

Agent's Handbook 2012

**Summer Programmes in Ireland for
Children, Teenagers, Undergraduates
& Families**



Recognised by the Department of Education
for the teaching of English as a Foreign Language

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Dear <AGENT>,

We are delighted to let you know about some of the wonderful opportunities we plan for children, teenagers and undergraduates here in the South East of Ireland during Summer 2012 and to introduce Hello Ireland.

The Hello Ireland partnership has been welcoming students of English to Waterford for four years and its reputation is now well established. The primary reasons for its success are the personal care and attention we give our students, the quality of teaching, activities and accommodation and the very safe and secure environment of Waterford city.

The English classes are provided by Waterford Academy of Education (WAE), a private English school recognised by the Irish Department of Education (ACELS) and carrying the Irish quality mark for its English programmes.

The excellent academic, accommodation and recreational facilities and services of Waterford Institute of Technology at the disposal of students of Hello Ireland during the Summer months.

The attached brochure displays the natural beauty and amenities of the South East of Ireland and the excellent facilities at WIT. The academic English programme is complemented by an exciting programme of activities and outings.

To date Hello Ireland has concentrated on general English and activities programmes for teenagers. For Summer 2012 we are launching a series of exciting and innovative new programmes, resulting from demands and suggestions from current agents and their students. These include English and Biodiversity, English and Media, English and Drama, Examination classes and sports programmes for all ages. Further details of these can be found on our website www.helloireland.ie

When you have had time to review our brochure, please feel free to contact us if you require any further information or clarification. We are also pleased to extend an invitation to you to visit us in Waterford at any time and we will be happy to show you the city and the surrounding countryside and coastline as well as all the facilities that are available for your clients.

We value our agents and make it our priority to support you in your recruitment and to assist you gain an attractive rate of remuneration for an excellent package. We look forward to hearing from you and to exploring the potential for a long and mutually beneficial relationship.

Yours sincerely,

*Dr Venie Martin, Chairperson Hello Ireland Partnership / Director Waterford Academy of Education
Ms Sinead Nealon, Secretary Hello Ireland partnership/ Manager Campus Services at WIT*



Why select Hello Ireland ?

Our Location

Located in the beautiful and scenic “Sunny South East” of Ireland Close to many major natural and historical attractions – mountains, beaches, rivers, lakes, castles, parks and nature reserves. Only 1.5 hours by coach from major airports at Dublin and Cork. We can meet and greet your students and escort them to Waterford.

Our Residential facilities

Students live in beautifully appointed student apartments at Manor Village, close to the WIT campus. All rooms are single en-suite with shared TV lounge area and kitchen. A varied and nutritious menu for all meals in the campus restaurants is available in consultation with our team of chefs

Supermarket, launderette and games room available in student village. Children under 11 are housed with local families. All homes used for the programme have been inspected for their quality and safety.

Our Academic Programmes

Our English programme is ACELS approved, our teachers are experienced graduates with TEFL certification, classes are small and teaching methods are very modern and interactive. All books and learning materials are included in the fee. Some programmes lead to national qualifications in English (TIE) whilst others focus mainly on improving confidence in English conversation.

Use of computers in learning English is an integral component of all Hello Ireland Programmes. For 2012 we are introducing three new “Themed” English programmes – English and Environment / Biodiversity, English and Drama, English and Media Studies (TV and Radio) In addition to our teenagers programmes, we offer special programmes for undergraduates and children.

Teaching Facilities: Large airy classrooms with the latest technology. Computer laboratory time schedules each day. Library available for private study.

Activities and outings

On campus we offer a fantastic range of activities at WIT’s state of the art sports campus which includes – grass playing pitches, all-weather pitches, tennis courts, basketball courts, gymnasium, indoor sports hall etc. With the South East region we access watersports (surfing, kayaking etc) horse riding, golf / pitch n putt , orienteering and much more.

