



GCI Dates & Fees 2010

GENERAL ENGLISH PROGRAMMES – Please Note: new courses, meal packs & new activities are in blue

Course Code & Title	Lessons	Details [minimum 2 weeks]	Timetable	Fee [per week]
G20 General English Standard	20	Start any Monday	9.00 – 12.30	€175.00
G30 General English Intensive	30	Start any Monday	9.00 – 12.30 + 5 afternoons	€240.00
ES20 Executive Summer Programme	20	14.06.2010 – 10.09.2010 Start any Monday Min 3 - Max 8 students per class	9.00 – 12.30	€325.00
Summer Supplement on G20 and G30: €25.00 per week: 14.06.2010 – 10.09.2010				

Course Code & Title	Lessons	Details	Timetable	Fee [per week]
AY12/20	20	12 weeks	9.00 – 12.30 + 5 afternoons for 30 lessons	€155.00
AY 12/30	30			€210.00
AY 24/20	20	24 weeks		€150.00
AY 24/30	30			€205.00
AY 25/20	20	25 weeks		€150.00
AY 25/30	30			€205.00
AY 36/20	20	36 weeks		€145.00
AY 36/30	30			€195.00

Course Code & Title	Lessons	Details	Timetable	Fee [per week]
EP 20 Cambridge exam preparation	20	12 weeks tuition plus 1 study week FCE/ CAE preparation Start dates: 22.03.2010 & 13.09.2010	9.00 – 12.30	€175.00
EP 20 IELTS	20	4 weeks tuition Start dates: 01.03.10 10.05.10 14.06.10 01.11.10 Minimum numbers 6	9.00 -12.30	
EP 30 Cambridge exam preparation	30	6 weeks tuition plus 1 exam week Start dates CAE 18.01.2010 FCE 25.01.2010 FCE, CAE & CPE04.05.2010 & 26.10.2010	9.00 – 12.30 + 5 afternoons	€240.00
EP 30 Combi-TOEIC	30	4 weeks including exam week Start dates: 25.01.10 01.03.10 12.04.10 04.05.10 31.05.10 12.07.10 03.08.10 06.09.10 04.10.10 01.11.10 Minimum numbers required	G20 or AY20 combined with 5 afternoons of exam preparation	
EP 30 Combi-IELTS	30	6 weeks preparation Start dates: 11.01.10 06.04.10, 05.07.10 27.09.10 Minimum numbers required	G20 or AY20 combined with 5 afternoons of exam preparation	

ONE-TO-ONE ENGLISH PROGRAMMES

Course Code & Title	Lessons	Details [minimum 1 week]	Timetable	Fee [per week]
OC20 One-to-One	20	Start any Monday	9.00 – 12.30	€825.00
OC30 One-to-One	30		9.00 – 12.30 + 5 afternoons	€1,230.00
OC40 One-to-One	40		9.00 – 12.30 + 5 afternoons (For courses beginning on bank holiday Mon- €100.00 supplement)	€1,640.00

Course Code & Title	Lessons	Details [minimum 2 weeks]	Timetable	Fee [per week]
CC26 Combination Course	26	Start any Monday	9.00 – 12.30 + 3 afternoons	€420.00
CC30 Combination Course	30	Start any Monday	9.00 – 12.30 + 5 afternoons	€565.00

Course Code & Title	Lessons	Details	Timetable	Fee [per week]
GBP General Business Programme	30	G20 plus 10 group business lessons in the afternoons Start dates: 12.04.10 10.05.10 14.06.10 12.07.10 09.08.10 13.09.10	9.00 – 12.30 + 5 afternoons 2, 3 or 4 week programme	€260.00
EEP Executive English Programme	35	35 lessons of business English in group of max 4 students 1 or 2 week programmes Start any Monday	9.00 – 12.30 + 5 afternoons *when EEP course does not contain the minimum number of two, the client will receive 25 individual lessons	€1,025.00
MKT33 English + International Marketing	33	20 Lessons G20 + 13 lessons of: • Communications • Customer Service • Marketing	9.00-12.30 + 5 afternoons 3 module credits at FETAC level 5 4-12 week programmes	€325.00
MAN33 English + Management		20 Lessons G20 + 13 lessons of: • Communications • Personal Effectiveness • Business Administration	IELTS 4.5+ level of English or equivalent Minimum 6, Maximum 14 FETAC registration is €40.00	
FIN33 English + Financial Accounting		20 Lessons G20 + 13 lessons of: • Communications • Customer Service • Manual & Computerised Accounts	Starting Dates including IT33 04.01.10 01.02.10 01.03.10 29.03.10 26.04.10 24.05.10 28.06.10 26.07.10 23.08.10 20.09.10 18.10.10 15.11.10	
TOU33 English + Tourism & Travel		20 Lessons G20 + 13 lessons of: • Communication • Customer Service • Tourism Awareness	Additional Summer Start Dates 05.07.10 03.08.10	
IT33 English + IT Skills		20 Lessons G20 + 13 lessons of: • Information & Administration • IT Skills – ECDL Preparation (double module – 8 weeks or less – blended learning)	9.00-12.30 + 5 afternoons 1 module credit at FETAC level 5 and ECDL qualification 4-12 week programmes IELTS 4.5+ level of English or equivalent Minimum 6, Maximum 14	

