



Enrolment Conditions

The service is offered by the Host School:

Europass Teacher Academy

Haddington Place
Dublin 4
Rep of Ireland

These conditions are valid as of 1st January 2023.

Acceptance of the enrolment conditions

Once enrolled, the participant will automatically accept the enrolment conditions as outlined below. Any queries in regards to the enrolment details or conditions need to be sent via email to ireland@europassnetwork.eu within 14 days of receiving the enrolment conditions document.

1. Confirmation of enrolment

Acceptance to the course is subject to receipt of the registration confirmation issued by the school via email. The confirmation of registration is a document that shows all the information related to the course and payment conditions. Without having received this document, the participant cannot be considered enrolled in the school.

2. Payment

Within 1 month of receipt of the course enrolment confirmation, the participant must pay the full total purchased service.

i. Terms of payment

Payment must be made by bank transfer to the current account of the Host School in the country where the course will take place. An invoice stating the course fee and payment information will be sent to you together with the Course Confirmation Document. Prices as indicated on the website teacheracademy.eu and are valid from 1st January to 31st December of the current year.

Full payment is required 1 month from receipt of course confirmation email. Where a course starts in less than a month of the date of enrollment, payment is due immediately. If a school or participant requires an extension to the due date, this must be communicated at the earliest to ireland@europassnetwork.eu The Host School reserves the right to cancel an enrolment where no payment or communication about late payment has been received.

ii. Early bird discount



To avail of the Early Bird discount, you must enrol at least 8 weeks or 56 days in advance of the course start date.

If an enrolment is submitted within 8 weeks, the Standard Rate will apply. Early Bird and Standard rates are indicated on the website teacheracademy.eu.

iii. Cancellations

Cancellations for course taking place in Ireland (Dublin or Galway) must be notified by e-mail directed to ireland@europassnetwork.eu. This also applies to change of course location to another Europass Academy outside of Ireland.

Participants can reschedule their attendance at no extra cost. The course fee is transferrable for any course across our Europass Academies within 12 months from date of cancellation. The participant may also nominate a colleague to attend the course in their place if they are unable to reschedule.

To request a course fee refund, the sending institute needs to fill out a refund request form also stating the reasons for why a rescheduling or change of individual participants is not possible. Where a cancellation was made less than 1 month before the start of the course, the Host School reserves the right to retain 30 % of the course fee to cover administrative and operational expenses. Where a cancellation was made less than 2 weeks before the start of the course, the Host School reserves the right to retain 100 % of the course fee to cover administrative and operational expenses. Payments for accommodation can only be refunded if the Host School is able to recover the cost of accommodation.

iv. Refunds – Lessons

Absences for personal reasons, early departures, and late arrivals are not valid reasons to recover lessons or demand refunds.

3. Conditions for Attending the Academy

a) Scheduling

- i. Lessons take place from Monday to Friday. If a course does not reach the minimum number of students expected, the Management reserves the right to change the course structure.
- ii. To obtain certification of attendance to a course it is necessary to have attended at least 80% of the lessons. The details and contents of each individual offer are indicated in the relevant pages on the website www.teacheracademy.eu.



- iii. Included as part of the classroom set up at the Dublin site are three prefab rooms which are fitted with all the equipment required for course facilitation. The participants consent to their course being facilitated in one of the prefab classrooms. This will mainly apply for smaller group sizes and where classrooms in the main building are already occupied.
- iv. The participant agrees that due to scheduling, it is possible classes may take place in the afternoon (starting 1:45pm) as well as morning (starting between 8:00 and 9:00am). Courses will start each day in the morning or up to three out of five days in the afternoon. Only in very rare cases would all course days start in the afternoon. It may not always be possible to accommodate preferred class start time.

b) Attendance etiquette

- i. Participants are not permitted to bring partners or children to the lessons. Minors; i.e. under 18 year olds, always need to be supervised by their parents and cannot be left alone on the school grounds. Our courses are for adults and any extra adult attending needs to pay the standard course fee.
- ii. The health of our staff and participant is our primary concern. Please note that the Host School reserves the right to implement any health and safety measurement it deems necessary to protect everyone's health. This includes the wearing of face masks on the school grounds. In the case that the Host School deems it necessary for face masks to be worn, participants are asked to comply with wearing facemasks during lessons.
- iii. Inappropriate language/behaviour towards class participants or Europass staff will not be tolerated. We reserve the right to ask participants to refrain from attending the Academy if behaviour persists. The participant's superiors will be notified of any incident of inappropriate behaviour having taken place during course hours or during a cultural activity.

4. Accommodation

Please note that it is at the responsibility of the participant to organise travel and accommodation.

The Academy will notify participants of the availability of summer accommodation – during set dates between May – August, and its conditions where available – this is subject to availability.

Accommodation organised through Europass is available for Europass participant ONLY. Additional guests i.e. friends/family members will not be accommodated.

5. Treatment of complaints relating to the courses

Any student complaints about aspects of the School or the services offered must be presented to the administration office in person or via email to ireland@europassnetwork.eu. Should there not be a timely intervention in the resolution of the complaint, the student can write to the



management. Only complaints received before the end of the course will be taken into consideration.

6. Insurance

Students will be held responsible for any damage caused to the school structure. The Host School denies any responsibility for the loss of personal belongings within its premises. It is strongly recommended to obtain insurance against theft, loss of personal property, accidents, or illnesses. The European Health Card covers any emergency medical care in other European countries and should be brought by the participants.

7. Cultural activities

We offer Saturday excursions that may last until the early evening. Please book your flights accordingly so that you don't miss out on the full Saturday tour.

To participate in the Dublin walking tour and Saturday excursion, participants are asked to declare that they are fit to do so. Where concerns about the participants health exists, the Host School will ask the participant not to attend the cultural activities for their own good.