Opportunities for social and cultural activities are built into the programme – film nights, quizzes, barbecue, treasure hunts, music and dance etc.

We include short excursions to local places of interest – guided tour of Waterford City and its museums and other tourist attractions, trip to the seaside at Tramore, visit to the Geopark - Waterford Coastline heritage site.



Agents

We value our agents who work on our behalf to recruit international students.

We will assist you in every way possible in your marketing efforts.

We are delighted to host visits by current and prospective agents at any time.

We provide free accommodation for the Group Leaders (1 per 15 students)

We provide an induction session for group leaders so that they understand all aspects of the programme, including health and safety

A seminar about English language teaching can be provided for Group leaders on request.

Our business is run very efficiently and we undertake to provide you with any information requested or answer any queries within two days. All financial transactions are secure and are handled in a speedy manner.

We are willing to negotiate special rates for Agents recruiting over 30 students per group.





Student Comments about the Hello Ireland English Classes

As each group finished its two week programme, students completed a written evaluation. This provides us with valuable feedback which we use to improve the programme each year. Here is an assortment of student comments.

“I think this has been the best English course of my life; I have been to courses in London, Scotland and Malta”.

“I loved watching the film Monster’s inc and being able to understand it in English.”

Doing blogs is a very good idea. It helped me use the computer menus in English and improved my writing skills”.

“In this two weeks I had a lot of fun in Ireland and I want to return next year. School is very good and my English has improved a lot”

“The English teachers are fantastic!”

“Thanks for this opportunity. I love you!!!”

“Writing blogs is so coooooo!”

I loved the treasure hunt to Waterford city. We learned to read signs and we got to talk to real Irish people”.

“The best thing for me was the treasure hunt. It helped me for situations which happen during other holidays , for example asking for information from people.”

“I want to say that this thing has been beautiful and I want to come back”

“ The programme is very well organised and the teaching is brilliant”.

“I love singing funny Irish songs”

“I enjoyed speaking English and learning new vocabulary. This course has helped me very much”.

“ I can’t believe we read a novel in English.! I did not know the author of Dracula was Irish. I loved it”.

“It was so much fun. I loved modern fairy tales – we laughed a lot”.

*“I loved the logical games we played. We had to talk and think in English. I want ***** to be my teacher in Rome!”*



SUMMARY OF PROGRAMMES FOR SUMMER 2012

Following on from the very successful Hello Ireland programme at Waterford Institute of Technology (WIT) which has been running for EU teenagers and undergraduates for the last four years, we are planning to extend the range of options for the 2012 season. Below are the outline descriptions of our current and new programmes. For details please refer to our website www.helloireland.ie

Hello Ireland Teenagers Programme (Code HI006)

English, Environment and Biodiversity (Code HI 010)

English and Drama (Code HI 014)

English and Media Studies (Code HI 008)

English with Outdoor Pursuits Activity Programme (Code HI 015)

Soccer Camp for Teenagers (Code HI 009)

English Examination Class (Test of Interactive English) (Code HI005)

Summer Camp for Children (Code HI011)

English Conversation Programme for Undergraduates (Code HI004)

Intensive Academic and Conversational English for Pre-Erasmus Exchange Students (Code HI003)

1. TEENAGERS PROGRAMMES

1.1 Hello Ireland General Teenagers Programme (Code HI006)

This is the programme which we have offered for the past four years. It combines general English classes for four different levels and computing for 20 hours per week, with a varied programme of activities and outings. This is the programme featured in our main brochure.

Target group	Teenagers wishing to improve their English skills and enjoy some vacation activities in Ireland.
Start date and Duration	Duration 2 weeks, Groups start on the following Wednesdays: July 4 th , July 11 th , July 18 th and July 25 th .
Activities and outings	As set out in Hello Ireland brochure and web site
Accommodation and catering	As set out in Hello Ireland brochure and web site
Net fee (for agents)	Academic programme and activities (option A) : 420 Euro for 2 weeks Accommodation and full board: 590 Euro for two weeks



New!

