student have any complaint, please inform a member of staff as early as possible so the matter can be resolved quickly.

By agreeing to these terms and conditions by completing the booking forms and making payment, you acknowledge and accept the responsibilities and guidelines outlined above for the welfare and well-being of your child during their stay with BWE.

For full details, please refer to the code of conduct.

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By signing the BWE application form, it is stated that the 'Terms of Enrolment' have been read and fully understand as outlined above information.