



# Centre of **English Studies**

## **CES Course Fees 2019**

Dublin • London • Oxford • Edinburgh • Leeds • Worthing • Harrogate

### **NEW LOCATION - CES TORONTO**

CES Dublin is an official IELTS, Cambridge, Pearson PTE and Trinity Exam Centre

CES Dublin, CES Edinburgh and CES Leeds are official CELTA Training Centres

CES Harrogate and CES Leeds are official IELTS and Cambridge Exam Centres

# CES Ireland Course Fees Dublin

2nd January – 20th December 2019

English Courses			16+ years				
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 24 weeks	25+ weeks
1. All Year	<b>Standard General English</b> 20 lessons per week 09:00 - 13:00 Mon to Fri	€565	€815	€1,064	€236 p/w	€215 p/w	€195 p/w
2. All Year	<b>Intensive General English</b> 26 lessons per week 09:00 - 13:00 Mon to Fri 14:00 - 16:00 Tues to Thurs	€676	€980	€1,286	€301 p/w	€285 p/w	€257 p/w
3. All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:00 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:00, two afternoons - One-to-One Lessons	€1,090	€1,527	€2,003	extra week €492		
4. All Year 4 exams every month	<b>IELTS Preparation Course</b> 20 lessons per week 09:00 - 13:00 Mon to Fri - IELTS	€565	€815	€1,064	€236 p/w	€215 p/w	€195 p/w
5. All Year 4 exams every month	<b>General English and IELTS Preparation Course</b> 26 lessons per week 09:00 - 13:00 Mon to Fri - General English/IELTS 14:00 - 16:00 Tues to Thurs - IELTS	€676	€980	€1,286	€301 p/w	€285 p/w	€257 p/w
5A. 20 - 31 May 10 - 21 June 08 - 19 July 04 - 15 Nov	<b>IELTS EXPRESS</b> 26 lessons per week 9:00 - 13:00 Mon to Fri - IELTS 14:00 - 16:00 Tues to Thurs - IELTS	2 weeks €676+ €205 IELTS Exam Fee					
6. <b>FCE</b> 07 Jan - 08 March 11 March - 07 June 17 June - 23 Aug 02 Sep - 29 Nov	<b>CAE</b> 07 Jan - 22 March 11 March - 07 June 17 June - 23 Aug 02 Sep - 29 Nov	<b>Cambridge Examination Preparation Courses</b> 20 lessons per week 09:00 - 13:00 Mon to Fri	9 weeks €2,124	10 weeks €2,360	11 weeks €2,596	13 weeks €2,795	
6A. <b>FCE FAST TRACK</b> 1 July - 26 July	<b>FCE FAST TRACK Cambridge Examination Preparation Course</b> 20 lessons per week 9:00 - 13:00 Mon to Fri	4 weeks €1,434 (includes course materials + exam fee)					
7. All Year Please add approx. €200 for return flight between UK & Ireland	<b>Multi Destination / Long Term Ireland and UK</b>	25 weeks + 10 weeks Holidays					
	20 Lessons p/w	€4,875					
	26 Lessons p/w	€6,425					
8. <b>New for 2019</b> 07 Jan - 21 June 01 April - 21 June 07 Oct - 05 June	<b>CES/NCUK University Pre sessional English Programme</b> 26 lessons per week 09:00 - 13:00 Mon to Fri 14:00 - 16:00 Tues to Thurs	3 months €3,614			6 months €6,712		8 months €8,756
9. Feb - Oct	<b>General English with Business</b> 26 lessons per week 09:00 - 13:00 Mon to Fri - General English 14:00 - 16:00 Tues to Thurs - Business English	€676	€980	€1,286	€301 p/w	€285 p/w	€257 p/w
10. <b>One week courses</b> 01 July - 05 July 15 July - 19 July 29 July - 02 Aug 12 Aug - 16 Aug 26 Aug - 30 Aug	<b>Two week courses</b> 01 July - 12 July 15 July - 26 July 29 July - 09 Aug 12 Aug - 23 Aug	<b>Teacher Training Courses</b> 20 lessons per week 09:00 - 13:00 Mon to Fri Afternoon programme of lectures and visits			1 week course €359		2 week course €717
Professional and Management Courses			18+ years				
11. All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid)</b>	work placement fee €550 (nett)					
12. All Year	<b>One-to-One Lesson</b>	€67 per hour					
13. All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:00 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:00, two afternoons - One-to-One Lessons	€1,254	€1,773	€2,331	extra week €574		