1.2 English, Environment and Biodiversity (Code HI 010)

This programme is designed, in partnership with the Irish National Biodiversity Data Centre (NBDC). It will comprise formal English classes plus escorted visits to mountains, forests, coastal habitats, peat bog and wildlife reserves. Students will collect biodiversity data and enter it on the national database.

Target group	EU and Irish teenagers over 15 years. Non-Irish students should have studied English for at least 3 years and have reached at least Intermediate level.
Start date and Duration	Wednesday 11 th July Duration: 2 weeks
Activities and outings (evenings and weekends)	This group will join other Hello Ireland groups for evening and weekend activities and outings.
Accommodation and catering	As set out in Hello Ireland brochure and web site
Net fee (for agents)	Programme and activities: 630 Euro for 2 weeks Accommodation and full board: 590 for 2 weeks

New!

1.3 English and Drama (Code HI 014)

This programme is designed to engage students in learning English through drama. In addition to formal English classes, students will work together in teams on production involving modern drama, musical input and an extract from a Shakespeare play.

Target group	EU and Irish teenagers over 15 years. Non-Irish students should have studied English for at least 3 years and have reached at least Intermediate level.
Start date and Duration	Wednesday 18 th July Duration: 2 weeks
Activities and outings (evenings and weekends)	This group will join other Hello Ireland groups for evening and weekend activities and outings.
Accommodation and catering	As set out in Hello Ireland brochure and web site
Net fee (for agents)	Programme and activities: 630 Euro for 2 weeks Accommodation and full board: 590 Euro for 2 weeks

New!

1.4 English and Media Studies (Code HI 008)

This programme is designed to give students the opportunity to apply their English to radio and television broadcasting. In addition to formal English classes relating to the practical sessions, students will undertake studio sessions comprising scriptwriting, camera and sound recording, production and editing. The group's creative output will be available on You-tube. For a detailed programme visit www.helloireland.ie

Target group	EU and Irish teenagers over 15 years. Non-Irish students should have studied English for at least 3 years and have reached at least Intermediate level.
Start date and Duration	Wednesday 18 th July Duration 2 weeks
Activities and outings (evenings and weekends)	This group will join other Hello Ireland groups for evening and weekend activities and outings.
Accommodation and catering	As set out in Hello Ireland main brochure
Net fee (for agents)	Programme and activities: 630 Euro for 2 weeks Accommodation and full board: 590 Euro for 2 weeks



New!

1.5 English with Outdoor Pursuits Activity Programme Code HI015

This programme is designed for young people who enjoy being outdoors and experiencing new activities in a new place with international classmates. Each day will commence with English classes relating to the outdoor pursuit planned for that day. The English teacher will concentrate on vocabulary and conversation that will enable the students to interact in English, with confidence and apply their skills during activities. The outdoor pursuits will include a range of watersports (e.g. surfing, sailing, canoeing), mountain walks and orienteering, mountain biking, archery and golf. In the evenings and at weekends, this group will join other Hello Ireland groups for general recreational activities and outings. Full details in our website www.helloireland.ie

Target group	Teenagers from 13- 17 years
Start date and Duration	Starting Wednesday 4 th July, 18 th July or 1 st August Duration 2 weeks
Activities and outings	These are mainly integrated into the programme. This group will join other Hello Ireland groups for evening and weekend activities and outings.
Accommodation and catering	As set out in Hello Ireland main brochure and web site.
Net fee (for agents)	Programme and activities: 630 Euro for 2 weeks Accommodation and meals: 590 Euro for 2 weeks

New!

1.6 Soccer Camp for Teenagers (Code HI 009)

This programme is designed to allow participants develop their skill and knowledge of football through participation and coaching. In addition to a broad and comprehensive coaching programme supervised and managed by fully qualified coaches, participants will have access to individual fitness measurement and gymnasium facilities. It is planned to have a mixed nationality group where they will enjoy and learn football through English and interaction with others. Additional English classes are available as an optional extra.