SPECIALIST ENGLISH PROGRAMMES

Course Code & Title	Lessons	Details [minimum 2 weeks]	Timetable	Fee [per week]
LC Language & Irish Culture	30	G20 with 10 afternoon lessons of Irish Culture Minimum numbers required	9.00 – 12.30 + 5 afternoons Start Dates: 29.03.10 26.04.10 24.05.10 28.06.10 05.07.10 19.07.10 03.08.10 16.08.10 06.09.10 20.09.10 04.10.10	€240.00
LCK Language & Cookery	30	G20 lessons in the mornings 4 afternoons: 6 lessons of culinary English + 1 “Taste of Ireland” Meal demonstration 22.02.10 2 week programme 4+ participants	9.00-12.30 + 4 afternoons Start Dates: 19.04.10 31.05.10 19.07.10 23.08.10 20.09.10 27.09.10 01.11.10	€350.00
EFM English & Film	20	4 week programme 3 weeks G20 + 1 week film production Minimum 8 students	9.00 – 12.30 + Film Week (mornings & afternoons) Start dates: 28.06.10 & 03.08.10	€995.00 for 4 weeks
TTP Teacher Training Programme	30	2 week programme Available at any time for closed groups Minimum numbers required	09.00 – 12.30 + 5 afternoons Start Dates: 04.01.10 29.03.10 05.07.10 19.07.10 09.08.10 02.09.10	€420.00 (€600 total for Sept course - 7days of class)
TAP Take Time Programme	20	2 week programme Available at any time for closed groups Minimum numbers required	9.00 – 12.30 Start Dates: 26.04.10 24.05.10 14.06.10 20.09.10	€480.00 includes host family and programme
SSWP Short Stay Winter Programme	20	Group stage September to June 1 or 2 weeks	For tailored programmes, please contact the school	

TRANSPORT & TRANSFERS

Flights to Galway and Dublin	www.aerlingus.com	www.ryanair.com	www.easyjet.com
	www.aerarann.ie	www.ba.com	www.bmi.com
Bus / Train Services	Shannon Airport [€20+]		Dublin [€28+]
	www.citylink.ie	www.buseireann.ie	www.gobus.ie www.citylink.ie www.busnestor.galway.net www.buseireann.ie www.irishrail.ie
Taxi Transfer	Galway Airport	Shannon/Knock Airport	Dublin Airport
	€35.00	€160.00	€385.00
Meet & Greet service	n/a	n/a	€100.00

- Please note transfer prices are done at time of going to print and no account is taken of excessive oil price increases or fluctuations. These may vary.
- Flying to Galway is more economical than taking a taxi transfer.
- Additional charges may apply in the event of a delay.

ACCOMMODATION – all prices and supplements are per person

	Half Board Mon-Fri	Full Board At Weekends	Single Room	Ensuite	Price Per Week
Standard Host Family	√	√	√		€180.00
Executive Host Family	√	√	√	√	€240.00
Summer Supplement - €25.00 per week – 12.06.10 – 11.09.10					

Meal Packs Available in Ozone Coffee Company	Sample menus	Price (per week) Mon-Fri – 5 days
Continental Breakfast per day open 8.15a.m.	Bagel with Cream Cheese & Bacon + Tea/ Coffee Hi 8 Muesli + Tea/ Coffee Mini Cooked Breakfast + Tea/Coffee	€25.00
Lunch per day – main course & dessert	Hot Lunch Specials (Vegetarian option available) Any Panini + Tea/Coffee Soup & Regular Sandwich Regular Salads + Tea / Coffee	€35.00

