

## **Terms and Conditions for CertTESOL Courses at Atlas Language School**

### **1. GENERAL**

- a. The Customer is referred to as 'the Applicant' and 'the Trainee' in this document.
- b. This document makes reference to, but is not the same as, the Academic Regulations for the CertTESOL course.
- c. Any query about these Terms and Conditions should be raised with the Trinity CertTESOL Course Director.

### **2. COURSE FEES**

- a. The standard full course fee totals may vary for in-school and 100% online courses. Course fees are confirmed in all offer letters.
- b. A special offer course fee may be offered at certain times, e.g., at off-peak times of year. This will be stated clearly in the offer letter.
- c. A prompt payment or early bird discount may only apply to the standard course fee, and might not apply to special offer courses. This would be stated clearly in the offer letter.
- d. Course fees are inclusive of examination fee, certification fee and course material costs.
- e. Course fees do not include the cost of Martin Parrott's Grammar for English Language Teachers (2nd edition)' grammar book or a copy of 'Learning Teaching (3rd edition)' by Jim Scrivener (which are both strongly recommended for CertTESOL trainees).
- f. If any coursework needs to be reassessed after the course has finished (a process known as 'referral'), additional fees will apply. See section 5 for details.
- g. Course fees must be paid in full at least 14 days before the course begins.
- h. If the Applicant requires a visa to attend a course, the required documentation from Atlas Language School to apply for that visa will only be sent once full payment has been received. We cannot give any guarantees for successful visa applications.
- i. Places on the course are not confirmed until course fees are paid in full and acknowledged.

### **3. PROMPT PAYMENT or EARLY BIRD DISCOUNTS**

- a. When a course is offered at the standard course fee, a stated prompt payment or early bird discount can be applied if course fees are paid in full at least 3 weeks before the start of the course.

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- b. A prompt payment or early bird discount can only apply if the offer is made at least 3 weeks before the start date of a course.
  - c. A prompt payment or early bird discount may only apply to the standard course fee, and might not apply to special offer courses. This would be stated clearly in the offer letter.
  - d. A prompt payment or early bird discount only applies to the course stated within the offer letter. They are not necessarily transferable. If the Applicant books a standard course with a prompt payment or early bird discount, and then at a later time requests a transfer to an earlier or later course, the Course Director can request that the difference in price be paid off before confirming the transfer.

#### **4. ACCOMMODATION**

- a. Accommodation for courses can be organised through our Admissions Department.
- b. It is the Applicant's responsibility to liaise with the school about accommodation at least two weeks before it might be required. Course cancellation as a result of not booking accommodation far enough in advance, will not be acceptable grounds for course fees refund. The school's Admissions Department will answer any questions and provide an up-to-date price list. They can be contacted by email: [admissions@atlaslanguageschool.com](mailto:admissions@atlaslanguageschool.com)
- c. All accommodation is subject to availability. During peak times it is recommended that CertTESOL trainees submit their requests early to avoid disappointment.
- d. Accommodation bookings will not be processed until Course Fees have been paid in full.
- e. Terms and Conditions for booking Accommodation through the school's Admissions Department can be obtained by contacting them by email: [admissions@atlaslanguageschool.com](mailto:admissions@atlaslanguageschool.com)

#### **5. ACADEMIC REGULATIONS**

- a. The award of the Trinity CertTESOL is governed by the regulations of Atlas Language School, and the Academic Regulations of the accrediting body, Trinity College London. The Academic Regulations are given elsewhere.
- b. By accepting the offer of a place on the Trinity CertTESOL, the Applicant acknowledges that this is a University-accredited course and, as such, there are no guarantees of a pass result.
- c. It is the Applicant's responsibility to notify Atlas Language School of any sickness, disability, allergy, mental health condition, special educational needs, or any other relevant medical information relating that might affect the

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applicant's stay and learning at Atlas Language School. In the case of any medical and / or special educational needs, Applicants must provide up to date information at the time of booking and inform Atlas Language School of any changes. Atlas Language School is not wheelchair accessible.