Target group	EU and Irish teenagers aged 12 to 17 years
Start date and Duration	4 th July and 18 th July Duration 2 weeks
Activities and outings (evenings and weekends)	This group will join other Hello Ireland groups for evening and weekend activities and outings.
Accommodation and catering	As set out in Hello Ireland brochure and web site
Net fee (for agents)	Programme and activities: 420 Euro for 2 weeks Accommodation and full board: 590 Euro for 2 weeks

New!

1.7 English Examination Class (Test of Interactive English) (Code HI005)

This programme has been requested by students who have attended Hello Ireland Teenagers programmes in past years. It will comprise 6 hours English per day and will follow the syllabus for the Irish state examination, Junior TIE www.tie.ie. Learning English through music, drama, literature and computing will be an integral part of the programme. For a detailed programme visit www.helloireland.ie

Target group	Teenagers over 15 years who have studied English for at least 3 years and who have reached at least Intermediate level.
Start date and Duration	Wednesday 18 th July 3 weeks
Activities and outings (evenings and weekends)	This group will join other Hello Ireland groups for evening and weekend activities and outings.
Accommodation and catering	As set out in Hello Ireland brochure and web site



Net fee (for agents)	Programme and activities: 400 Euro for 3 weeks Examination Fee : 70 Euro Accommodation and full board: 800 euro for 3 weeks
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2. CHILDREN

Summer Camp for Children (Code HI011)

Hello Ireland has been running a Summer camp for Irish children for over 15 years. In 2012 we welcome children from overseas countries. It comprises a wide range of indoor and outdoor sports and activities, arts and crafts and computing. English classes are an optional extra.

Target group	Children aged 8-14
Start date and Duration	Starting on the following Wednesdays: July 4 th , July 11 th , July 18 th and July 25 th . Duration: 1, 2, 3 or 4 weeks
Accommodation and catering	Children are placed in local families. The family provides evening activities and one outing each weekend.
Net fee (for agents)	Programme :310 Euro for 2 weeks Accommodation and full board : 340 Euro for 2 weeks

3. UNDERGRADUATES

3.1 English Conversation Programme for Undergraduates (Code HI004)

This programme ran for the first time in 2009 and will be repeated in 2012. It will comprise 25 hours English per week and will follow the syllabus for the Irish state examination, TIE www.tie.ie. A very important aspect of the programme is that it operates in conjunction with the WIT Summer School for students from USA Universities. The two groups share recreational activities and outings; this social interaction across continents makes the programme unique.

Target group	Undergraduates from European, Egyptian and Asian Universities who have a good level of English (at least intermediate).
Start date and Duration	Monday 25 th June 2012 Duration: 3 weeks
Activities and outings	At least two day-trips per week to places of historical and cultural significance. One weekend trip. 3 evening activities per week.
Accommodation and catering	As set out in Hello Ireland brochure and web site
Net fee (for agents)	Programme and activities: 400 Euro for 3 weeks Examination fee: 70 Euro Accommodation and full board:800 Euro for 3 weeks

New!

3.2 Intensive Academic and Conversational English for Pre-Erasmus Exchange Students (Code HI003)

This programme is specifically for EU students planning to undertake a semester or year in an English speaking University or Institute in Ireland or the UK. It will assist them to develop confidence in listening, speaking and writing English and will enhance their ability to succeed academically and gain credit towards their degree. A parallel programme of activities has been designed to introduce them to living independently in a new country. For a detailed programme visit www.helloireland.ie



Target group	Undergraduates from European Universities who plan to join an Erasmus exchange programme. They should have at least intermediate level English.
Start date and Duration	Monday 13 th August 2012 2 weeks
Activities and outings (evenings and weekends)	Informal learning opportunities and social activities are integrated into the programme
Accommodation and catering	As set out in Hello Ireland brochure and web site
Net fee (for agents)	Programme and activities: 400 Euro for 2 weeks Accommodation and full board: 590 Euro for 2 weeks



