

Terms & Conditions

1. Registration

All courses must be booked in advance. Courses can begin on any Monday where appropriate or as stated in the brochure. Pace Language Institute (Pace) reserves the right to alter or cancel the course programme, change teachers and location and alter dates & fees from those stated in the brochure or website without prior notice.

Please send your deposit, along with your signed application form and copy of your passport if applicable to your booking at least 4 weeks in advance of your course.

If you will be applying for a General Student Visa then please contact the school for further information.

Students and/or agents/or parent need to disclose medical information about the student to the school when the application is made.

2. Booking confirmation

Once your completed application form and deposit have been received and accepted you will receive a confirmation of bookings by email. If you require documents to be posted, please inform the school, these may be an extra charge.

3. Payment methods

All payment should be in Euro (€). You can pay by the following methods.

- Bank transfer: Allied Irish Bank, 69-71 Morehampton Road, Donnybrook, DUBLIN 4,

Account : Pace Language Institute

Branch code : 93-10-39

IBAN: IE49 AIBK 931039 15219075

A/C No : 15219075

Swift Code: AIBKIE2D

Please ensure that the school receives that exact Euro amount. Give your/the student's name in the reference section of the transfer form. A copy of the bank transfer receipt should be sent by fax or email as proof of payment

4. Postponement

If you want to postpone your course, you must do this in writing. You may not postpone courses due to start within the next 28 days. You may only postpone if there is space available on the new course dates you wish to attend.

5. Cancellation or Curtailment

If you decide to cancel your course this must be done in writing by email or fax. Cancellation fees as follows:

- Individual cancellation from 28 days to 7 days before the start of this course – 75% of the total price may be refunded.
- Individual cancellation less than 7 days before the start of the course – no refund.
- Group cancellation from 28 days to 7 days before the start of this course – 50% of total price may be refunded.
- Group cancellation less than 7 days before the start of the course – 25% of the total price may be refunded.

The deposit and accommodation placement fee are non-refundable. If cancellation is due to visa refusal a refund will only be given once we have received a signed copy of the visa refusal letter.

If you decide to leave the school before the end of your course then fees will not normally be refunded. Any refunds are at the discretion of the Directors.

6. Class sizes

An average class size is eight to ten students, maximum 15 on occasion. If a class size is three students or less the school can reduce the hours of tuition on a weekly basis.

7. Extension

If you want to extend your course this is possible, provided there is space available. Please note that it may not be possible for you to remain with in the same host family if you choose to extend your course.

8. Accommodation

If you wish to stay in accommodation organised by the school we will do everything possible to meet your requirement. This may not always be possible and priority will be given to medical requirements such as allergies. If you wish to leave accommodation arranged by the School you must give the host one week's notice, or pay them a cancellation charge of one week's fees.

9. Holiday

If you are on a long course you should pre-book the number of weeks holidays you wish to take before the start of the course. If holidays are not pre-booked, tuition fees will not be refunded. Please speak to the school about your entitlement, as it may differ by course and length of stay.

10. Insurance

We strongly recommend that you take out travel and health insurance. The school will not be responsible for resolving any issues that arise from lack of insurance cover on the part of the student.

Please check our website for Terms & Conditions relevant to your course.