**REGISTRATION FEE OF €65 FOR ALL STUDENTS**

All teaching/tuition hours are 55 minutes. Maximum class size in Dublin is 14.

# CES UK Course Fees

## London, Oxford, Edinburgh and Harrogate

2nd January – 20th December 2019

<b>English Courses</b>		<b>16+ years</b>					
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 24 weeks	25+ weeks
<b>1.</b> All Year	<b>Standard General English</b> 20 lessons per week 09:30 - 13:00 Mon to Fri	£404	£598	£785	£185 p/w	£180 p/w	£175 p/w
<b>2.</b> All Year	<b>Intensive General English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	£562	£841	£1107	£265 p/w	£260 p/w	£250 p/w
<b>3.</b> All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one Lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£732	£1,081	£1,419	<b>extra week</b> £349		
<b>4.</b> All Year Exam every month	<b>IELTS Preparation Course</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - IELTS	£562	£841	£1107	£265 p/w	£260 p/w	£250 p/w
<b>5.</b> 20th – 31st May 10th – 21st June 15th – 26th July 12th – 23rd August	<b>IELTS EXPRESS</b> 36 lessons per week 09:30 – 13:00 Mon to Fri - General English 14:00 – 16:30 Mon to Fri - IELTS	<b>2 weeks</b> £686+ IELTS Exam Fee					
<b>6. FCE</b> <b>4 week programme:</b> 13th May – 07th June 29th July – 23rd Aug 04th Nov – 29th Nov <b>8 week programme:</b> 15th Apr – 07th June 01st July – 23rd Aug 07th Oct – 29th Nov	<b>Cambridge Examination Preparation Courses (FCE)</b> <b>(London, Oxford and Harrogate Only)</b> 30 lessons per week 9:30 – 13:00 Mon to Fri – General English 14:00 – 16:30 Tues to Thurs - FCE	<b>4 weeks</b> £1,107			<b>8 weeks</b> £2,120		
<b>7.</b> All Year Please add approx. £150 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	<b>24 weeks</b>			<b>36 weeks</b>		
	<b>20 Lessons p/w</b>	£4320			£6300		
	<b>30 Lessons p/w</b>	£6240			£9000		
<b>8.</b> 7th January – 21 June 01 April - 21 June 07 October – 19 June	<b>CES/NCUK University Pre sessional English Programme</b> 30 lessons per week 09:30 – 13:00 Mon to Fri 14:00 – 16:30 Tues to Thurs	<b>3 months</b> £3,221			<b>6 months</b> £6,122	<b>9 months</b> £8,703	
<b>9.</b> July & Aug	<b>General English with Business English</b> (30 lessons per week) 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - Business English	£562	£841	£1,107	£265 p/w	£260 p/w	£250 p/w
<b>10.</b> 27 May – 7 June 10 June – 21 June 23 Sept – 04 Oct 14 Oct – 25 Oct	<b>English and Culture, 50+ programme Harrogate and Oxford Only</b> 20 lessons per week 9:30 – 13:00 Mon to Fri Afternoon cultural visits and 1 full day tour included	<b>2 weeks</b> £712 with included social programme					
<b>11.</b> <b>One week courses</b> 01 July – 05 July 15 July – 19 July	<b>Two week courses</b> 01 July – 12 July 15 July – 26 July	<b>Teacher Training Courses</b> <b>CES London and Edinburgh only</b> 20 lessons per week 9:30 – 13:00 Mon to Fri Afternoon programme of lectures and visits			<b>1 week course</b> £297	<b>2 week course</b> £594	
<b>Professional and Management Courses</b>		<b>18+ years</b>					
<b>12.</b> All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid)</b> <b>CES London only</b>	<b>work placement fee £700 (nett)</b>					
<b>13.</b> All Year	<b>One-to-One Lesson</b>	£56 per hour					
<b>14.</b> All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£896	£1,327	£1,747	<b>extra week</b> £431		

