

Terms & Conditions

By signing and submitting our summer application form as accessible on www.spleodar.com, you are submitting to having read, understood and fully accepted all of SPLEODAR'S terms and conditions, as listed hereafter.

- Although the terms and conditions at time of booking apply when booking is made, **our terms and conditions may change over time. It is your responsibility to check regularly whether the terms & conditions have been changed.**
- These provisions (terms, conditions, disclaimers and exclusions) shall be construed in accordance with the laws of the Republic of Ireland. If any of these provisions are deemed or found to be unlawful, void or for any reason unenforceable then the provision or provisions so found shall be deemed severable and shall not affect the validity and enforceability of the remaining provisions.
- **Any dispute, claim, complaint or otherwise arising out of or relating to SPLEODAR courses or the contract herein, and or the breach thereof, which cannot be resolved by the parties concerned shall be settled by arbitration administered by the Chartered Institute of Arbitrators Ireland or an Arbitrator(s) nominated by them in accordance with its rules and judgment on the award rendered may be entered in any court having jurisdiction thereof.**

Booking

- SPLEODAR reserves the right of attendance on our courses.
- SPLEODAR do not take responsibility for errors made by persons filling in the course date and venue on the summer application form.
- Receipt of completed application form with deposit does not guarantee a space. Once application is received you will be contacted within 21 days regarding your application. **This may vary depending on volume of applications or otherwise.** If your student has been deemed eligible to attend a SPLEODAR course and has been allocated a place on such requested course, a receipt will be issued. In the event that your student has been deemed eligible to attend a SPLEODAR course and the chosen course is full when application is processed, SPLEODAR will contact you (most likely via telephone) to best advise you in relation to waiting lists, other available courses and refunds.
- SPLEODAR may use contact information to inform past pupils about after-care events.

Information Meeting & Information Pack

- Prior to attending a SPLEODAR course, each NEW student must be accompanied by at least one parent/guardian to an introductory information meeting. A NEW student will not be permitted to attend a course until they have attended such an information meeting with at least one parent/guardian. **Parent/guardian and student must arrive at the allocated time and must remain for the duration of the interview process until payment is made at the end of the process.**
- The information meeting is used to discuss any specific issues regarding the student's health, personal circumstances, educational difficulties and/or dietary needs. **All past or present medical conditions must be disclosed and explained to the interviewer.**
- At the information meeting, the Commitment Form (Foirim Gheallúna) must be read by at least one parent/guardian and student prior to being signed by both. **This is a legally binding contract.** If parent/guardian or student has any questions or queries in relation to this Commitment form, this should be made known to the interviewer before signing the Commitment Form.
- Final and full payment is to be made at the information meeting. If a parent/guardian of a NEW student is also a parent/guardian of a RETURNING student, payment for this student may also be made.
- We do not accept credit/laser card payments.
- RETURNING students do not have to attend an information meeting.
- RETURNING students will be posted remaining payment details and the Commitment Form prior to the course.
- **The course information pack will be available to download from the frontpage of www.spleodar.com approximately 2 weeks before the course begins. It will not be sent in the post.** The course information pack contains all necessary additional information needed before beginning the course.

Fees

- Fees and prices are subject to change without notice. The fee at time of booking applies. Here 'fee' refers to the fee as stated on the application form on www.spleodar.com. Any subsequent refunds will be based on the fee at time of that application alone.
- The course fee includes accommodation, meals, tuition, and all course activities. It does not cover the cost of transport to and from the centre at beginning and end of course; medical bills or other medical expenses.
- Students can also bring pocket money. It is advisable that this pocket money is placed in SPLEODAR's banking system, upon which withdrawals can be made every other day. Such monies are collected on the first day of the course.
- Any outstanding student medical bills must be paid by cheque to above address within 3 weeks of date of course completion.
- A €50 doctor cheque or €50 cash will be collected by staff members at the beginning of the course. Such will be returned if not used at end of course.
- No fees are payable by students on waiting list unless they have secured a place.

Cancellations and Refunds

- Where a student must leave or chooses to leave a course, at whatever stage or for whatever reason, SPLEODAR is not obliged to give any partial or full refund of fee.
- SPLEODAR does not accept responsibility for cancellation of a course, before or during that course, due to circumstances which are or were not within our control.
- In the event of a course being cancelled prior to its commencement, a full refund will be payable.
- If accommodation within guideline standards cannot be found for a student immediately prior to a course, a full refund will be payable.
- All cancellations must be received in writing to **SPLEODAR, Teach Phuirséil, Br. an Chairn Mhóir, Órán Mór, Co. na Gaillimhe** or to eolas@spleodar.com.
- Cancellations made more than 30 days before course forfeit administration fee of €150.
- Cancellations made 8-30 days before course forfeit full deposit.
- Cancellations made 7 days or less before course forfeit full fee.

