

Dublin Cultural Institute
Terms & Conditions

1. Course fees include tuition, placement test end of course certificate, use of facilities and learning resources.
2. Tuition fees and final exam fees (if required as a visa condition) must be paid in full at the time of enrolment.
3. Tuition, exam, or accommodation fees are not transferable to a third party.
4. Any cancellations must be notified in writing.
5. Cancellations made 21 days prior to scheduled enrolment will result in a full refund less €250.
6. Cancellation less than 21 days prior to scheduled enrolment will result in no refund.
7. Where a visa application has been denied, DCI will refund the fees less an administration fee of €150 and bank charges on receipt of evidence of the visa refusal (Embassy/consulate letter with applicant reference number).
8. No refunds will be made under circumstances where DCI is not liable for loss of tuition or other services. DCI is not responsible for lessons lost through earthquakes, floods, hurricanes or other acts of God, riots, civil disturbance, war, terrorism, or any other circumstances whatsoever beyond the control of DCI.
9. DCI does not accept liability for changes in arrangements for transport, accommodation, insurance or any other matters where made by third parties and any legal rights or redress which a student may have must be solely directed to such other parties.
10. Failure to complete the course or expulsion from the school will result in no refund.
11. No credit is provided for holiday time or days missed during a scheduled programme.
12. Visa requiring students are obliged to observe all the conditions attached to their visa as directed by the Department of Justice.
13. Students are not insured by the school, or by the host family, against illness, theft, loss of personal effects or injury to persons or property. The school accepts no responsibility in the event of such occurrence except where statutory liability is deemed to apply. Personal insurance cover and medical insurance is recommended.
14. Students are liable for any damage they cause to school property, fixtures or fittings or equipment and will be required to pay the cost of replacement or repair.
15. It is the applicant's responsibility to check that their language level is suitable. If on arrival DCI find that his/her level is unsuitable for the course, we reserve the right to cancel or make arrangements for an alternative programme. In any event, there will be no refund of fees.
16. Students with existing learning difficulties, health issues or disabilities which impact their ability to follow their course, must declare them when making an application. DCI will make best endeavours to accept applications where it is practical and where we are able to provide a suitable programme.
17. Students who develop health problems or disabilities which impact their ability to follow their course, subsequent to enrolment, should bring them to the attention of the school in a timely fashion.
18. When necessary, DCI reserves the right to alter teacher/timetable and/or transfer students from one class or course to another, from one time of study to another, and to merge small classes or cancel classes or course.
19. Beginner students who have not yet achieved a reasonable elementary A1 level may be switched from the morning to afternoon programme or vice versa until such time, their level is sufficient to join the elementary level.
20. Timetables may be subject to alteration.

21. General English students who achieve C1 level as evidenced by an internationally recognised standard such as Cambridge C1 or IELTS 7.5 may be required to take classes other than General English.
22. DCI reserves the right to set holiday dates for visa students if required.
23. While DCI send warning emails to visa-requiring students with poor attendance, it is ultimately the individual's responsibility to ensure he/she meets at least the minimum required.
24. The fees for weeks which include public holidays are charged at the full weekly rate. Classes will not be refunded or delivered on a different date.
25. DCI reserves the right to use additional classrooms in other buildings near the school.
26. DCI reserves the right to terminate an enrolment in the case of disruptive conduct and to expel a student from their course, their accommodation or both without a refund. (Please see full Code of Conduct at <https://www.dublinci.com/policies>).
27. DCI reserves the right to contact students by email or phone during the of their enrolment. Students must ensure they provide an-up to-date email address and are checking and reading their emails regularly.
28. Students must arrive to class in a timely fashion. Latecomers will not be admitted, and this can adversely effect attendance.
29. New and returning students must attend an induction within one month of their course start date.
30. Students must adhere strictly to school regulations and policies.