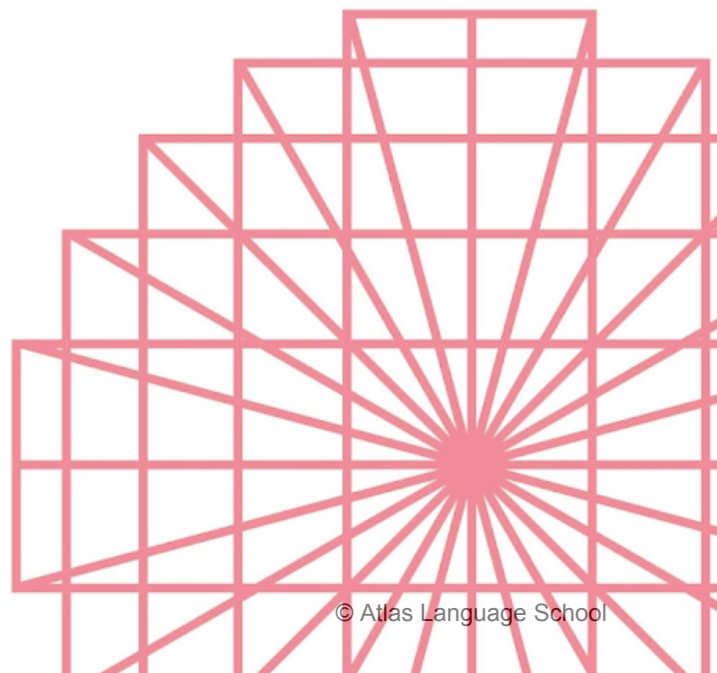


ATLAS
Online

**Atlas Language School,
Online**

Terms and Conditions



1. Admission

Minimum age

The minimum age is 18. In certain circumstances we may accept under 18 year olds on our adult programmes, however, not younger than 17. Such students will only be enrolled on a course if their parents/legal guardians have completed and signed a Parental Consent form. By signing this form parents acknowledge that their child will be studying with adults in an online classroom and that Atlas Language School is not legally responsible for the child.

Course level

We offer classes from Elementary to Advanced level. Please note that we **do not** accept **absolute beginners**. We do not have suitable online courses for beginner students and Atlas Language School reserves the right to refuse or cancel an enrolment if a student is at a beginner level of English.

Course

A course consists of 20 lessons per week, 50 minutes each.

Course Fees

Adult course fees include tuition, placement test, student welcome email, access to an online Learning Management System (LMS) with course materials, and end of course certificate. A course registration fee of €30 is applicable to all online courses. All fees must be paid in full prior to the student's commencement of the course.

Course Requirements

To join Atlas Language School Online classes, students need:

1. a computer or laptop (access to more functionality from a PC or laptop than from a smartphone)
2. a stable internet connection of 10mbs or more
3. a headset, i.e. headphones with a microphone attached. Students can use their computer's camera and speakers, but a headset often offers better sound quality
4. a notebook and a pen or pencil
5. a quiet place
6. to have their cameras on during class

Zoom

For Atlas Online, Atlas Language School uses the video meeting software [Zoom](#). By registering for an online course students agree to the Zoom [Privacy Policy](#).

Visa

Visa students in Ireland should refer to the Irish Naturalisation and Immigration Service for visa-related queries: <http://www.inis.gov.ie/>

2. Enrolment

Enrolment procedure

Students are advised to check their Internet connection using an online speed test before enrolling (for example [nperf](#), [Speedtest](#), or [Comparitech](#)). Students can also join a [Zoom test meeting](#) for free (a Zoom service) to familiarize themselves with the platform before starting.

It is essential to provide Atlas Language School with the following information of the student at the moment of the booking:

Full Name, Gender, Date of Birth, Nationality, Contact Number, Student's Email Address

IMPORTANT: Please make sure to provide the school with the correct email address of the student since a link to the Atlas Zoom classrooms will be sent by the teachers to the provided email address prior to the first class.

Online courses can be booked for a maximum of 4 weeks at a time. After 4 weeks, courses can be extended contacting the Admissions Team to admissions@atlaslanguageschool.com.

Enrolment Dates

New students should refer to their enrolment confirmation for course dates. Please note that the invoice does not reflect the course dates but the date of enrolment. This information, as well as the name of the course and the corresponding number of lessons per week, is included in the enrolment confirmation letter.

Continuity of Enrolment

Enrolment of a current student will be terminated if:

- The student or their agent notifies Atlas Language School of his/her wish to terminate their enrolment;
- The student withdraws from their nominated course;
- Atlas Language School terminates the student's enrolment or suspends or excludes the student in accordance with the provisions of our Policies and Procedures; Or
- The student has completed all course requirements

Refusal and Cancellation of Enrolment

Atlas Language School may cancel an enrolment, refuse to enrol, or refuse to re-enrol a person/ student for the following reasons:

- Beginner level of English
- Misconduct (refer to the section on Code of Behaviour);
- Failure to satisfy the minimum academic requirements for courses chosen;
- Failure to start on the commencement date;
- The student has gained admission by misrepresentation, falsification of documents or other fraudulent means;
- Failure to fulfil the normal admission or enrolment requirements;
- Non-payment of tuition fees;
- Non-attendance or consistently low attendance;
- Other reasons as deemed by the school's management.