**REGISTRATION FEE OF £50 FOR ALL STUDENTS**

*All teaching/tuition hours are 45 minutes. Maximum class size in London and Edinburgh is 14. Maximum class size in Oxford and Harrogate is 9.*

# CES UK Course Fees

## Leeds and Worthing

2nd January – 20th December 2019

<b>English Courses</b>				<b>16+ years</b>			
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 24 weeks	25+ weeks
<b>1.</b> All Year	<b>Standard General English</b> 20 lessons per week 09:30 - 13:00 Mon to Fri	£363	£536	£702	£167 p/w	£160 p/w	£155 p/w
<b>2.</b> All Year	<b>Intensive General English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	£521	£770	£1,017	£245 p/w	£238 p/w	£230 p/w
<b>3.</b> All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30 two afternoons - One-to-One Lessons	£699	£1,032	£1,354	<b>extra week</b> £333		
<b>4.</b> All Year Exam every month	<b>IELTS Preparation Course</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - IELTS	£521	£770	£1,017	£245 p/w	£238 p/w	£230 p/w
<b>5.</b> 20th – 31st May 10th – 21st June 15th – 26th July 12th – 23rd August	<b>IELTS EXPRESS</b> 36 lessons per week 09:30 – 13:00 Mon to Fri - General English 14:00 – 16:30 Mon to Fri - IELTS	<b>2 weeks</b> £686+ IELTS Exam Fee					
<b>6.</b> <b>4 week programme:</b> 13th May – 07th June 29th July – 23rd Aug 04st Nov – 29th Nov <b>8 week programme:</b> 15th Apr – 07th June 01st July – 23rd Aug 07th Oct – 29th Nov	<b>Cambridge Examination Preparation Courses (FCE)</b> <b>CES Worthing only</b> 30 lessons per week 9:30 – 13:00 Mon to Fri – General English 14:00 – 16:30 Tues to Thurs - FCE	<b>4 weeks</b> £1,017			<b>8 weeks</b> £1,960		
<b>7.</b> All Year Please add approx. £150 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	<b>24 weeks</b>			<b>36 weeks</b>		
	<b>20 Lessons p/w</b>	£3,840			£5,580		
	<b>30 Lessons p/w</b>	£5,712			£8,280		
<b>8.</b> 07 January – 21 June 01 April – 21 June 07 October – 19 June	<b>CES/NCUK University Pre sessional English Programme</b> 30 lessons per week 09:30 – 13:00 Mon to Fri 14:00 – 16:30 Tues to Thurs	<b>3 months</b> £3,221			<b>6 months</b> £6,122	<b>9 months</b> £8,703	
<b>9.</b> July & Aug	<b>General English with Business English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - Business English	£521	£770	£1,017	£245 p/w	£238 p/w	£230 p/w
<b>10.</b> <b>One week courses</b> 01 July – 05 July 15 July – 19 July	<b>Two week courses</b> 01 July – 12 July 15 July – 26 July	<b>Teacher Training Courses</b> 20 lessons per week 09:30 - 13:00 Mon to Fri Afternoon programme of lectures and visits			<b>1 week course</b> £297	<b>2 week course</b> £594	
<b>Professional and Management Courses</b>				<b>18+ years</b>			
<b>11.</b> All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid)</b> <b>CES Worthing only</b>	<b>work placement fee £700 (nett)</b>					
<b>12.</b> All Year	<b>One-to-One Lesson</b>	£56 per hour					
<b>13.</b> All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£863	£1,277	£1,682	<b>extra week</b> £415		

