

- Once application form is completed IN FULL and sent with both a deposit of €350 and a passport photo of student, we will contact you within 21 days. This may vary depending on volume of applications. No space can be confirmed without a deposit.
- Receipt of completed form with deposit does not guarantee a space. SPLEODAR do not take responsibility for errors made in filling out this form.
- SPLEODAR reserve the right of attendance on all courses. If student is allocated a place on requested course, a receipt will be issued. If chosen course is full when application is processed, we will contact you to advise you in relation to waiting lists and other available courses.
- Each applicant must complete a separate application form. **Incomplete & illegible forms will be returned.**



Meitheamh 5/6/18 – 27/6/18	Iúil 29/6/18 – 21/7/18	Lúnasa 22/7/18 – 12/8/18
Camus (4ú & 5ú Bhliain) <input type="checkbox"/>	Leitir Mealláin (4ú & 5ú Bhliain) <input type="checkbox"/>	Leitir Mealláin (4ú & 5ú Bhliain) <input type="checkbox"/>
Leitir Móir (1ú & 2ú Bhliain) FULL	Leitir Móir (2ú & 3ú Bhliain) <input type="checkbox"/>	Leitir Móir (1ú & 2ú Bhliain) <input type="checkbox"/>
Ros Muc (4ú & 5ú Bhliain) FULL	Ros Muc (Rang 4,5,6 & 1ú Bhliain) <input type="checkbox"/>	Ros Muc (2ú & 3ú Bhliain) <input type="checkbox"/>
Corr Na Mona (1ú & 2ú Bhliain) FULL	Corr Na Mona (1ú, 2ú & 3 Bhliain) <input type="checkbox"/>	
Leitir Mealláin (1ú & 2ú Bhliain) FULL		
Tír An Fhia (1ú & 2ú Bhliain) FULL		

**Eolas an Soláire/Student Information:**

Céad Ainm (First Name) \_\_\_\_\_  
Sloinne (Surname) \_\_\_\_\_  
Dáta Breithe (DOB) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Cailín  Buachaill   
Seoladh (Address) \_\_\_\_\_  
\_\_\_\_\_

Scoil \_\_\_\_\_  
Bliain/Rang \_\_\_\_\_  
Ainm an Tuismitheora (Parent's name) \_\_\_\_\_  
Fón Baile (Home Phone) \_\_\_\_\_  
Email \_\_\_\_\_  
Fón Póca Tuismitheora (Parent's Mobile Number) \_\_\_\_\_

An raibh tú i SPLEODAR cheana?(Were you in SPLEODAR Bhí  Ní Raibh   
Cén chúrsa(i) & Cén bhliain(a) \_\_\_\_\_  
An raibh deirfiúir/deartháir leat i SPLEODAR? Bhí  Ní raibh

Ainm(neacha) \_\_\_\_\_  
Bliain(a) & Cúrsa(i) \_\_\_\_\_  
\_\_\_\_\_

**Waiting list:**

- When a course is full, a waiting list is opened. A set number of names of each gender are accepted for each course.
- Students are added to each list by virtue of the date their application is received.
- Students are moved from each waiting list onto each course if and when a space becomes available
- There is no guarantee that a student on any waiting list will ultimately receive a course space

**Táille/Fee:**

Deposit €350

New Student	€950
Returning Student	€890
Reduction for brother/sister	€70
Further reduction for 2 <sup>nd</sup> sibling	€110

**Cruinniú Eolais/ Information Meeting:**

For **NEW** students, attendance by student & parent at an information meeting is obligatory, at which both must sign a **Commitment Form**. Please tick a location that would suit you to attend an information meeting. You will be notified of a date and venue between October and April.

