

# Terms of Application

## 1. General Terms

**Price inclusive of:** Accommodation, food, ranganna Gaeilge and all activities are included in the course cost. Please note water activities (Sailing, Windsurfing, Surfing and Canoeing) are weather permitting. **Price not inclusive of:** travel to / from Coláiste UISCE, private laundry requirements and tours during the course.

**Deposit** - A deposit of 25% must accompany application forms. Discount Vouchers will be credited off the balance due.

**Confirmation** - A course place is only confirmed on receipt of a course reference number (uimhir thagartha)

**Balance** - The balance due must be paid 2 months before the course start date.

**Discounts** - Only discount vouchers valid for the current year will be accepted. Only one voucher is accepted per application form. All vouchers must be submitted with the application form and deposit. The value of the voucher will then be credited off the balance due.

There is a €30 family discount for immediate members of a family attending Coláiste UISCE. When the family discount is availed of no other discount vouchers are accepted.

## 2. Cancellation Policy

1. The balance of the course fee is payable 2 months prior to the course start date. UISCE reserves the right to treat a booking as cancelled due to non-payment of the balance by the due date.
2. All cancellations must be in writing.
3. A full refund is issued up to 2 months prior to the course start date.
4. A 75% refund is issued up to 1 month prior to the course start date.
5. A 50% refund is issued up to 2 weeks prior to the course start date.
6. In the event of cancellation less than 2 weeks prior to the course start date the FULL FEE is forfeited.
7. Course bookings can be transferred up to 1 month prior to the course start date subject to availability.
8. Cancellations due to medical circumstances are at the discretion of the financial department

### **3. Poist Fhreagracha**

A limited number of places are available to students 17yrs+ who wish to accept a position of responsibility during the course. See separate brochure and application form for details of positions of responsibility.

### **4. Accommodation**

Accommodation is provided at specially selected local houses or in the purpose built en-suite accommodation at the Coláiste. If you have a preference for either, please specify on the application form. Please note all requests are subject to availability. Coláiste UISCE encourages friends to attend together however in the interest of ensuring an Irish atmosphere a maximum of 2 friends may be accommodated in the same room. Both forms MUST correspond and arrive together when naming friends. Groups of more than 2 will be separated into smaller groups.

### **5. Sláinte / Health**

Students suffering from a recent injury, asthma, food allergies or any medical condition must specify so in the "Health" section overleaf. If an injury or condition develops after completion of the form the Coláiste UISCE staff must be notified by phone and in writing.

## **6. Photography Policy**

Students are not permitted to take photographs or video footage in the changing rooms or bedroom areas. Students must be in suitable dress and agree to their photograph being taken in order to reduce the risk of improper use. Photographs and video footage taken while in UISCE may not be used on Facebook, Bebo, Youtube or any similar sites without prior permission of all parties.

UISCE takes every precaution to ensure each student's privacy is respected and asks parents to be aware of their child's activity on these sites.

In accordance with the Code of Ethics and Good Practice in children's sport Coláiste UISCE wishes to advise parents that photos may be taken of your child during activities.

## 7. RIALACHA / Rules

1. Any form of bullying or abusive behaviour to other students or staff will not be tolerated.
2. Students are not allowed to go swimming or onto the beach without supervision.
3. Students are not permitted to leave their accommodation between supper time and breakfast time the following morning, or leave the environs of the Coláiste during the course.
4. Students are not permitted to consume or be in possession of alcohol or any other form of prohibited substance, or enter a licensed premises during the course.
5. Smoking is not permitted on the course.
6. Children are not permitted to take photos in the changing room or bedroom areas or upload any pictures from UISCE onto the internet – this includes sites such as facebook, instagram, snapchat, youtube and myspace specifically.

## **8.CÓRAS DISCIPLÍNEACH / Disciplinary procedure**

In the case of misconduct the following warning system applies. On each offence the student receives a verbal warning from the course principal. On the 2nd warning the parents (or person responsible) will be phoned and asked to talk to their child. On the 3rd warning the student will be sent home. An appeal procedure is available for all parent & students.

\*Breaking rules 1,2,3,4 & 5 is considered serious misconduct. In the case of serious misconduct immediate dismissal from the Coláiste will result.

The parents of any student leaving early from the course due to misconduct will be expected to cover the full cost of the journey including the cost of the accompanying teacher.

In our role acting in loco parentis, it may be necessary to interview/question your child while investigating potential incidents. Any such investigation will be carried out in accordance with our Code of Discipline.