HELLO IRELAND TEENAGERS PROGRAMME (Code HI 006)

Introduction

This programme is designed for young people aged 12 to 17 years, who are learning English in school and who wish to improve their skills in an English speaking setting. The aims of the programme are :-

- To develop communication skills, through formal classes and through use of English in daily life.
- To re-inforce learning of grammar and syntax
- To improve listening and writing skills.
- To develop some independent living skills in a safe setting
- To have opportunities for sports and recreation.
- To learn about the culture and heritage of Ireland.

The balance in the programme is therefore about 50% informal learning through activities and 50% formal learning in the classroom.

On arrival a placement test will be administered and based on the results, students will study in a group who are at the same level. Levels offered include:

- Elementary
- Pre-Intermediate
- Intermediate
- Upper intermediate.

Advanced level students are advised to consider our English Examination Class (TIE).

Admission Criteria

Age 12 to 18 years.

Should have completed at least one year of English in School.

English Programme

This is provided by Waterford Academy of Education, which is recognised by the Irish Department of Education for the teaching of English as a Foreign Language.

All teachers in WAE are graduates, hold a TEFL Certificate and have experience of working with young people.

Formal English classes are run for 17 hours per week for 2 weeks..

Average class size is 15 students.

Since language is all about communication, classes will be very interactive and learning will be fun. Teachers will use a variety of methods and media to encourage participation.

In addition to classroom English, participants will have daily access to computers. They will prepare individual illustrated blogs recording their experiences and learning. These blogs can be viewed by family and friends at home. They will also have access to on-line English resources and e-mail.



At the end of the programme each student will sit a test to show how much their English has improved during their stay. They will be awarded a certificate which states that they attended and improved their English. In the afternoons and at weekends, there is a busy schedule of activities and outings to suit all tastes. These include sports, music, library, games, movies. The excursions will include seaside, mountains, castles and shopping.

Participants will have full-board in a nearby student village which offers single and double rooms with en suite facilities and internet access. This facility has a 24 hour reception and supervision to ensure the safety and welfare of all participants in our programmes.

Activities Programme.

This is one of the most varied and innovative programmes on offer in Ireland.

Activities and outings are organised for afternoons, evenings and weekends. This year we are offering three optional sets of activities A , B or C.

Please refer to the Activities section of our website for details

Accommodation and Full Board

This is provided in Manor Village. For full details of this excellent facility, please visit the accommodation section of our web site.

Starting Dates.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

Groups start on the following Wednesdays:

July 4th,
July 11th,
July 18th and
July 25th.

Duration 2 weeks,



ENGLISH AND SPECIAL THEMED PROGRAMMES FOR OLDER TEENAGERS

Background

There is a strong demand in Ireland for English Summer programmes for EU teenagers, especially those from Italy and Spain. Hello Ireland has provide such programmes for the past four years (see Hello Ireland Teenagers Programme – code HI 006). This has been very successful.

Normally the general teenagers programmes comprise morning classes in English and a range of sporting activities and outings in the afternoon and evenings. The average age of students is around 14 years (ranging from 11 to 19). The Hello Ireland Board has observed that there is a cohort of older teenagers who have attended such programmes in Waterford or in other places for two or more years and are starting to find their content repetitive.

We carried out a market survey with this group of teenagers in Summer 2011 and the results showed there would be a strong interest in a different type of programme, focusing on particular **themes** or activities. The activity may be related to the student's future studies in university.

In discussions with students who have completed Hello Ireland general English and activities Summer programmes, we have identified strong demand for the following **themes of interest**.

- English, Environment and Biodiversity
- English and Media (TV and Radio)
- English Literature , Drama
- Soccer camp through English
- English and Outdoor Pursuits.