Medical & Special Educational Needs

It is the student's responsibility to notify Atlas Language School of any disability, mental health condition, special educational needs, or any other relevant medical information relating that might affect the student's learning. Students must provide an up to date medical form at the time of booking and inform the school of any changes.

3. Payment

All course fees should be paid in full at least 15 days prior to the student commencing their course. Atlas Language School has partnered with **PaytoStudy** and **Flywire** to make international payments safe and easy.

PaytoStudy (www.atlaslanguageschool.paytostudy.com)

PaytoStudy is an easy to use online system which offers a fast and secure way to pay fees at no cost to the payer. International Bank Transfer Fees are eliminated and payments can be processed and receipts issued within 48 hours. There is a 24 hour customer support service available via live chat, skype, phone and email.

Once funds are received by PaytoStudy, the payment is immediately transferred to the receiver's account from the local PaytoStudy account in their home country.

Flywire (www.flywire.com/pay/atlas)

Flywire allows you to pay securely from any country and any bank, typically in your home currency. By making your payment with Flywire you can:

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

Flywire offers multiple payment options and excellent foreign exchange rates. Flywire ensures your payment arrives safely and accurately.

If a student wants to pay by credit card this will be done directly through the school. Please note that payments by credit card will incur a 2% service charge.

4. Cancellation Policy

Course Cancellation

Courses are not transferable. Tuition fees are non-refundable once a student has commenced their second course week. If a student cancels their course before or in the first week of the course (not later than 3 pm on Friday), fees for any outstanding weeks will be refunded.

5. Holiday Policy

Holidays can only be taken in one week blocks (Monday-Friday only). Students must notify the Admissions Office by email **in advance** of their intended holiday. Please note that holidays must always be booked at least one week in advance, i.e. holidays will not be granted after the week has already begun.

6. Further Conditions

- Bookings are not confirmed until official enrollment confirmation is provided by Atlas Language School.
- Final registration and provision of information to access the online classes will be only sent upon receipt of full payment of fees.
- Atlas Language School does not accept responsibility for costs incurred due to technical issues, such as poor internet connection or problems with the device used to access the classes.
- Atlas Language School does not take responsibility for loss or theft of belongings.
- Refunds, partial refunds or compensation of any kind will not be given for Public Holidays, for days missed during the course, for late arrival or early departure, days missed due to adverse weather conditions, acts of governments, interruption of electrical power, fire, floods, war, other natural disasters, disease outbreaks or other Acts of Gods.
- During peak times online classes may run at different times.
- If a student wishes to put his/her course on hold or take holidays during the term of their English Language Programme they are free to do so, but no credit will be given for missed study time.
- In the event that students are unable to attend lessons due to illness, these sick days will not be added to the end of the course period.
- Students will only be excused from class in case of illness or to attend their appointment at the immigration office if in Ireland. No other reasons will be taken into consideration and the student will be marked as absent. Under no circumstances the student will obtain credit or a refund for missed study time.
- Promotional Photographs and Videos: 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 students do not wish to appear in any promotional materials, they must advise us at the time of booking.
- Students need to follow a set of class rules, such as have their cameras on during class and in breakout rooms, mute their microphones, when not speaking, only speak English and be polite and courteous to their teacher and classmates at all times.

2020 Academic Calendar

Term	Start Date	End Date	Weeks
Term 1: Winter	Monday 6th January	Friday 27th March	12 weeks
Term 2: Spring	Monday 30th March	Friday 19th June	12 weeks
Term 3: Summer	Monday 22nd June	Friday 18th September	13 weeks
Term 4: Autumn*	Monday 21st September	Friday 18th December	13 weeks
Closed	Monday 21st December	Friday 1st January 2021	2 weeks
Winter 2021	Monday 4th January 2021		

*For academic reasons, we recommend students do not start their course in the last two weeks of the autumn term but rather start with the new term in January.

2020 Bank Holidays

Holiday	Day, Date
New Year's Day	Wednesday, 1st January
St Patrick's Day	Tuesday, 17th March
Good Friday *	Friday, 10th April
Easter Monday	Monday, 13th April
May Day	Monday, 4th May
June Bank Holiday	Monday, 1st June
August Bank Holiday**	Monday, 3rd August
October Bank Holiday	Monday, 26th October
Christmas Day	Friday, 25th December
St Stephen's Day	Saturday, 26th December

* Good Friday is not a public holiday in Ireland, though like many schools and businesses we are closed on that day for a long Easter weekend.

** The school is closed for classes on the August Bank Holiday, but we will be open for placement testing, induction and orientation of new students starting their courses on that day.

All information is correct at the time of update, April 2020.