**REGISTRATION FEE OF £50 FOR ALL STUDENTS**

*All teaching/tuition hours are 45 minutes. Maximum class size in Leeds and Worthing is 14.*

# Accommodation and Transfer Fees - Ireland

## 1. Homestay Accommodation (minimum of 2 weeks):

Accommodation placement fee = €70

Single/Shared room = €183 p/w

Single room supplement (2nd June – 22nd September 2019) = €30 p/w. Please note that single rooms are not available to students aged 16 - 18 years (inclusive), during July and August.

Special diet supplement (coeliac, gluten free, lactose free, vegan) = €30 p/w

Christmas holidays homestay accommodation fee (21st December 2019 – 5th January 2020) = €250 p/w

Accommodation is arranged in a carefully selected homestay on request. Accommodation is half board (bed, breakfast and dinner) from Monday to Friday and full board (bed, breakfast, lunch and dinner) on Saturday and Sunday. Homestays are located in the suburbs of Dublin.

No allowance will be made for absence from the homestay during the time arranged, or for late arrival/early departure. Students who wish to vacate their room for five days or longer, will be charged a retainer fee of €50 per week.

## 2. Residential Accommodation

### a) Year-Round (18+ years, minimum of 2 weeks)

#### i) Crestfield and Auburn House:

Accommodation placement fee = €70

Single room = €210 p/w

Shared room = €180 per person p/w

Airport Transfer = €70 one-way, arrivals only. Please note that an airport transfer **must** be booked for check in to these residences.

Crestfield and Auburn House are both private, self-catering residences for CES students only. The residences are located approximately 4 - 5 kms from the school and city centre. Single and shared rooms are available, most with a private bathroom. **Availability is limited.**

#### ii) Binary Hub:

Accommodation placement fee = €70

Single en-suite room = €295 p/w

These are a self-catering, city centre residences, located 20 minutes' walking distance from the school. All rooms are single en-suite. **Availability is limited.**

### b) Summer (18+ years, June and August)

#### i) Shanowen Square:

Accommodation placement fee = €70

Single en-suite room = €215 p/w

Shanowen Square is a self-catering, summer residence located approximately 4 - 5 kms from the school and city centre.

## 3. Airport Transfers:

A one-way airport transfer to pick up students on arrival only, can be booked. The cost is €70. Alternatively, taxis are located outside the airport building. Students staying in the Crestfield and Auburn House Residences **must** book a CES airport transfer.

## 4. Medical Insurance:

Medical Insurance can be arranged by CES at a cost of €110 per annum. Citizens of European Union countries should bring a EHIC card with them. Medical insurance will become effective upon completion of a) a Medical Insurance request form and b) provision by CES of a policy number to the student.

## 5. Tuition Hours:

All teaching/tuition hours are 55 minutes. Standard Course is 18.33 contact hours per week, excluding breaks. Intensive Course is 23.83 contact hours per week, excluding breaks.

## 6. Text Book:

Text books can be purchased for €35 approximately.

## 7. Social Activities:

CES offers a variety of social activities for students to join. Students pay only for the excursions and activities in which they wish to participate. Approximate costs for excursions – Full day = €35. Half day = €7 - €15. CES also organizes a range of free afternoon and evening activities in all schools, for students to join. Please contact the school for more information.

## 8. Beginners' Course Dates:

Please contact the school.

