



GALWAY CULTURAL INSTITUTE

2017 DATES & FEES

GENERAL ENGLISH PROGRAMME *START EVERY MONDAY*

Course Detail	Intensive 20 lessons / 15 hours	Intensive Plus 26 lessons / 19.5 hours	Super Intensive 30 lessons / 22.5 hours
1 - 4 weeks	€205	€245	€265
5 - 8 weeks	€200	€240	€260
9 - 16 weeks	€190	€230	€250
17 - 24 weeks	€170	€210	€225
25+ weeks	€160	€195	€205

€20 supplement (per week) 26.06.17 – 08.09.2017

ENGLISH FOR BUSINESS & PROFESSIONALS *START EVERY MONDAY*

Course Detail	Intensive 20 lessons / 15 hours	Intensive Plus 26 lessons / 19.5 hours	Super Intensive 30 lessons / 22.5 hours	40 lessons 40 lessons / 30 hours
General English for Professionals I (Max 6 people, 25+ yrs old)	€420			
General English for Professionals II (Max 6 people, 25+ yrs old)			€625	
Combination 26 lessons		€500		
Combination 30 lessons			€675	
One to One lessons 20	€950			
One to One lessons 30			€1,395	
One to One lessons 40				€1,800

Individual lessons €50 per lesson (minimum booking 2 lessons)

EXAMINATION PREPARATION CAMBRIDGE/IELTS *SEE DATES ON PAGE 2*

Course Detail	Intensive 20 lessons / 15 hours	Super Intensive 30 lessons / 22.5 hours	36 lessons 27 hours
EP20 - 12 weeks	€2,340		
EP30 - 6 weeks		€1,650	
EP36 - 4 weeks			€1,400

SPECIALIST PROGRAMMES

Course Detail	12 lessons	Description
Certificate in Leadership & Management	€275	12 lessons of bespoke Business classes & 3 classes of self-study in the afternoon. Min B1 level. Upgrade by adding General English in the mornings
Certificate in Marketing & Social Media	€275	
Certificate in Business & Entrepreneurship	€275	

FOUNDATION PROGRAMMES

Course Detail	Super Intensive 30 lessons / 22.5 hours
University Foundation	€7,250
Pre-Master	€7,750

TAILORED PROGRAMMES *SEE DATES ON PAGE 2*

Course Detail	Intensive 20 lessons / 15 hours	Super Intensive 30 lessons / 22.5 hours
50+ Programme (2 weeks, See Dates)	€685	
Teacher Training Programme (2 weeks, See Dates)		€900
Short Stay Group Programme	Individual Quote	Individual Quote

+You

ACCOMMODATION ALL PRICES AND SUPPLEMENTS ARE PER PERSON

Host Family Half board Monday to Friday, full board weekends	Price	Residential 18+ only. Self catering. Sat to Sat only	Price
Standard single room	€205	Standard Apartments / Houses	3*€185 4*€205
Executive - Single room En suite	€265	En Suite	3*€210 4*€225
Standard Sharing - Twin/Double *2 people booking together only (price is per person) - limited availability	€175	Shared room -Twin/Double (limited availability)	€135
Extra night in Host family	€40	Executive Apartment/city centre	€650+
Vegetarian, Vegan, Coeliac, etc (extra per week)	€30	Bed & Breakfast / Guest House B&B basis (per person)	€385+/-
Host Family Supplement (Christmas week)	€150	Summer Supplement (per week 24.06.2017 - 09.09.2017)	€40
Close to school supplement (extra per week) within a 20 minute walk of the school subject to availability	€20	Hostel (subject to availability/pricing at time of booking)	€23 per night
		3/4*Hotel (subject to availability/pricing at time of booking)	€85+ per night
		Residential accommodation price subject to change (particularly in summer)	
€20 Summer Supplement (per week) 26.06.2017 - 08.09.2017			

TRANSFERS

Service	Price & Details
Taxi Transfer (One way)	€25: Galway Coach Station to accom. €160: Shannon/Knock Airport. €390: Dublin/Cork Airport.
Coach Services (One way)	€25 Single ticket from Dublin/Shannon/Cork/Knock airport:
Meet & Greet Services	€150 Dublin/Cork airport.
Obligatory for under 18 year olds	The service includes: meeting student on arrival at the airport, coach ticket and taxi transfer to accommodation from Galway coach station.

