

Terms & Conditions

1. Registration

All courses must be booked in advance. Courses may start 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 PACE with your booking at least 4 weeks prior to the start date of your course. Remaining course fees should be paid at least 2 weeks in advance of commencement date of the course.

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

Students and/or agents and/or parents must disclose all relevant medical information about the student, to the school while making an application. Failure to do so may result in the termination of the student's enrolment without refund.

2. Booking confirmation

Once your completed application form and deposit have been received and accepted, you will receive a confirmation of your booking by email. If you require documentation to be posted to you, then please inform the school and also please note that an extra charge may apply.

3. Payment methods

All payments should be in Euro (€). You can pay by one of 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 the exact Euro amount. Give your invoice number and the student's name as a reference when making a bank transfer. A copy of the bank transfer receipt should be sent by fax or email as proof of payment.

- **Flywire:** We partnered with Flywire to streamline the international payment process. Flywire allows you to pay securely from any country and any bank, typically in your home currency.

By making your payment with Flywire you can:

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

- **Cheque:** Please make the cheque payable to PACE Language Institute, please note a clearing charge may apply for foreign cheques, it is the students responsibility to cover this charge.
- **Visa:** Payments can be made by visa card. PACE does not keep a record of your credit card details

4. Postponement

If you wish to postpone your course you must do so in writing. You may not postpone a course within 28 days of the start of the course. You may only postpone if the school accepts that there is space and availability on the new course dates.

5. Cancellation or Curtailment

If you decide to cancel your course, you must do so in writing, either by email or fax.

Cancellation fees for individuals are as follow:

- Cancellation more than seven days before the start of your course – 75% of the total price may be refunded.
- Cancellation within seven days of the start of your course – no refund.

Cancellation fees for groups or individuals (of the groups) are as follow:

- Cancellation more than seven days before the start of the course – 50% of total price may be refunded.
- Cancellation within seven days of the start of the course – no refund.

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 your course before the end of your stay, no refund will be made. Any refunds are at the discretion of the Directors of PACE.

6. Class sizes

An average class size is eight to ten students, maximum fifteen on occasion. If a class size is three students or less, the number of lessons may be reduced on a weekly basis at the discretion of the school.

7. Extension

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

8. Accommodation

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

9. Holiday

If you are attending a long-term course you should pre-book the holiday dates 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 circumstances may differ by course type 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.

11. Changing Programme

PACE reserves the right to allow a student to change programme. Requests to change programme must be made in writing and submitted to the office.

*All bookings are made subject to all our terms and conditions.

**Some programmes or courses may have supplementary terms and conditions, please contact PACE for further information.