<input type="checkbox"/> BÁC – Northside	<input type="checkbox"/> Ceatharlach
<input type="checkbox"/> BÁC – Southside	<input type="checkbox"/> Guire (Gorey)
<input type="checkbox"/> BÁC - Westside	<input type="checkbox"/> Baile Átha Luain
<input type="checkbox"/> Gaillimh	<input type="checkbox"/> An Cabhán
<input type="checkbox"/> Westport (Cathair na Mart)	<input type="checkbox"/> An Muileann gCearr
<input type="checkbox"/> Luimneach	<input type="checkbox"/> Carrick-On-Shannon
<input type="checkbox"/> Sligeach	<input type="checkbox"/> Longford

**PLEASE READ CAREFULLY**

**Terms Of payment and postage details**

- Spleodar does not accept laser or credit card payments
- Registered post cannot be collected until the next working day at earliest**
- Cancellations must be received in writing or sent to [eolas@spleodar.com](mailto:eolas@spleodar.com)
- Cancellations made upto and including 30 days or more before course forfeit an administrative fee of 150 euros.
- Cancellations made 8-30 days before course forfeit the full deposit.
- Cancellations made 7 days or less before course forfeit the full fee.
- Course Information Packs will not be sent in the post but will be available to download from [www.spleodar.com](http://www.spleodar.com) 2 weeks prior to each course.

**Bus:**

A bus service is available to bring students to and from the course centre at an additional cost. If you wish to avail of the bus, please tick the most suitable location.

<input type="checkbox"/> Dublin	<input type="checkbox"/> Carlow	<input type="checkbox"/> Longford
<input type="checkbox"/> Killbeggan	<input type="checkbox"/> Portlaoise	<input type="checkbox"/> Roscommon
<input type="checkbox"/> Athlone	<input type="checkbox"/> Tullamore	<input type="checkbox"/> Oranmore

It is imperative that SPLEODAR's 'Terms and Conditions' are read in full. These are available to view and download [here](#). Once read, please sign below. Having signed below and been issued a postal receipt, you will have accepted an offer and, therefore, will have entered a legally binding contract.

I hereby certify that I have read and fully accept and understand SPLEODAR's 'Terms and Conditions', as declared on [www.spleodar.com](http://www.spleodar.com)

Parent (or, if applicable, legal guardian): \_\_\_\_\_ Student: \_\_\_\_\_

## ***Instructions for filling in Application Form.***

1. Please read Terms and Conditions and F A Q's carefully before applying for a course.
2. Please ensure you clearly tick the course you are applying for.
3. **Do not** put application form in registered post as it will not be collected from the sorting office until the following working day at the earliest.
4. Parent/guardian **and** student must sign the bottom of the application form.
5. Please ensure all forms are fully completed in legible writing. E-mail address for one parent/guardian is essential. Incomplete and illegible forms will be returned.
6. Deposit of €350 is to be sent with application form. Please note that no space can be confirmed without a deposit.
7. Spleodar will contact you within 21 days of receipt of application form.

Please note the following are the courses, year groups and dates for 2018.

**Meitheamh:** 05/06/18 – 27/06/18

Camus (4ú & 5ú bhliain)

Leitir Móir (1ú & 2ú bhliain)

Corr na Móna (1ú & 2ú bhliain)

Ros Muc (4ú & 5ú bhliain)

Leitir Mealláin (1 & 2ú bhliain)

Tír an Fhia (1ú & 2ú bhliain)

**Iúil:** 29/06/18 – 21/07/18

Leitir Mealláin (4ú & 5ú bhliain)

Leitir Móir (2ú & 3ú bhliain)

Corr na Móna (1ú & 2ú bhliain)

Ros Muc (Rang 4,5.6 & 1ú bhliain)

**Lúnasa:** 22/07/18 – 12/08/18

Leitir Mealláin – (4ú & 5ú bhliain)

Leitir Móir – (1ú & 2ú bhliain)

Ros Muc – (2ú & 3ú bhliain)

## FAQs.

Information pack for each course will be available to download from [www.spleodar.com](http://www.spleodar.com) 2 weeks prior to each course.

- What happens if my student speaks English?
- If a student speaks one complete sentence of English they will be dismissed from the course.
  
- Are the houses on the courses mixed?
- No, girls and boys are housed separately.
  
- Can friends stay in the same house?
- A maximum of three friends can stay in the same house together but not in the same bedroom. This will be organised at the information meeting.
  
- Who washes the students clothes?
- Bean an tí will do 2 washes per course. She will wash light clothes – t-shirts, socks and underwear.
  
- When can I visit my student?
- There are two visiting Sundays per course. Dates and times will be given in the information pack.
  
- What is Spleodar's policy on mobile phones?
- Spleodar operate a zero tolerance policy on mobile phones. Contact with your student can be made through the college landline, mobile by post or e-mail. Numbers and addresses will be available in the information pack.
  