- d. In the event of an Applicant being unable to attend a part-day or full-day due to illness (with medical certificate), a job interview, bereavement etc., Atlas Language School will endeavour to provide the trainee with the opportunity to make up the missed component through a mix of independent study and / or one-to-one tuition with a trainer following the missed sessions. These missed sessions or days will not be added to the end of the course period.
- e. Atlas Language School will do everything possible to ensure all CertTESOL trainees complete all coursework to a pass standard within the duration of the course. Trainees are allowed to resubmit work as many times as required, provided resubmissions occur within the duration of the course. If any coursework needs to be reassessed after the course has finished, this is known as Referral. The full rules on Referral can be found in the Academic Regulations.
- f. Coursework under Referral requires external reassessment, and as such carries the following additional charges:
  - 1. Referral of any Journal (written coursework) - €100.
  - 2. Referral of the Language test component - €100.
  - 3. Charge for reorganising an observed lesson - €100.
  - 4. Charge for rescheduling moderation interview with Trinity Examiner - €250.

## **6. CANCELLATIONS AND TRANSFERS (BY YOU)**

- a. If the Applicant cancels their booking, and withdraws from the CertTESOL course:
  - 1. More than 4 weeks before the course starts – full refund minus a €100 admin charge.
  - 2. Between 2 and 4 weeks before the course starts – 50% refund minus a €100 admin charge.
  - 3. Less than 2 weeks before the course starts – no refund.
- b. If the Applicant is unable to attend a course because their visa has been rejected, provided that the Applicant provides evidence of that visa rejection, they shall be entitled to a full refund minus a €100 admin charge.
- c. Atlas Language School does not accept responsibility for costs incurred due to flight delays or cancellations. Atlas Language School suggests that Applicants, particularly overseas Applicants who will be booking flights to/from Ireland, consider taking out a suitable insurance policy to cover themselves in this eventuality.

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- d. Once the course fees have been paid, if the Applicant wishes to transfer to an earlier/later course, Atlas Language School will try to organise this, but can offer no guarantees that this will always be possible at a time convenient to the Applicant.
  - e. There are no additional charges for transferring to another course. Where the course being transferred to is more expensive than the course the Applicant is transferring from, the difference will be treated as an outstanding balance on the course fee, which needs to be paid in advance of the commencement of the course.
  - f. Once on an active course, Trainees will not be refunded any part of the course fees if they withdraw. Atlas Language School will do their best to transfer that student to a convenient later course, subject to availability.
  - g. Once on an active course, Trainees might only transfer to later courses but only in extraordinary circumstances to be decided by the Course Director.

## **7. COURSE CANCELLATIONS (BY ATLAS LANGUAGE SCHOOL)**

- a. If Atlas Language School needs to cancel a course, all fees paid will be refunded in full.
- b. Where possible, Ireland-based Applicants with no accommodation booking will be given 1 week's notice if cancellation is likely.
- c. Where possible, overseas Applicants, and any Applicants with an accommodation booking, will be given 2 weeks' notice if cancellation is likely.
- d. The provisions above, in 7.b and 7.c will only apply if full payment has been made at least 14 days before the course begins (see 2.g).

## **8. BANK HOLIDAYS**

- a. Atlas Language School is closed on most Bank Holidays. However, should there be a Bank Holiday within a full-time version of the Trinity CertTESOL course, the trainees may be required to come in and work and participate as normal. Further timetabling information will be provided by the Course Director at the time of making the offer of a place on a course.
- b. If a trainee is unable to work and participate on a Bank Holiday when the course is running they may avail of an authorised day of absence. Please see the relevant section of the Academic Regulations for more information about attendance.

## **9. RIGHT TO WITHHOLD ACADEMIC CERTIFICATION**

- a. If any course fees, accommodation charges or referral charges are still outstanding after the Applicant has completed the Trinity CertTESOL, Atlas



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Language School will withhold official certification and references until all outstanding balances have been settled.

#### **10. DIGITAL AND SOCIAL MEDIA**

- a. Atlas Language School or its representatives may take photographs and videos of classes or other school activities, which may be used for promotional purposes. If Applicants do not wish to appear in any promotional materials, they must advise Atlas Language School.
- b. For educational purposes only, Atlas Language School may record applicants in virtual classes. By booking a course Applicants authorise and permit Atlas Language School to make recordings that include the applicant in the digital classroom and to use these recordings solely for educational purposes, such as the creation of a trainee or teacher portfolio, or for teacher self-reflection, without further consent from or payment to the applicant.

#### **11. PREMISES AND EXPECTATIONS OF CONDUCT**

- a. During peak times some sessions may be scheduled to be held at additional nearby annexed premises and may run at different times.
- b. Atlas Language School does not take responsibility for loss or theft of belongings.
- c. Atlas Language School reserves the right to exclude trainees from a course without refund for misconduct deemed to be behaviour that repeatedly upsets the harmony of the course and/or the school.

Last updated on 24th June 2021.