

www.flireland.com

### Step 1 - Personal Details

- First Name: .....
- Date of Birth:  day  month  year
- Nationality: .....
- Address: .....
- Family Name: .....
- Gender: ☐ Male ☐ Female
- Email Address: .....
- Mobile/ Cell Number: .....
- Please send pre-course information to my email: ☐ Yes ☐ No

### Step 2 - Business and Education Background

- Name of business or University: .....
- Area/Type of Business or study: .....
- Time working/ Studying in this area to date: .....
- Level of English if English is not your first language: .....
- I have a LinkedIn account: ☐ Yes ☐ No

### Step 3 - Course Details

#### DUBLIN BUSINESS ACADEMY

- Courses Dates: 23<sup>rd</sup> August to 30<sup>th</sup> August (6 nights)
- Fees: €1495
- Additional Accommodation: €55 per extra night
- Do you require a visa to enter Ireland? (Please note that it's your responsibility to obtain this if necessary)  
☐ Yes ☐ No

### Step 4 - Accommodation & Travel Details

- Number and Dates of Extra Nights (if any): .....
- Special Requests (if any): .....
- Travel Tickets for Bus, Rail & Tram: Leap Card (€50 per week) ☐ Yes ☐ No
- Airport pick up: €55 one way ☐ €95 both ways ☐

*note: we recommend that participants take out travel insurance which, for non-EU citizens, should include health cover.*

### Step 5 - Agree to T&C's

- I confirm that all the information in sections 1-4 are correct. I confirm acceptance of the terms and conditions outlined on the following page

Signed: .....

Date:  day  month  year

#### What To Do Next

- Send this completed booking form by email to [bookings@flireland.com](mailto:bookings@flireland.com) or your agency.
- Once we receive this form we will issue you with an invoice for a €200/£200 non refundable deposit.
- Once the deposit is received by the school you will receive a confirmation letter confirming your place along with the due balance invoice. The full balance must be cleared 30 days before the course begins.
- Once the balance payment is paid you will receive a visa invitation letter (if required), transfer details, student handbook.

# TERMS AND CONDITIONS

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## Course fee includes:

- 20 course hours per week
- Materials and Software Subscriptions
- A 5 day internship in digital marketing for people studying or working in a relevant area
- Single ensuite residential accommodation with shared common area per 8 rooms

These fees do not include airport pick up or transport. These can be organised as optional extras.

## Payment:

A booking is considered as provisional when a deposit of €200/£200 has been received in the Future Learning Language School Ltd account. Initial deposit must be paid within 30 days of booking.

Final balance is to be paid in full no later than 30 days prior to arrival of a group and/or individual(s). We reserve the right to cancel the booking arrangements made if due payments have not reached the school's bank account prior to the arrival of the group and/or individual(s).

## Cancellation and refund:

Notification of cancellation for each individual and/or groups must be made in writing. Refunds are offered as follows when the notification of cancellation is made:

- 6 weeks before the travel date: Future Learning Language School retains deposit payment only.
- 2-5 weeks before travel date: Future Learning Language School retains 50% of total course cost.
- 2 weeks or less before travel and no show: Future Learning Language School retains 100% of course cost

If cancellations or changes of scheduled airlines, threatened or actual natural disasters, host family cancellations or any other event outside the control of the company either delays, extends the stay, compels a change in the programme or accommodation arrangements or forces the programme to be cancelled, we cannot accept liability for any resulting loss, damage or expense.

## Changes to course:

Courses are offered subject to demand. Future Learning Language School Ltd has the right to change prices, starting dates, course content and programmes at any time due to errors, omissions, change in expected student numbers and circumstances beyond our control. In such cases, you will be informed as soon as possible in writing. Where a major change is involved, a choice will be given of either accepting the change which will be of a comparative standard (if available), or rejecting it. If the latter applies, we will promptly refund all monies received.

## Visa requirements:

It is the responsibility of the individual participant, their institution or agency to contact their local embassy (or other appropriate office) in good time in order to obtain any visas/entry documents required. No visa support documentation will be issued by Future Learning Ireland until course fees have been paid in full.

## Travel details for transfers:

Once you have booked your course, please send us details of your flight/travel arrangements, at least 30 days before you are due to arrive.

## Keeping in touch:

The school has an emergency number that is available 24 hours a day.

## Health and insurance:

We accept applications on the assumption that they are in good health. Any pre-existing conditions and/or special dietary requirements must be communicated to us before arrival.

We strongly advise that all course participants and group leaders appropriately insure themselves against the usual risks associated with overseas travel, e.g. personal accident or injury, ill-health (medical/ hospital fees), cancellation, delay, loss of baggage or property etc., i.e. comprehensive travel insurance. All European students must also carry a valid EHIC (European Health Insurance Card).

## Respect policy

The school operates on a policy of mutual respect which applies to course participants, staff, and includes respect of the facilities we are working in. All course participants are asked to abide by this principle. Failure to do so will be taken seriously and a serious breach may result in exclusion from subsequent course sessions and activities. No refunds will be made in such cases.

## Loss and damage:

Course Participants will be charged for any damage they cause during their stay. By completing this booking form the applicant or their institution accepts responsibility for any damage caused and any resultant cost for repair or replacement.

Whilst every help and assistance is given to ensure that property is safe at all times, we do not accept responsibility for any loss of, or damage to property including tablets and smartphones. We do not accept any responsibility for any loss or expense due to changes in public transport, weather, quarantine, sickness, strike or any other cause.

## Marketing & Educational Research:

By enrolling on our course, participants consent to the reasonable use of their details and achievements, including images or recordings however made, for educational research and promotional purposes. Future Learning must be notified in writing at the time of booking if you do not agree to any aspect of this.