## 9. School Holidays:

1st January, 18th March, 19th April, 22nd April, 6th May, 3rd June, 5th August, 28th October, 20th December 2019 – 6th January 2020

# Accommodation and Transfer Fees - UK

## 1. Homestay Accommodation (minimum of 2 weeks):

Accommodation placement fee = £55

Rate per week London*:	single £180	shared £158	Premium: single £233	shared £211
Rate per week Oxford:	single £180	shared £158	Premium: single £233	shared £211
Rate per week Edinburgh:	single £180	shared £158		
Rate per week Leeds:	single £149	shared £139		
Rate per week Worthing:	single £149	shared £139		
Rate per week Harrogate:	single £152	shared £144		

Special diet supplement (coeliac, gluten free, lactose free, vegan, halal (not available in CES Harrogate), kosher) = £20 p/w

Christmas holidays homestay accommodation fee (20th December 2019 – 4th January 2020) = £250 p/w

Single/Shared room supplement for CES London, CES Edinburgh and CES Oxford (1st July – 1st September 2019) = £20 p/w.

Accommodation is arranged in a carefully selected homestay on request. London, Oxford and Edinburgh: Half board (bed, breakfast and dinner). Leeds and Worthing: Full board (bed, breakfast, packed lunch and dinner). Harrogate: Half board Monday-Friday and Full board Saturday-Sunday. No allowance will be made for absence from the homestay during the time arranged, or for late arrival/early departure. As per British Council regulations, we can place up to four students in a homestay. Please note that single rooms are not available to students aged 16 - 18 years (inclusive), during July and August.

\*\*NB In London there is a possibility of a placement in a private home. This means that more than 4 students could be staying in one home. However, students are notified of this in their confirmation letters and could ask for it to be changed to regular homestay if necessary\*\*

## 2. Residential Accommodation

### a) Year-Round (18+ years, minimum of 2 weeks)

#### i) Stay Club Residence, London :

Accommodation placement fee = £55

Single en-suite room = £320 p/w

Twin room sharing = £210 p/w

Stay Club Residence is a self-catering residence located in central London. It is approximately 45 minutes' by train from the school in Wimbledon. All rooms are single en-suite.

Availability is limited.

\*Other residences may be available on request

### b) Summer (18+ years, July and August)

#### i) Liberty Park Living, Leeds:

Accommodation placement fee = £55

Single en-suite room = £150 p/w

Liberty Living (Docks) is a self-catering residence located in central Leeds, just 10 minutes' walking distance from city centre and 20 minutes to the school.

#### ii) Canal Point Residences, 22 West Tollcross, Edinburgh:

Accommodation placement fee = £55

Single en-suite room = £260 p/w

Summer Supplement = £20 p/w between June and August

Canal Point Residences is a self-catering residence, located in central Edinburgh. It is just 10 minutes' walk from Princes Street and less than 20 minutes' walk from the school. All rooms are single en-suite. Availability is limited.

## 3. Airport Transfers:

**London transfers:** From Heathrow or Gatwick: £115 (1 in car), £120 (2 in car) or £125 (3 in car). From Stansted: £135 (1 in car), £140 (2 in car) or £145 (3 in car).

**Oxford transfers:** From Heathrow: £140 (1 in car), £145 (2 in car) or £150 (3 in car). From Gatwick: £170 (1 in car), £175 (2 in car) or £180 (3 in car). From Stansted: £190 (1 in car), £195 (2 in car) or £200 (3 in car).

**Leeds transfers:** From Leeds Bradford: £80. From Manchester: £130.

**Worthing transfers:** From Gatwick: £120 (1 in car), £125 (2 in car)

or £130 (3 in car). From Heathrow: £145 (1 in car), £150 (2 in car) or £155 (3 in car). From Stansted: £180 (1 in car),

**Edinburgh transfers:** From Edinburgh: £60 (1 in car), £65 (2 in car) or £70 (3 in car). From Glasgow: £110 (1 in car), £115 (2 in car) or £120 (3 in car).

**Harrogate transfers:** From Leeds Bradford: £80. From Manchester: £130. From Liverpool: £150. From Heathrow: £290.

## 4. Medical Insurance:

You are strongly advised to take out travel and medical insurance before leaving home. Insurance should cover the loss of personal possessions and loss of tuition fees if you have to cancel your course, or return home early. Citizens of EU countries should not have to pay for medical treatment, but are advised to bring their EHIC card with them. If you travel as part of a group to a CES school in the UK, we can help you arrange insurance as part of your package price.