Contact with Student during course

- The primary means of communication with students is the postal service. All students are given the opportunity to write letters to their parents/guardians in English. All received post is dispersed to the intended student as soon as is practically possible. Email may also be used to contact students. SPLEODAR does not take responsibility for any email(s) which do not reach students, whether for technical reasons or otherwise. Phone calls to parents/guardians are only allowed in exceptional circumstances. Students are liable for the cost of the phone call. Each call shall cost €1. This cost shall be collected at time call is made or alternatively deducted from the student's bank account.
- Parents/guardians/family may visit on Sundays during the times allocated as stated on the relevant course information pack. Students must be returned on or before the allocated times, as per course information pack. The allocated Sunday times are only changeable in exceptional circumstances, subject to discussion with the course director.
- Generally visitation or removal of a student from the course, by parent or otherwise, for any period of time, is not permitted, unless there are exceptional circumstances and approval of course director has been sought and granted. It is recommended that a letter be given to the course director at the beginning of the course informing him/her of such subsequent removal.
- If an individual who is not a parent/guardian is visiting/collecting a student on a Sunday or otherwise, written permission from the parent/guardian must be received. Phone calls to the course office will **not** suffice. An email to the course email address from parent/guardian that is received before the student leaves the course will suffice.
- No student may leave the course by any other means, including public transport and private taxis.

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Accommodation

- No mixing of males and females is permitted within our accommodation system.
- Where there is a group of friends on a course, as described by such applicants on the Commitment Forms, SPLEODAR is not obliged to put such friends in the same house. However SPLEODAR shall endeavour to put up to three friends in any one house. **Any inconsistency between Commitment Forms may jeopardise any such endeavour.**
- Where there are any numbers of friends in one house, no two friends, as described by applicants on the Commitment Forms, shall be allowed to stay in the same bedroom.

Items to be brought on course

- SPLEODAR do not provide insurance for students' personal belongings.
- We recommend that all valuables which the students bring with them on the course be covered under the 'All Risks' section of home insurance.
- Students are responsible for **all** personal belongings they bring on a course and it is strongly advised that students do not lend these belongings to others whilst on the course.
- SPLEODAR advise students to place their names (as declared on their application form) on all property, including all medicines.
- Once unused medical cheque or money for medical purposes is returned to student at end of course, SPLEODAR is not liable for subsequent loss of cheque or money. Neither is SPLEODAR liable for any monies or property subsequently lost once returned to students at end of course.
- SPLEODAR is not liable for any luggage or property (including musical instruments and sports equipment) lost in transit at beginning or end of course.
- SPLEODAR does not accept responsibility for lost or stolen property at any stage of the course and are not obliged to retain lost property in any location.
 - **All medicine and medical apparatuses must be given to teachers as soon as the course begins.** This includes both prescription and non-prescription medicine. Teachers will monitor and supervise administration of all medicines. It is important that parent/guardian explain this requirement to the student. Depending on the frequency of a student's medication, the medication will be either kept in the college or in the house with the Bean an Tí. Teachers will ask students to hand in all medicine, but ultimately the student must make teachers aware of such medicines.
 - Exception to this requirement can be granted, depending on individual circumstances. For example, inhalers can be kept by students. Parent/guardian should speak to the course director at beginning of course if this exception is applicable to their student.
 - In the case of prescription medicine, it is advisable that a letter is given to course director on first day explaining the circumstances of the medication.
- Should a student wish to bring a camera we strongly recommend a disposable one.
- Aerosols are strictly prohibited. These include Lynx, Sure, etc. These will be removed from students unless they are medically necessitated.

Student Behaviour

- SPLEODAR reserve the right to discipline or expel a student in the event of behaviour deemed inappropriate and/or non-compliance with the terms and conditions.
- Good conduct is expected of each student and SPLEODAR's Code of Behaviour will be strictly implemented.
- All students must remain with the group into which they are divided at all times. For example, when divided into their house group, students must remain with other students of their house and their house leader(s). Where any student(s) leave(s) the group upon which he/she is divided into, this will be seen as a serious breach of discipline. Similarly, where any student(s) leave(s) the college or actual house without permission this will be seen as a serious breach of discipline.
- Possession of a mobile phone will be seen as a serious breach of discipline.
- Students will be liable for any damage found to have been caused by such student to SPLEODAR property, school property or any other property belonging to SPLEODAR employees, during the duration of a course.
- Any activity deemed to be illegal or criminal will be sufficient to warrant immediate dismissal, subsequent to full investigation.

Such activities include:

- Criminal Damage
- Smoking / Cigarette possession
- Drug / alcohol possession or consumption

An Garda Síochána will be contacted where deemed warranted.

Bullying

SPLEODAR adheres to the Department of Education and Science *Guidelines on Countering Bullying Behaviour in Primary, and Post Primary Schools (1993)*.

Rules regarding the speaking of English

- For first time students, the rules regarding the speaking of English are explained to at the introductory information meeting.
- Each parent/guardian and student is required to sign a Commitment Form (Foirm Gheallúna).
- Although RETURNING students need not attend an information meeting, no student will be accepted onto a course without a commitment form having being signed by parent/guardian and student. **This is a legally binding contract.**

Students are expected to speak Irish at all times. Deliberate speaking of English will not be tolerated on any course and any student found doing so must leave the course without warning and without refund of fee.

Therefore, the following rules have been laid down so as to assure the full benefit to all the students attending our courses:

1. **Senior Course (All courses excluding Ros Muc in July)**
Students who speak one complete sentence in English must leave the course and there will be no refund of fee.
2. **Junior Course (Ros Muc in July)**
If a student accidentally speaks English, they will be reprimanded and warned and parents/guardians will be notified. If such an incident is repeated, SPLEODAR will have no option but to send the student home and there will be no refund.

Dismissal from course

In line with Department of Education and Science recommendations, following a dismissal from SPLEODAR there is an appeals procedure in place which can be availed of before the student departs from the course.