Residential Accommodation	Half Board Mon-Fri	Single Room	Ensuite	Price Per Week
Residential Apartments / Houses	See meal pack options	√		€165.00
En Suite Supplement			√	€25.00
Residential Apartment – Shared room 2 people booking together		Twin/Double		€120.00
Executive Apartment - Two Bedroom 1 x Twin/double room + 1 single [limited availability]		All year round – city centre/Salthill		€650.00 per apartment
Summer supplement – €40.00 per week 12.06.10 – 11.09.10				
Bed & Breakfast/Guest House – depends on season and availability per week			√	€400 - €650

ENGLISH PLUS ACTIVITIES – BOOKING FEE APPLIES

All activities are combined with either standard or intensive courses:

Activity/Lesson	Description/ Schedule	Included	Not Included	Price
Falconry	1 hour	All equipment included Introductory lesson to falconry	Transport to venue not included	€100.00
Festival Programme	Applies to certain festivals only 3 events – either theatre/concert or show	Not applicable	Transport to venues not included	€70.00
Fishing	1 full day lake fishing	Boat, gillie, rods Feb-Sept	Transport to the venue	€185.00
Golf	2 afternoons 1 hour lessons	Clubs	Transport to venue Shoes	€130.00
Horse-riding	2 afternoons 1 hour lessons	Hats	Transport to venue Shoes with a heel	€100.00
Sailing	Taster – 3 hours	Wet suits Life jackets Helmets (if required) All equipment (Meals & accommodation included for Start Yachting Course)	Swimsuit Towel Wash gear Old trainers	€100.00
	Dingy Sailing Level 1 2 day course			€385.00
	Powerboat Level 1 1 day course			€225.00
	Start Yachting Course 2 day course			€470.00
Spa Treatment	½ day - full day	Everything included on specific packages		€230.00 - €350.00
Windsurfing / Kayaking – both activities during the week	5 day course - afternoons	2-3 hours per afternoon All equipment April - Sept	Swimsuit Towel Wash gear Old trainers/old t-shirt Burger for BBQ	€195.00

Minimum numbers are required for certain courses

- A “lesson” is 45 minutes .
- Minimum age is 17 [16 in summer]
- Maximum class size 12 in winter / 14 in summer apart from examination courses (14 max)
- Group courses can be tailored to suit the requirements of the client
- Exam fees and books are extra & exam timetables available from school and set by examining bodies
- Some exams take place on a Saturday
- Late exam fees apply - IELTS exam dates are not available at time of going to print
- Supplementary courses are only available in combination with another course of at least 20 lessons per week

Holidays: Christmas 09: 18.12.09 - 04.01.10

Public Holidays: 17.03.10 05.04.10 03.05.10 07.06.10 02.08.10 25.10.10

Christmas 10: 17.12.10 - 04.01. 11

Preferred Starting Dates

04.01.10	01.02.10	01.03.10	29.03.10	26.04.10	24.05.10	28.06.10
05.07.10	19.07.10	03.08.10	16.08.10	06.09.10	20.09.10	04.10.10
01.11.10	29.11.10					

ADDITIONAL CHARGES

Registration Fee	Accommodation Placement fee	Books & Materials	Medical Insurance (required for students outside the EEA)	Activity Booking Fee
€55.00	€55.00	€50.00	€190.00	€30.00 per booking

Examination	FCE & CAE / CPE	IELTS	TOEIC
Exam Fees	€170.00	€195.00	€125.00
Exam Books	€80.00/ €65.00	€55.00	€55.00

HOW TO BOOK & CONDITIONS OF REGISTRATION

GCI

Complete all sections of the GCI school registration form or book on line at www.gci.ie and send it with a non-refundable deposit of €300.00 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 fax or 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. Classes begin at 9.00. All classes are 45 minutes in length. A placement test is obligatory on arrival. Levels are from Elementary to Foundation and students who test lower than Elementary must book One-to-One tuition. Students under 18 years of age are required to provide a signed parental guarantee. Transfer details should be sent as soon as they are available and at least 7 days prior to the course.

GBS

To enrol on a GBS programme complete all sections of the GBS registration form and send it with a non-refundable deposit of €300.00 by Bank Transfer or credit card. Students must fulfil the enrolment criteria with regard to education and language requirements. Starting dates vary depending on chosen programme. There are limited places available on some courses. Proof of payment of fees must be sent to us and please fax or email a scanned copy of your bank transfer, and quote your student reference number on all correspondence.

