



Student Agreement

Who does this agreement apply to?

The agreement applies to non-EEA students attending to study a 25-week full-time programme.

Please find below some important information about your programme and different rules you need to know and follow.

Punctuality, Attendance & Holidays

How long is my course?

Your course lasts for 25 weeks and must be completed over a seven month period. You will have class for a total of 375 hours

When do I attend class?

You will attend classes for 15 hours per week. Classes are scheduled from Monday to Friday between 9.15 and 12.30pm.

When can I take a holiday?

You should plan your holidays in advance. When registering with the Irish Naturalisation and Immigration Service (INIS) you will be asked to present a timetable of your programme including scheduled holidays. This cannot be changed at a later date. Holidays cannot be taken at the start of your course and cannot be taken for longer than 1/3 of the total weeks of study completed. No unscheduled breaks are permitted except in documented cases of illness or close family bereavement.

How can I ask for a holiday?

- If you would like to take a holiday during your course period you must request this when booking your course.
- Administration will provide you with your course dates and you can request holiday dates when booking. As mentioned, holidays cannot be permitted if they exceed 1/3 of the total weeks you have already studied. For example you may request holidays for two weeks after

attending class for nine weeks. You cannot request holidays for three weeks after completing five weeks of your course. Please note Christmas break will be calculated as part of your holidays if your course falls over Christmas.

- Administration will issue you with an acceptance letter.
- When you have all of the necessary documentation to apply to INIS you will be provided with a timetable outlining any holiday granted. This timetable must be presented to INIS.

Can I take an unscheduled break from my course?

In exceptional circumstances such as in the event of a family bereavement, sickness or court appearance you should apply to the Director of Studies in writing outlining the reasons for requesting an unscheduled break. Ensure you sign and date the letter and clearly state the duration of the requested break.

What happens when I request an unscheduled break?

- Your application is considered by the Director of Studies
- The result of the application is explained to you in writing giving reasons why the decision has been made.
- If your application is successful, you are given a letter explaining your course information, unscheduled leave dates and reason for permission to take a break.
- If your application is unsuccessful you have the right to appeal the decision. Please refer to the school website for the further details. www.youenglish.ie/terms
- You will still be marked absent for the period of the unscheduled break taken but INIS will also receive a copy of your application and a reply received by the Director of Studies

What happens if I get sick?

If you are sick you must e-mail or phone the school to inform them that you cannot attend (this must be done for every day that you will be absent). When you return to class you should present a doctor's certificate if you have missed more than two days. You will still be marked absent for all the classes you missed due to your sick leave but the copy of the doctor's certificate will be sent to INIS

How many classes do I need to attend?

You are required to have attended at least a minimum of 85% of your timetabled classes.

How is my attendance calculated?

Attendance is recorded twice each day for the first class (9.15 - 10.45) and the second class (10.45- 12.30). If you arrive more than 15 minutes late or if you leave more than 15 minutes early, you will

be marked absent. The teacher will record a manual attendance sheet for each class. The teacher will also enter a total for the number of students in attendance. A record of your attendance will be also recorded digitally on a spreadsheet and monitored by the Director of Studies. You have a right to ask to view the attendance register and your attendance record stored digitally.

What happens if my attendance is poor?

If your attendance is falling below the 85% limit you will be notified by letter of your current attendance % and the need to attend class. Persistent and unjustified absence may result in you being expelled and may impact negatively on your visa status.

If I am Expelled, Can I Appeal?

Yes, you have the right to appeal. More information is available on the school's website.

www.yourenglish.ie/terms

Will I get a Refund if I am Expelled?

No, if you are expelled you will not be entitled to a refund.

Induction & Examinations

What is Induction?

In the induction class you will be introduced to key personnel and given information about your course and certification. You will also be informed of the punctuality policy, attendance policy and other rules of the school. You will be introduced to the Examinations Officer, receive your study timetable and information about the end-of-course exam.

Do I Have to attend?

Yes, induction is compulsory; you will not be permitted to commence your course until you have attended.

Do I Have to Take a Final Exam?

Yes. In compliance with immigration rules regarding English language courses you must take an end of course exam. Therefore you will have to:

- Pay relevant exam fees
- Provide all personal data required by the exam centre in order to register you for the exam
- Attend all parts of the exam as per scheduled provided by the exam centre.

Your class teachers and the Director of Studies will help you prepare for the exam and there will be exam preparation elements included in your classes. You will sit a mock exam before your 'real' exam.

Other Requirements

Do I Have to have Medical insurance?

Yes, before you can obtain a student visa you must have medical insurance. The school can help you get medical insurance if you haven't bought it yet.

Can I work during my stay in Ireland?

The main purpose of your stay in Ireland is to learn English so your main responsibility is to attend classes and do your homework. However getting a part-time job may also help you improve your communication skills and get experience of working in a foreign country. If you hold a stamp D in your passport, you are allowed to work 20 hours a week while attending the course and 40 hours a week when you are on a scheduled holiday from school as long as your holiday falls into Christmas period (15 December to 15 January) or summer period (1 June to 30 September)

What happens with all the personal details the school collects from me?

The school will collect the following details from you during registration:

1. Your name and surname
2. Your date of birth
3. A copy of your passport
4. Your address in Ireland
5. Your e-mail address
6. Your phone number
7. Information about any special dietary requirements if you book accommodation through the school
8. Information about any medical condition, disability or special needs you may have

Over the period of 8 months you may attend the classes, the school will collect the following information:

1. Your attendance record
2. Your test results and exam results
3. Any correspondence between you and the school
4. Any documentation you submit such as doctor certificates

The school may be requested to share some of this information with INIS or the exam centre.

Do I Need to Know about any Other Rules?

Yes, you are obliged to follow the school's policies, especially:

- Health & Safety
- Equality and Code of Behaviour
- Attendance, Punctuality and Absenteeism
- The Student Handbook .

If you don't follow the schools policies and rules listed in the Student Handbook you may be liable to disciplinary procedures which may result in expulsion.

You will find all the school policies and procedures on the school website at <https://www.youenglish.ie/terms> . You can also ask for a hard copy at the school reception.

Can I make a complaint?

Yes if you are not happy about any aspect of the service offered by the school, you are very welcome to talk to your teacher or the Director of Studies. We will try to explain the situation and address the issue when possible.

If you are still not happy, you can make a formal complaint. Please check the Grievance policy on the school website for further details. You can also ask for a hard copy of this policy at the reception.

Can I ask for help?

Yes, you can always ask the Director of Studies and the Student Welfare Officers for help if you have any query or problem connected with your course or settling in Dublin. This service is available within the school regular working hours. Outside the school working hours you can contact the school by ring the emergency number (**00353 851581428**) but you should only do so in case of an emergency.

I have read the above agreement.

I have read, understand and agree to follow the school policies and rules outlined in the student handbook.

I agree to have my personal data collected by the school and passed on to the INIS and the exam centre when requested.

Student's Name: _____ Date: _____

Student's Signature: _____

Witnessed by _____ (name and position) _____ (signature)