A growing body of research supports the **experiential learning** of languages which utilises the whole brain. The benefits include:

- Provision of “real” contexts for language learning
- Opportunities to listen to specialists using English in context
- Opportunities to practice language and take risks with new vocabulary and idiom in an enjoyable and non-threatening situation
- Opportunities to become fluent in a theme which interests the student and build confidence.

It has been a serious criticism of Summer language programmes that visiting students do not have the opportunity to meet Irish students. For the themed programmes listed above, we plan to include Irish students in the themed activities.



ENGLISH, ENVIRONMENT AND BIODIVERSITY (Code HI 010)

Overview of the English, Environment and Biodiversity Programme (Code HI 010)

As the title suggests the focus of the language and activities will be on this theme.

There will be around 7 class contact hours per day and the average day will comprise:-

- A 2 hour English Class focusing on the topic for the day, familiarising students with the associated vocabulary and idiom.
- A one hour presentation and discussion by an expert on this topic.
- A visit to an area where students can see examples of the topic of the day. They may have a guided tour or they may be required to collect biological data.
- If they have collected data, they may visit the Irish National Biodiversity Record Centre, located in Waterford, where they can enter the data in the computer database, thereby seeing Biological data recording in action.

An important aspect of the programme is that we plan to include Irish students in the expert class and the related outing / activity.

Here are some examples of the themes and activities we plan to include:-

- Over view of the Geography, Geology and Biology of Ireland.
- Introduction to Biological Data Recording.
- Coastline environments (Waterford has a Heritage Geo-park coastline)
- Coastal Mammal and Birdlife life (boat trip)
- Field and Woodland Life (data collecting)
- Irish Bogs , visit to Fenor Bog, a nature reserve.
- Mountains and glaciation (hill walk to Coumshingaun, a corrie lake)
- Forests, lakes and rivers.

Admission Criteria

- Age 16-19 years years.
- Should have completed at least three years of English in School.
- At least Intermediate level competence in English.
- A strong interest in this theme.

English Programme and Themed Instruction

This is provided by Waterford Academy of Education, which is recognised by the Irish Department of Education for the teaching of English as a Foreign Language.

All English teachers in WAE are graduates, hold a TEFL Certificate and have experience of working with young people. Local Experts will provide classes on the topic of the day and will provide an escort for the group for related activities,.

Group Size : 15 to 20 students.



Activities Programme.

Most of the activities relating to the theme are built into the programme and keep the students busy all day. In the evenings and at weekends., the students join other Hello Ireland students.

One very special outing planned for this group is a visit to the Irish National Botanic Gardens in Dublin.

Accommodation and Full Board

This is provided in Manor Village. For full details of this excellent facility, please visit the accommodation section of our web site.

Starting Date.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

This themed programme will start on Wednesday July 11th,
Duration 2 weeks.



English Literature and Drama Programme (Code HI 014)

As the title suggests the focus of the language and activities will be on this theme.

There will be around 7 class contact hours per day and the average day will comprise:-

- A 2 hour English Class focusing on reading and discussing a range of well known novels. We will use graded readers so that the students can understand the essence of the context, plot and style.
- A one hour class on the reading and understanding of a short drama.
- In the afternoons the students will work with a local Drama instructor to prepare a production comprising 2 or three short plays (at least one of which will be from the works of Shakespeare and one will have some musical content)

An important aspect of the programme is that we plan to include Irish students in the expert class and the practical drama sessions.

Here are some examples of the what's included in the drama sessions:-

- Overview of the steps involved in putting on a play.
- Acting exercises
- Auditions and role allocations.
- Stagecraft (sets and costumes)
- Linking music and drama
- Directing a play.
- Bringing the play to an audience (in a theatre and/or on-line)

Admission Criteria

- Age 16-19 years years.
- Should have completed at least three years of English in School.
- At least Intermediate level competence in English.
- A strong interest in the study of literature and drama.

