**Terms and Conditions**

1. Registration. Students are asked to register using the online form on the website. Written confirmation of enrolment will be sent in return, along with invoice for course fee.
2. Payment. Deposit of €500 is payable on enrolment, with the balance due 6 weeks before arrival, May 16th 2018.
3. Payment method. Payment may be made by bank transfer or by Paypal. Full bank details will be supplied on the invoice sent on enrolment. Please note that payment by Paypal will incur 4% additional charge.
4. All students MUST have the European Health Card for free medical treatment while in Ireland.
5. All students MUST have additional travel insurance to cover other eventualities; lost or stolen baggage or personal belongings, emergency dental treatment, flight cancellations. Students choosing the accompanied flight option will have airline travel insurance included in the all inclusive course fee. A copy of that policy will be forwarded to parents.
6. Cancellation policy. In the event of cancellation, full course fees paid will be refunded up to one month before course commencement, less €100 administration fee. Cancellation less than one month and more than one week before course commencement will incur cancellation fee of €200, and cancellation in the week before course commencement will incur cancellation fee of €500. In the event of a student choosing the all inclusive, acconmpanied flight option and later cancelling, the entire cost of the flight will be forfeited, along with relevant course cancellation fee.
7. The all inclusive accompanied flight option is available from some major airports only. The fee includes surcharge for accompanying adult, return flight, airline travel insurance, 20kg bag, transfers, host family accommodation, all classes, activities and excursions.
8. Students will be sent course information, including host family details 3 weeks before course commencement, and may make contact with the host family in advance of arrival.
9. All students and their parents MUST complete and return a copy of the student charter indicating willingness to co-operate fully with the rules and ethos of O’Grady School.
10. O’Grady School reserves the right to use photograph and video material taken during the course for promotional and marketing purposes.