ADDITIONAL CHARGES

Detail	Price	Detail	Price
Enrolment Fee	€55	Books & Materials	€55
Accommodation Placement fee	€55	Medical Insurance	€150

EXAM FEES

Detail	Price	Detail	Price
Cambridge CPE	€195	IELTS	€215
FCE/CAE	€175	Exam books	€100

EXAM PREPARATION DATES

EP 20 / 12 WEEKS

	Start	Exam
FCE	13.03.17	03.06.17 (Saturday)
	18.09.17	09.12.17 (Saturday)
CAE	13.03.17	03.06.17 (Saturday)
	18.09.17	09.12.17 (Saturday)

EP 30 / 6 WEEKS

	Start	Exam
FCE	23.01.17	04.03.17 (Saturday)
	24.04.17	03.06.17 (Saturday)
	31.10.17	09.12.17 (Saturday)
CAE	30.01.17	11.03.17 (Saturday)
	24.04.17	03.06.17 (Saturday)
	31.10.17	09.12.17 (Saturday)
CPE (Thursday exams)	02.05.17*	08.06.17 (Thursday)
*(Tuesday)	23.10.17	02.12.17 (Thursday)
IELTS	16.01.17	25.02.17 (Saturday)
	27.02.17	08.04.17 (Saturday)
	11.09.17	20.10.17 (Saturday)
	23.10.17	02.12.17 (Saturday)

EP 36 / 4 WEEKS

	Start	Exam
FCE	29.05.17	24.06.17 (Saturday)
	03.07.17	27.07.17 (Thursday)
	31.07.17	24.08.17 (Thursday)
CAE	29.05.17	24.06.17 (Saturday)
	26.06.17	20.07.17 (Thursday)
	31.07.17	25.08.17 (Friday)

All dates correct at time of printing.

IELTS dates are provisional,
please check with the school

OTHER PROGRAMMES DATES

Programme	Start dates	Holiday	Dates
Teacher Training Programme	17.07.17 14.08.17	Public Holidays	02.01.17 17.03.17 17.04.17 01.05.17
University Foundation	25.09.17		05.06.17 07.08.17
Pre-Masters	25.09.17		30.10.17
50+ Programme	12.06.17 11.09.17	Christmas Holidays 2017	16.12.17 to 02.01.18
Leadership & Management	03.07.17		
Marketing & Social Media	24.07.17		
Business & Entrepreneurship	14.08.17		

GENERAL INFORMATION

- ∴ All lessons are 45 minutes
- ∴ All courses are Monday to Friday (except in the week of a bank holiday)
- ∴ All prices are per week except for Foundation and Exam preparation programmes
- ∴ Students may not change from group to private tuition or opt for less intensive courses, or shorten their course regardless of the reason
- ∴ All courses start any Monday except Exam Prep, Foundation, 50+ and Teacher Training (except in the week of a bank holiday)
- ∴ Exam prep, Foundation, Pre-masters, 50+ and teacher training courses are max 14 all year round for English language lessons
- ∴ Classes missed due to Public Holidays will not be made up except for OC (one to one) components
- ∴ Max group class size is 12 in Winter & 14 in Summer except for Exam Prep, Foundation, Teacher Training, 50+, and group programmes which are 14 all year round.

HOW TO BOOK

Complete all sections of the GCI school registration form or book online at www.gci.ie and send it with a non-refundable deposit of €150 by Bank Transfer or credit card 6 to 8 weeks prior to course commencement.

Upon receipt of your registration form we will confirm your place and send you a full invoice.

- Full settlement of the account should be made 28 days in advance (21 days in winter).
- Should you have a late registration full fees should be sent on receipt of invoice.
- Proof of payment of fees must be sent to us and please email a scanned copy of your bank transfer, and quote your student reference number on all correspondence.
- Accommodation details will be sent once full fees are received. Transfer details should be sent as soon as they are available and at least 7 days prior to the course.

BANK DETAILS

Account Name: Galway Business School
Bank: Bank of Ireland, Salthill, Galway, Ireland
Swift: BOFIE2D
Sort Code: 90-38-40
Bank Account: 84796682
IBAN: IE54BOFI90384084796682

- All bank charges are the responsibility of the student.
- We will send your accommodation details and arrival information approximately two weeks before departure and are subject to receipt of full payment by GCI/GBS.
- Payment by credit card is subject to an additional 2.5% charge of the total fee due.