- Can I speak directly to my student ?
- Yes, however Spleodar recommend that communication by telephone should be kept to a minimum. We recommend that there be no verbal communication with your student for the first three days to enable students to become immersed in the language. Senior staff will be happy to give you a report on your students progress and pass on a message upon request. Hereafter parents may speak to their students but we recommend that this be kept to a minimum. Spleodar cannot facilitate daily phone contact with your student.
  
- Do Spleodar organise transport to and from the courses.
- Spleodar organise optional private buses to each centre. Timetables and prices will be available in information pack. The bus can be paid for upon arrival at the course centre.

- Can my student leave the course for a match, concert etc.?
- Spleodar recommend that only in exceptional circumstances should a student leave the course. If it is necessary to leave the course this must be arranged in writing with the course director at the time.
  
- Can I contact the bean an tí or visit her house?
- No. All contact must be made through the course phones and e-mail.
  
- Spleodar run weekly youth clubs from September – March as well as numerous trips away. Further details are available on [www.spleodar.com](http://www.spleodar.com)

## **Terms and Conditions**

By signing and submitting our summer application form as accessible on [www.spleodar.com](http://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 and 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 place on the course. 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. Our response time may vary depending on volume of applications or otherwise. 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 to best advise you in relation to waiting lists, other available courses and refunds.
- When a course is full, a waiting list is opened. A set number of names of each gender are accepted for each course. Pupils are added to each list by virtue of the date their application is received. Pupils are moved from each waiting list onto each course if and when a space becomes available. There is no guarantee that a pupil on any waiting list will ultimately receive a course space.
- SPLEODAR may from time to time use contact information to inform past pupils about after-care events without prejudice to their data protection rights.
- It is advisable to place all friend applications in one envelope if they are attending the same course

## Information Meeting and 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 (Foirm 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.
- SPLEODAR does 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 front page of [www.spleodar.com](http://www.spleodar.com) from 6 pm on 18th May 2018. **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 indicated on our website at time of booking applies. Here 'fee' refers to the fee as stated on the application form on [www.spleodar.com](http://www.spleodar.com). Any subsequent refunds will be based on the fee paid at the time of booking.
- 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 (payable to SPLEODAR) 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. Same will be returned if unused 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 do 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 paid.
- If accommodation within guideline standards cannot be found for a student immediately prior to a course, a full refund will be paid.

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](mailto:eolas@spleodar.com).

- Cancellations made more than 30 days before course forfeit an administration fee of €150
- Cancellations made 8-30 days before course forfeit full deposit.
- Cancellations made 7 days or less before course forfeit the full course 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.
- 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 in advance by the course director. 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

## **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.
- SPLEODAR 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 advises 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 do 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. SPLEODAR accepts no liability for medicines that are not handed in to the teachers and that they have not been made aware of.

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 SPLEODAR 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 reserves 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 caused 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 result in a full investigation and immediate dismissal, where deemed necessary.

Such activities include:

#### **Criminal Damage**

#### **Smoking / Cigarette possession**

#### **Drug / alcohol possession or consumption**

SPLEODAR reserves its right to contact An Garda Síochána to report any criminal or illegal act.

### **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 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 required to speak Irish at all times. Speaking of English will not be tolerated on any course and any student found doing so must leave the course forthwith, without warning and WITHOUT a refund of fees. In such circumstances all fees paid will be forfeited.

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, SPLEODAR has an appeals procedure in place which can be availed of.

Terms and Conditions

## Posting Details

**NB: Do not register post**

## **Medical & Personal Information**

Please inform Spleodar if any of the following are applicable to your student

- Illnesses, medical conditions (Hay fever, Asthma)
- Dietary requirements (vegetarian)
- Allergies (food, medicine etc.)
- Family Circumstances (unemployment, separation, divorce, bereavement, illness)
- Personal issues
- Special Educational needs (e.g. Dyslexia, Autistic Spectrum Disorder, Hearing/Visual Impairment etc.)
- Medications (All)
- Parents will be invoiced for any doctor's visits/prescriptions necessary for the student while on the course.

## **Photographs & Videos**

At all Spleodar events, photographs and videos are taken which may be used in promotional material. Should you wish for your child **NOT** to feature on such material, please inform us.