## 5. Tuition Hours:

All teaching/tuition hours are 45 minutes. Standard Course is 15 contact hours per week, excluding breaks. Intensive Course is 22 contact hours per week, excluding breaks.

## 6. Text Book:

Text books must be purchased for £35 approximately.

## 7. Social Activities:

CES offers a variety of social activities for students to join. Students pay only for the excursions and activities in which they wish to participate. Approximate costs for excursions – Full day = £25 - £45. Half day = £5 - £20. CES also organizes a range of free afternoon and evening activities in all schools, for students to join. Please contact the school for more information.

## 8. Policy of Care:

CES has a strict policy of care and welfare for all 16 and 17 year old students studying in our adult schools. Please contact us directly or visit [www.ces-schools.com](http://www.ces-schools.com) for more information.

## 9. Beginners' Course Dates:

Please contact the relevant school

## 10. School Holidays:

1st January, 19th April, 22nd April, 6th May (CES England only), 27th May (CES England only), 26th August (CES England only), 20th December 2019 – 6th January 2020

# Terms and Conditions – Ireland & UK

## Enrolling on a course

On receipt of your registration form, you will receive an email:

1. Confirming your enrolment and chosen course.
2. FlyWire link which will enable you to make payment in full or pay a deposit of €250 (Ireland) / £200 (UK). Deposits paid are non-refundable

## PAYMENT PROCEDURE

### Full payment of fees is due 2 weeks prior to the starting date

#### IRELAND:

1. **By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to [www.ces-dublin.flywire.com](http://www.ces-dublin.flywire.com) to begin the payment process [Flywire handling fees will be advised at time of payment].
2. **By bank transfer in EURO directly into CES bank account:**  
**Bank Name:** AIB  
**Address:** 7-12 Dame Street, Dublin 2, Ireland  
**Account Name:** Centre of English Language Studies Ltd.  
**IBAN:** IE97AIBK93208688887063  
**BIC:** AIBKIE2D  
**Account Number:** 88887063  
**Sort Code:** 93 20 86  
[please add €30 to cover bank charges]

#### UK:

1. **By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment go to [www.ces-uk.flywire.com](http://www.ces-uk.flywire.com) to begin the payment process. [Flywire handling fees will be advised at time of payment].
2. **By bank transfer in GBP directly into CES bank account:**  
**Bank Name:** National Westminster Bank  
**Address:** 27 South Street, Worthing West Sussex, BN11 3AR  
**Account Name:** Centre of English Studies Ltd.  
**IBAN:** GB33NWBK 602431 74638459  
**BIC:** NWBKGB2LXXX  
**Account Number:** 74638459  
**Sort Code:** 60 24 31  
[please add £15 to cover bank charges]

**\*\*Please ensure when making a payment to include the invoice number and student name or number\*\***

## Cancellation, cancellation fees and refunds

**All cancellations must be notified in writing.**

**Accommodation Fees: Homestay** - notice provided of 2 weeks - full refund given. **Self-catering** - notice period of 28 days - full refund given  
Notice period of less than 28 days – no refund given .

**Tuition and other fees:** Notice provided of up to 14 days prior of the arrival date - cancellation fee of €250 (Ireland)/GBP£200 (UK).

Notice provided of less than 14 days prior to arrival - no refund given. There is no refund if a student fails to complete the programme. There will be no refund for students who change from Intensive to Standard Course.

Where a visa has been refused, CES will refund the fees less the deposit of €250 (Ireland) / GBP£200 (UK) and bank charges on receipt of evidence of the visa refusal plus the refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will adjust your tuition or accommodation dates subject to availability. No refund will be made.