ESSENTIAL INFORMATION

- Classes begin at 09.00 in low season and at 08.30 in high season from Monday to Friday. We have afternoon sessions of General English 20 and students will be timetabled accordingly. Some courses will automatically have afternoon classes - i.e. Study Abroad and/or special offer courses.
- All courses start any Monday except Exam Preparation, Foundation, Pre-Masters, 50+ and Teacher Training.
- A placement test is obligatory. Please complete our online test at www.gci.ie at least two weeks before arrival. Failure to complete the online test may result in you missing class on the first day.
- Oral tests and orientation take place on the first day.
- All classes are 45 minutes in length.
- Max group class is 12 in low season and 14 in high season.
- General English for Professionals I & II is max 6 people.
- Exam Preparation, Foundation, Pre-Masters, 50+ and Teacher Training courses are max 14 all year round for English language lessons.
- Minimum numbers, level and age are required for some courses.
- Levels are from Beginner to Proficiency / Foundation / Pathway – A1-C2.
- Books are charged separately. There is an additional charge for a new book of €30+ when you change level.
- We have a second hand book scheme in operation for books in good condition.
- GCI is a Cambridge ESOL testing centre.
- GCI is an IELTS testing venue.
- Most exams take place on Saturdays but exams also take place mid-week. Exam dates are correct at time of going to print.
- Exam books and exam fees are charged separately & late exam fees apply.
- ID cards are processed on the first day and cost €5. The card gives access to GCI/GBS facilities, discounts in Ozone café, on excursions and in shops and restaurants.
- We accept students of 17 in low season and 16 in high season.
- **Students under 18 years of age:**
 - a) Are required to provide a **Signed Parental Guarantee** and to carry this with them at all times whilst travelling to Ireland.
 - b) A **Meet & Greet Service is obligatory for under 18 year olds on arrival.**
 - c) Limited places are available for under 18 year olds.
 - d) Under 18 year old students undertake to abide by the rules and undertake to behave as adults while in GCI

ENGLISH ONLY POLICY

- GCI and GBS operates an English ONLY policy both in class and in the school building and grounds. This is to ensure that all students gain the maximum benefit from their course and from their ability to communicate and interact with other students and personnel within the school.
- Failure to speak English will result in students being asked to leave the class or the school.
- Persistently speaking a language other than English will result in students being asked to leave their course permanently. There will be no exceptions.

CANCELLATIONS/CHANGES TO BOOKINGS

- For cancellations up to 2 weeks before course commencement full fees will be refunded except the non-refundable deposit of €150.
- For cancellations of 14 days or less the deposit will be retained and the following percentages of the course fees will be refunded:
 - 7–14 days: 50% of course fees will be refunded.
 - Less than 7 days: 30% of course fees will be refunded.
- Once the course has commenced fees will not be refunded irrespective of the circumstances. This includes late arrival/early departure or days missed during the course.
- An additional administration fee €55 will be charged for each booking change. All changes between one course and another, including changing from General English to Exam preparation programmes, are subject to availability and are at the complete and sole discretion of Management.
- Students may not change from group to private tuition or opt for less intensive courses, or shorten their course regardless of the reason.
- Fees / tuition weeks are non-transferrable. Refunds and credit notes are only given in extenuating and exceptional circumstances at the sole discretion of Management.

INSURANCE & HEALTH

- All students should be in a fit state of health to reasonably carry out the course and accommodation type they have booked.
- All participants should provide their own health and travel insurance. Participants from EEA countries should obtain form EHIC from their local Social Welfare Office before departure – see <http://ec.europa.eu> This only entitles you to free emergency hospital care and attendance at certain doctors. It does not cover elective medical or dental treatment.
- Any person undergoing medical treatment should bring a medical certificate and should bring sufficient medicine to cover their stay in Ireland.
- Important health or psychological problems must be brought to the attention of GCI/GBS before enrolling so that the school can approve the booking and facilitate the specific condition, where possible. Failure to do so may result in the booking being cancelled even after the course has commenced and the student being sent home.
- We strongly advise you to insure against loss of fees, personal effects, flights etc. that you may incur due to cancellation or early departure.

