

## Language Camp West Booking Form

This form to be filled out by the students' Parent/Guardian. After your booking form and deposit/payment have been processed, you will receive your booking confirmation. Please read our Booking Terms and Conditions and School Rules attached. Your data is securely stored and will not be passed on to any third parties. It is used by us to contact you regarding the course booked and for no other purpose. Online registration and booking is also available here: [www.languagecampwest.ie](http://www.languagecampwest.ie). If you have any questions please contact us by email: [info@languagecampwest.ie](mailto:info@languagecampwest.ie) or by Phone: 086-4578672

<b>Parent/Guardian Information</b>		
Parent/Guardian Name		
What is your relationship to the student?		
Home Address		
Home Phone	Work Phone	Mobile Phone
Email		
<b>Student Information</b>		
Student Name		
School Name and Town/City:	Please state which school year student is attending up until June 2018? (e.g. 1 <sup>st</sup> year):	
Date of Birth:	Gender:	
<b>Choose a Course:</b>		
Course A - French Junior, June 3rd-10th, 2018, €550	<input type="checkbox"/>	
Course B - French Junior, June 10th-17th, 2018, €550	<input type="checkbox"/>	
Course C - French Senior, June 17th-July 1st, 2018, €985	<input type="checkbox"/>	
Course D - German Junior, July 1st-8th, 2018, €550	<input type="checkbox"/>	
Course E - German Junior, July 8th-15th, 2018, €550	<input type="checkbox"/>	
Course F - German Senior, July 15th-29th, 2018, €985	<input type="checkbox"/>	
<b>Please state most likely preferred method of travel to the course (bus tickets will be available for purchase from Easter 2018):</b>		
Interested in private Language Camp West Bus from Dublin, Limerick or Galway	<input type="checkbox"/>	
Student(s) will be dropped off/picked up at the school	<input type="checkbox"/>	

**Choose Payment Type:****Pay in Full Now:**Pay in full now for a 1 week Junior course: €550 Pay in full now for a 2 week Senior course: €985 **Or Pay Deposit/Balance:**Pay a non-refundable course deposit of €100 (Junior Course) **or**Pay a non-refundable course deposit of €200 (Senior Course) *Then pay the course balance by the due date:*

Course A - French Junior, June 3rd-10th, 2018 - pay balance of €450 by April 7th, 2018

Course B - French Junior, June 10th-17th, 2018 - pay balance of €450 by April 14th, 2018

Course C - French Senior, June 17th-July 1st, 2018 - pay balance of €785 by April 21st, 2018

Course D - German Junior, July 1st-8th, 2018 - pay balance of €450 by April 28th, 2018

Course E - German Junior, July 8th-15th, 2018 - pay balance of €450 by May 5th, 2018

Course F - German Senior, July 15th-29th, 2018 - pay balance of €785 by May 12th, 2018

**Choose Preferred Method of Payment (circle one):**

Credit Card

Debit Card

Bank Transfer

Cheque

**Credit/Debit Card Details****Name on card****Card No.****CVV No.** (last 3 digits on back of card)**Expiry Date****Bank Transfer Details**(please use student name as a reference when transferring funds).

Language Camp West/The Valley House

IBAN: IE96AIBK93716912322210

BIC/Swift: AIBKIE2D

**Cheque/Money Order Payment Details**Payments can be made out to *Language Camp West***Please state the total amount to be paid now: €  
(deposit or full course fee)**

Payments can be posted with the completed booking form to:

**Language Camp West, The Valley House, Achill Island, County Mayo**Online registration and booking is also available here: [www.languagecampwest.ie](http://www.languagecampwest.ie)

**Additional Student Information:**

Please give details of any medical issues, learning disabilities, allergies, dietary issues, medication:

Can the student swim? Write Yes, No or Beginner/Weak:

(Students are supervised at all times in the water).

Would you like to sign up for our Newsletter? (Yes/No)

Would you like the student to attend Mass on the middle Sunday of the course (Roman Catholic service only, no other denominations available)?