BANK DETAILS

Account Name: Galway Business School
Bank AIB Bank, 18 Eyre Square, Galway, Ireland
Swift: AIBKIE2D
Sort Code: 93-72-23
Bank Account: 08820189
IBAN IE81AIBK93722308820189

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.

CANCELLATIONS

For cancellations up to 2 weeks before course commencement full fees will be refunded except the non-refundable deposit of €300.00. 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 as it is our policy not to refund fees irrespective of the circumstances. Students may not change from group to private tuition or opt for less intensive courses.

This includes late arrival/early departure or days missed during the course. Students cannot change between one course and another except at the discretion of Management.
Accommodation fees are non refundable.

HOLIDAYS

The school is closed on all public holidays and for annual holidays at Christmas. On Public Holidays no extra classes will be held in the case of standard course participants.
For individual courses, extra classes are at the discretion of Management.
VISA

We can assist you in your application for a VISA should you require one. Please allow 8 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 €300.00) 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 some additional charges may apply. Fees will not be refunded if a visa is denied because of submission of false or inaccurate information. Visa applications are available from www.justice.ie. There is a fee of €150.00 payable to Immigration each time a visa is extended.

INSURANCE & HEALTH

All participants should provide their own health and travel insurance. Participants from EU countries should obtain form EHIC from their local Social Welfare Office before departure – see www.ec.europa.eu/employment-social/healthcard. This only entitles you to free emergency hospital care and attendance at certain doctors. It does not cover elective or dental treatment. Any person undergoing medical treatment should bring a medical certificate and should bring sufficient medicine to cover their stay in Ireland. We strongly advise you to insure against loss of fees, personal effects etc. that you may incur due to cancellation or early departure.

ACCOMMODATION

Accommodation is reserved on a 7 day basis either for host family or residential accommodation. Extra nights in a host family are possible subject to availability and an extra charge. Extra nights are not available in residence and are reserved from Saturday to Saturday. The minimum stay is one week. Half board is provided in host families from Monday to Friday and full board at the weekends. Residential apartments are self-catering.

All residential accommodation is non-smoking and the majority of families are also non-smoking. €150.00 security deposit is payable on your first day at school. This can be paid by credit card, pre-authorization or in cash. IBAN codes are essential if we have to refund cash deposits. The bank imposes an exorbitant charge of €20.00 which will be deducted from students that pay by cash. Students are required to sign a form to say that they abide by the rules and regulations of residential accommodation.

Distance from accommodation to school is between 5 minutes walk to 20 minutes by bus depending on traffic. Accommodation is only organised for students attending a course and is not usually available to students who are not attending class. Special requests with regard to diet, pets, children must be made at the time of booking and we will endeavour to accede to all requests but these cannot be guaranteed.

WASTE & RECYCLING

Galway is an environmentally friendly city and Galway

Corporation have introduced a comprehensive recycling policy. As a consequence, all households are required to recycle. Students in residential accommodation are required to sort their waste into the appropriate bins: a) food
b) cartons, cans, plastic & paper
c) other unrecyclable waste
d) bottles & glass have to be brought to the Rehab bottle bank
e) clothes have to be brought to the Rehab Clothes bank
f) batteries have to be brought to the corporation site

Penalties in the form of deductions from residential deposits will be imposed on students who fail to recycle and manage their household waste, or who fail to leave appropriate bins out for collection.

STUDENT HOLIDAYS

Length of course Holiday entitlement:

12+ weeks 1 weeks holiday
24+ weeks 2 weeks holiday
36+ weeks 3 weeks holiday
48+ weeks 4 weeks holiday

Tuition will be added to the end of the course once the student gives at least 10 days notice. To ensure that a visa is extended to cover holidays, it is important to include the dates at the initial

booking stage. The Galway Cultural Institute and Galway Business School 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 the organizers 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 and the course commencement is dependent on student demand.

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.
Further conditions and information are available in the student handbook.

Smoking illegal substances and chewing gum are not allowed. 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:

1. Cause damage of any kind to the Institute / School, its good name either real or imagined, members of staff, host families, other students or any other agent of GCI / GBS or their good name, either real or imagined.
2. If the student behaves in such manner that leads to a disturbance or nuisance.
3. If the student is suspected 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 the Institute 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. While every effort has been made to ensure that the information contained in this price list is correct, the school is not liable for any errors herein.