CONTACT US FOR INFORMATION & ENROLMENT

TALK +353 91 863 100

TYPE info@gci.ie

VISIT www.gci.ie

GALWAY CULTURAL INSTITUTE, GCI HOUSE, SALTHILL, GALWAY, H91 CDW4, IRELAND

ACCOMMODATION

- Accommodation is reserved on a weekly basis – i.e. 7 nights either for host family or residential accommodation. The minimum stay is one week.
- Distance from accommodation to school is between 5 minutes' walk to 30 minutes by bus depending on traffic.
- Accommodation is only organised for students attending a course at GCI or GBS.
- Half board is provided in host families from Monday to Friday and full board at the weekends. The majority of families are non-smoking.
- Special requests with regard to pets, children, allergies, location of accommodation, diet (vegetarian, vegan, coeliac, etc.), extra nights, Christmas stay etc. must be made at the time of booking but these cannot be guaranteed. If the preferred option is unavailable, the next best option will be allocated. Additional supplements will apply to specific diets, extra nights, Christmas stays etc.
- Extra nights are possible in a host family at €40 per night subject to availability.
- Residences are reserved from Saturday to Saturday.
- Accommodation assigned at booking may be subject to change.
- Residential apartments are self-catering and are for students of 18+. All residential accommodation is non-smoking
- Extra nights are not available in residence and alternatives (B&B or Host Family) are subject to availability.
- Students are required to fill in and sign a Residential Deposit Form agreeing to abide by the rules and regulations of GCI / GBS residential accommodation.
- €150 security deposit for residential accommodation is payable in advance or on your first day at school. This can be paid by direct debit or by laser card on arrival. Credit cards can also be used. Cash is not accepted for residential deposits.
- Accommodation fees are non-refundable. For more than one change to accommodation an additional €55 placement fee will apply.
- Extensions to accommodation must be done through the school and not through the host family or through the landlord.

VISA

- We can assist you in your application for a VISA should you require one.
- Please allow 6 weeks to process your VISA application. We recommend that long stay students apply for a D-VISA.
- All fees must be paid in advance and are refundable (except for the deposit of €150) in the case of a visa being refused unless false documentation has been submitted.
- Delays in issuing visas will mean that a course is postponed to the next course starting date and additional charges may apply.
- Fees will not be refunded if a visa is denied because due to submission of false or inaccurate information.
- Visa applications are available from <http://www.inis.gov.ie/> There is a fee of €300 each time a visa is issued or extended by GNIB (Irish Immigration).
- Visa requiring and all non EEA students must have adequate health insurance to cover their stay in Ireland and is available for purchase from the school.
- Students, particularly long stay non-EEA students, are required to sit an international examination course while they are in GCI as part of their visa conditions.

PPS NUMBER

- A PPS number is a Personal Public Social Number and is required if you wish to work in Galway.
- It is also required if you are undertaking a Department of Education (QQI) degree or certificate.
- To apply for a PPS number you must go to the Social Welfare Office in Victoria Place.
- You will need your passport, proof of address (i.e. bank letter) and a letter from the school.
- Students who require a visa to stay in Ireland cannot get a PPS number if they are staying here for less than 12 weeks.
- You should have an offer of a job before applying for a PPS number

GENERAL CONDITIONS

- GCI / GBS cannot accept responsibility for flight delays or changes in timetables by other third parties outside of our control.
- We reserve the right to change without notice the contents, dates, times or any other detail of a course brought on by strikes, political events, natural disasters or any other event considered by Management to be pertinent.
- GCI & GBS reserve the right to change any of the details given in any course brochure or website or the composition of the lecturing team.
- In the event of a dispute, GCI / GBS will endeavour to resolve the issues in a fair and ethical manner. Once this process has been exhausted GCI / GBS will follow the Dispute Resolution Procedure of IALC. In the event of legal action, the court case must be taken where the bulk of the service provided by GCI / GBS has taken place, i.e. Ireland.
- GCI / GBS have a non-smoking policy. Respect for property and people must be shown at all times.
- The student is responsible for any damage or injury he/she may cause to buildings, furniture, fittings, individuals, families, other students, agents etc., while registered with GCI/ GBS.
- Should a student behave in an unseemly and/or inappropriate manner that may bring the school or its agents into disrepute or to cause damage to its reputation or standing in any way, either real or imagined, he/she will be asked to leave the school immediately. The Management / Directors will be the only arbitrators in any such event. A serious misdemeanour or any infringement of the laws of the land will result in instant dismissal from the school.
- The contract between GCI / GBS or related companies and any of its students or agents shall be terminated in the following instances or any such instances as defined by the Management / Directors at any given time:
 - a) Cause damage of any kind to the Institute / School, its good name either real or imagined, members of staff, host families, residences, other students or any other agent of GCI / GBS or their good name, either real or imagined.
 - b) If the student behaves in such manner that leads to a disturbance or nuisance.
 - c) If the student is suspected of or charged with any misdemeanour or crime against the laws of the land. Any costs incurred in any such events will be the responsibility of the student or his/her parents or guardians.
- No liability of any kind shall be attached to GCI / GBS for any losses of any kind incurred by the student as a result of GCI / GBS terminating the Contract. It will be a matter entirely for the student to make arrangements for his / her return to their country of origin and to make good any loss suffered by GCI / GBS or its agents.



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TALK +353 91 863 100

TYPE info@gci.ie

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YOUR FUTURE IS HERE