Applicable to *two-week Senior courses* only, not applicable to Junior courses.

Please state *Yes, No or Optional (student decides)*:

Parent/Guardians will be the first point of contact in an emergency situation.

Secondary Contact: In the event of an emergency or an urgent situation, when parent/guardian is unreachable, you agree to allow Language Camp West to contact the following person(s). *This person must be present in Ireland during the course dates and available to pick up the student in the case of expulsion/emergency.*

Secondary Contact Name:

Home Phone/Mobile Phone:

Relationship to student:

How did you hear about Language Camp West? (internet search, other website, Facebook, magazine, newspaper, teacher, from a friend?)

By booking a course we (the student and parent/guardian) have read and agree to abide by the School Rules and Terms & Conditions of Language Camp West (see attached). We understand and agree that booking deposits paid are non-refundable and non-transferable.

Parent/Guardian Signature

Language Camp West  
The Valley House  
Achill Island, County Mayo  
086-4578672  
info@languagecampwest.ie

## **Language Camp West - Terms & Conditions Booking, Cancellation, Refund & Other**

### **AGREEMENT**

Both the student enrolled in Language Camp West and the Parent(s)/Guardian(s) of the student agree to be bound by the School Rules and the Terms and Conditions of this agreement.

### **BOOKING**

Bookings can be made online, by post or by phone. There is no booking confirmation in place based solely on a booking inquiry, email or telephone call. Course places will be held for customers who pay a non-refundable deposit (€100 for one-week Junior courses, €200 for two-week Senior courses). The balance of the course fees must be paid by the agreed due date or at least 8 weeks before the course starts. If the payment is not received by the final due date, the booking will be considered cancelled. Management reserve the right to change the course price at any time, however, prices quoted for a course will not be changed once a student's deposit, partial payment and/or full balance of fees has been paid.

Payments made by instalment plan will follow the same rules as above and are subject to a €100 or €200 non-refundable deposit, depending on the course booked.

### **CANCELLATION**

Cancellations must be made in writing and addressed to the School Manager, Language Camp West. Deposits are non-refundable and non-transferable. If the course fee, or a portion of the course fee, has been paid, the following cancellation charges will apply:

#### Time period before course start date: Percentage of Course Fee to be charged

14 days or less before course start: 100% of course fee will be charged

28-15 days before course start: 75% of course fee will be charged

56-29 days before course start: 50% of course fee will be charged

More than 56 days before course start: Deposit paid will be retained.

### **REFUND**

No refund of course fees shall be given for students who are dismissed from the school for breaking the school rules. No refund of fees shall be given if a student voluntarily and for whatever reason, including medical, leaves the course before the end date. No refund of fees shall be given if a student refuses to attend the camp or is late to camp. Any fees paid are non-transferable to other students or subsequent camps/years. Language Camp West reserves the right to change the dates of a course or to cancel a course. In the unlikely event of this happening, course fees will be fully refunded.

## **OTHER**

Parent/Guardians will be the first point of contact in an emergency situation or if the student is to be dismissed from the school. The person designated by the student as the Secondary Contact person may be contacted if the parent/guardian is unreachable. The Secondary Contact person must be notified and consent to their contact details being made available to Language Camp West. They must also be in Ireland for the duration of the course and willing to pick up a student in case of expulsion/emergency where the parent/guardian is unavailable.

### **Medical Treatment**

If a student needs urgent medical treatment, hospitalization or surgery, Parent(s)/Guardian(s)/Secondary Contact will be contacted for permission. If they cannot be contacted, the Parent(s)/Guardian(s) agree to give permission to the School Manager, doctors and hospital staff to make any necessary decisions regarding treatment for the health and well-being of the student. Students who need to attend a doctor or require medical treatment will be brought to the local Medical Centre. Any fees or prescriptions for treatment must be paid for by the parent/guardian (arrangements can be made for reimbursement to Language Camp West via bank transfer or debit/credit card).

### **Personal Valuables/Items**

Language Camp West cannot be held responsible and will not be liable for any loss of valuables or personal property by theft, damage or otherwise. Students should not bring valuable items or expensive clothing/shoes/personal items to Language Camp West.