English Programme and Themed Instruction

This is provided by Waterford Academy of Education, which is recognised by the Irish Department of Education for the teaching of English as a Foreign Language.

All English teachers in WAE are graduates, hold a TEFL Certificate and have experience of working with young people.

Local Drama Experts will provide classes on the practical drama sessions.

Students will have access to good performance facilities.

Group Size : 15 to 20 students.

Activities Programme.

Most of the activities relating to the theme are built into the programme and keep the students busy all day.

In the evenings and at weekends., the students join other Hello Ireland students.

Please refer to the Activities section of our website for details

One very special outing planned for this group is a visit to one of Ireland's major theatres to see backstage.



Accommodation and Full Board

This is provided in Manor Village. For full details of this excellent facility, please visit the accommodation section of our web site.

Starting Date.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

This themed programme will start on Wednesday July 18th,

Duration 2 weeks



English and Media (TV and Radio) Programme (Code HI 008)

As the title suggests the focus of the language and activities will be on the theme of production and presentation of TV and Radio programmes and films.

There will be around 7 class contact hours per day and the average day will comprise:-

- A 2 hour English Class focusing on language and idiom relating to practical media work..
- A one hour presentation by a professional on an aspect of TV or Radio work .
- In the afternoons the students will work with professional TV and radio producers to prepare a short film and a short radio programme.
- Some of this work will take place in professional studios e.g. Nemeton TV Film Co., and Waterford Local Radio. This will provide exposure to professional cameras, recording and editing equipment
- The outcome of the student's work will either be broadcast or displayed on line.

An important aspect of the programme is that we plan to include Irish students in the expert class and the practical programme making sessions.

Here are some examples of the what's included in the practical sessions:-

- Overview of the steps involved in preparing sound and TV programmes
- Script writing and story boarding
- Each student has the opportunity to shoot film, record sound, interview on screen, in a studio
- Work on location
- .Carry out editing and inishing work.
- Bringing the outcome of the students work to an audience (either through broadcasts or on-line)

Admission Criteria

- Age 16-19 years years.
- Should have completed at least three years of English in School.
- At least Intermediate level competence in English.
- A strong interest in the practical aspects of making radio and television programmes.

English Programme

This is provided by Waterford Academy of Education, which is recognised by the Irish Department of Education for the teaching of English as a Foreign Language.

All English teachers in WAE are graduates, hold a TEFL Certificate and have experience of working with young people.

Local Media Experts will provide classes on the practical programme making sessions.

Students will have access to good studio, recording and editing facilities.

Group Size : 15 to 20 students.

Activities Programme.

Most of the activities relating to the theme are built into the programme and keep the students busy all day.



In the evenings and at weekends., the students join other Hello Ireland students.
Please refer to the Activities section of our website for details

Accommodation and Full Board

This is provided in Manor Village. For full details of this excellent facility, please visit the accommodation section of our web site.

Starting Date.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

This themed programme will start on Wednesday July 18th,

Duration 2 weeks



ENGLISH WITH OUTDOOR PURSUITS ACTIVITY PROGRAMME

(Code HI 015)

Introduction

This programme is designed for young people aged 12 to 17 years, who are learning English in school and who wish to improve their skills in an English speaking setting while also enjoying a varied and exciting outdoor pursuits programme each day after class.

The English course and outdoor pursuits programme is further complemented by weekend excursions and social evening where participants can relax with teenagers from the other courses and other countries. The aims of the programme are :-

- To develop communication skills, through formal classes and through use of English in daily life.
- Particular emphasis will be placed on the language of outdoor pursuits.
- To experience the fantastic outdoors of Ireland in a fun filled outdoor pursuits programme.
- To learn about the culture and heritage of Ireland.
- Interact with students from other cultures and nationalities.

Admission Criteria

Age 15 to 18 years.

Should have completed at least one year of English in School.

English Programme

This is provided by Waterford Academy of Education, who are recognised by the Irish Department of Education for the teaching of English as a Foreign Language.