## General Conditions

- Fees include tuition, assessment test at the beginning of the course, individual report, use of listening centre/multimedia centre for private study, self-access, listening and interactive technology centre, email facilities and guided e-learning.
- We do not accept responsibility for costs incurred due to flight delays, e.g. accommodation
- If a student does not acquire a visa on time, the above cancellation policy applies.
- It is the responsibility of the agent or student to ensure that the correct visa has been applied for.
- We do not take responsibility for loss or theft of belongings.
- Students are expected to have appropriate medical and baggage insurance.
- Non EU students must take out private medical insurance.
- There is no refund of fees for days missed during the course/late arrival/early departure/public holidays.
- During peak times classes can be held at additional premises.
- If a student wishes to transfer between any centres in Ireland and the UK, there is a fee of £100/€150

**Note:** If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme they are free to do so, but no credit will be given for missed study time. Parental consent is required for students aged 16 and 17 years for any classes or activities missed. CES requires advance notice in writing. In accordance with GDPR and our desire to ensure all data is always secure, visit our website ([www.ces-schools.com](http://www.ces-schools.com)) for our Data Protection Policy and Privacy Statements.

### Return completed registration forms to:

**IRELAND:** Centre of English Studies, 31 Dame Street, Dublin 2, Ireland  
Phone: 00353 1 671 4233 Fax: 00353 1 671 4425 Email: [info@ces-schools.com](mailto:info@ces-schools.com)

**UK:** Centre of English Studies, 12 Stoke Abbott Road, West Sussex, BN11 1HE, England  
Phone: 0044 1903 231330 Fax: 0044 1903 200953 Email: [worthing@ces-schools.com](mailto:worthing@ces-schools.com)

# CES Registration Form - 2019

## Personal Details

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_ Male  Female   
Address: \_\_\_\_\_  
Country: \_\_\_\_\_ Post Code: \_\_\_\_\_ Passport number: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Nationality: \_\_\_\_\_ First Language: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(dd/mm/yyyy)  
Next of kin mobile number in case of emergency : \_\_\_\_\_  
Current level of English (please ✓) Very good  Good  Fair  Low   
Do you have any allergies? YES  NO  If yes please specify \_\_\_\_\_  
If you have any special needs, learning difficulties or medical conditions, please give details \_\_\_\_\_  
Where do you want to study? Dublin  London  Oxford  Edinburgh  Leeds  Worthing  Harrogate

## Course Details

I wish to reserve a place on course: \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Starting date: \_\_\_\_\_ Finishing date: \_\_\_\_\_ Course fee: \_\_\_\_\_

## Accommodation Details (please ✓)

I want  Homestay  
 Shared Room  
 Single Room

I want  Self-Catering Residence  
Name: \_\_\_\_\_  
 Shared Room  
 Single Room  
\*Subject to availability

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ Number of nights: \_\_\_\_\_

## Airport Transfer (optional - must be booked in advance)

Date of arrival: \_\_\_\_\_ Time of arrival: \_\_\_\_\_ Flight number: \_\_\_\_\_ From: \_\_\_\_\_ Airport  
Name of arrival airport: \_\_\_\_\_ Airport transfer on arrival: Required  Not Required  Transfer Fee: See pages 5+6  
It is important that CES is advised of your arrival details even if you do not require a transfer.

An airport transfer must be booked for Crestfield and Auburn House in Dublin.

## Fees

Course	Course Fees	_____
	Registration Fee (€65 for Ireland / £50 for UK)	_____
Accommodation	Accommodation Fees	_____
	Accommodation Placement Fee	_____
	(€70 for Ireland / £55 for UK)	_____
	Supplements (if applicable)	_____
Airport Transfer	Transfer Fee	_____
Bank	Bank Charges	_____
	Textbook	_____
	Visa Application Fee £20 (UK only)	_____
	TOTAL	_____

I will pay the fees at the booking stage as follows (Please tick ✓):

Full fees  Deposit  By bank transfer/credit card via FlyWire  By bank transfer directly to CES bank account