### **Loss of Activity/Course Time**

Language Camp West cannot accept responsibility for loss of time on the course or on activity sessions due to problems outside of our control such as, but not limited to, issues with transport arrangements, weather or strike action. The School reserves the right to change the timing and nature of scheduled activities based on weather, transport and scheduling problems or for any other reasonable cause.

Language Camp West  
The Valley House  
Achill Island, County Mayo  
086-4578672  
info@languagecampwest.ie

# Language Camp West School Rules

## Speaking the Language

Students must try to communicate in the course language at all times. Failing to make a good effort will mean a poor result for everybody.

Help and encouragement as well as written visual aids will be given – students will be expected to attempt a percentage of every sentence in the course language and to gradually increase that effort as their confidence grows.

Junior students who have only one or two year's language practice will be given extra help to form sentences, ask questions and attempt to converse with our staff in the course language at every opportunity.

Junior and Senior students who need extra help will find there are many opportunities to share one-on-one conversational practice with our Animator team.

Please note that Adventure Sports instruction on some days is given in English for safety reasons, but using the course language is still mandatory between students and staff at all times.

Students who do not make an effort to speak the course language will receive a formal warning; if the behaviour continues and no improvement or effort is made, the student may be asked to leave the course.

In this case, it is the responsibility of the parent to pick up the student from the camp in Achill. No refund will be given on course fees.

## Behaviour

For the benefit of all students and staff, a respectful attitude and courtesy towards others is required at all times on the course. Abusive language, theft, vandalism, illegal activity and violence or any kind of threatening behaviour will not be tolerated. Students should obey the directions of school management and staff.

Language Camp West acknowledges bullying as a category of abuse. Bullying of any kind is not acceptable. If bullying does occur, students, staff, parents and/or guardians should know that incidents will be reported and dealt with promptly. Incidents will be reported to the Camp Supervisor and the School Manager at Language Camp West and will be dealt with immediately.

If a student repeatedly refuses to follow these rules of behaviour he/she may be dismissed from the course without refund.

## School Rules (cont'd.)

### In addition to the general rules of behaviour, students:

- May not leave the language camp site without permission and unaccompanied by school staff.
- May not enter bedrooms of members of the opposite sex at any time.
- May not bring knives, weapons, lighters, solvents or flammable materials to the school.
- May not bring games consoles, notebooks, laptops, tablets, expensive electronic equipment, skate boards, roller skates or large amounts of money to camp. These items will be confiscated by school staff and returned at the end of the course.
- Must follow the out-of-bounds rules of the school whereby students are not allowed in certain areas of the grounds at certain times of day.
- Must not swim unattended at any time and without the permission of Language Camp West.
- May not store or consume food or drink (other than water) in the dormitory rooms.
- May not disrupt the sleep of others in the dormitory rooms, nor keep other students or staff up at night with excessive talking, noise or any other kind of disruption.
- May not damage, deface or interfere with any furniture, fixtures or fittings in the hostel residence or school buildings.

### Alcohol, Smoking, Drugs

Possession or use of alcohol, cigarettes and drugs of any kind (other than permitted prescription medication) is not allowed. Students found in possession and/or using these substances will be immediately dismissed without refund from the school.

Although some parents may allow smoking and or limited drinking for older teenagers in their own environment, please note Language Camp West cannot make exceptions to this rule.

Any student expelled for any reason must be collected by the parent/guardian. The return transport home of an expelled student is not the responsibility of Language Camp West. Full or partial refunds will not be given on course fees in the case of expulsion from the school.

### Use of Mobile Phones

Mobile phones will be held by the Animator Team Leader and students will be allowed the use of their phone for about half an hour each night before bed. If there is any abuse of this rule school management reserve the right to confiscate the phone and hold it until the student's departure from the course. *Please note there can be no exceptions to this rule.*

### Pocket Money

Students should not bring large amounts of money to camp. Some pocket money to buy souvenirs, treats etc. will be necessary.