All teachers in WAE are graduates, hold a TEFL Certificate and have experience of working with young people.

Formal English classes are run for 12-15 hours per week for 2 weeks.

Average class size is 15 students.

Since language is all about communication, classes will be very interactive and learning will be fun. Teachers will use a variety of methods and media to encourage participation.

Activities Programme.

This is one of the most varied and innovative programmes on offer in Ireland.

Our outdoor pursuits and outings are organised for afternoons, evenings and weekends. Since Waterford is located near the coast, students can participate in fantastic outdoor pursuits programmes at the beautiful seaside resorts of Tramore and Dunmore East.



Examples include:-

Dunmore east adventure centre : Kayaking, Archery, Sailing
Tramore - Eco walk, Surfing , Windsurfing, Coastal walk
Comeragh Mountains – Orienteering, hill walking, rock jumping, mountain biking

Since safety is always a priority at Hello Ireland , there will be intensive programmes on marine and mountain safety .

In the evenings students can avail of a variety of activities which allow them to interact with students on other courses in a more informal social environment. These include discos, karaoke, music, library, games, movies. Each student will also go on a full day excursion each weekend to Kilkenny, Cork or Dublin.

Accommodation and Full Board

This is provided in Manor Village. For full details of this excellent facility, please visit the accommodation section of our web site.

Starting Dates.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

Groups start on the following Wednesdays:

July 4th,
July 11th,
July 18th and
August 1st.

Duration 2 weeks,



SOCCER CAMP FOR TEENAGERS (Code HI)

Introduction

This programme is designed for young people aged 12 to 17 years, who are passionate about football and would like to improve their skills and knowledge of the game through an exciting and fun filled soccer camp at our new Sports Campus. The course is a new venture designed to give teenagers the experience of interacting with other participants from different countries who also have a keen interest in their chosen sport of football. The programme is further complemented by weekend excursions and social evening where participants can relax with teenagers from the other courses and other countries. The aims of the programme are :-

- To develop your knowledge of all the key components of football.
- To develop and enhance your technical ability
- To identify areas of your game that can be improved.
- To promote healthy living and lifestyle through education
- To improve your diet and nutrition
- To assist in developing a training programme to maximise your potential
- Goal setting.
- Team Building Activities
- Fitness Testing and Report
- Communicate through the common language of football.
- Interact with other teenagers from other countries through football.

The course is communicated through English.

On arrival students will be issued with a starter pack and guided through the fundamentals of the course with our fully qualified Soccer coaching team.

Admission Criteria

Age 12 to 18 years.

Basic understanding of English.

Soccer Programme

This is provided by Waterford Institute of Technology Campus Services and is based at Carraiganore Sports Campus.

The student to coach ratio is 1 to 12. .

The course will contain technical, physical and educational classes.

In addition students will participate in competition and league against others.

In the evenings and weekends students can relax with additional recreational and excursion programmes. They will be able to interact with students on other courses in a more informal social environment. These include discos, karaoke, music, library, games, movies. Each student will also go on a full day excursion at the weekends to Cork and Dublin.

Accommodation and Full Board



Participants will have full-board at our student village accommodation which offers single rooms with en suite facilities and internet access. This facility has a 24 hour reception and supervision to ensure the safety and welfare of all participants in our programmes.

Starting Dates.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

Groups start on the following Wednesdays:

July 4th,
July 11th,
July 18th and
July 25th.

Duration 2 weeks.



ENGLISH EXAMINATION CLASS : TEST OF INTERACTIVE ENGLISH

(Code HI 005)

Background

To date Hello Ireland classes for teenagers have involved conversational English combined with an activities programme. Several of our agents and students have requested an examination class for older teenagers. We have researched this and have chosen the Irish Test of Interactive English; Junior programme (www.tie.ie). This is a national programme with international recognition in several EU countries. We have chosen it for our teenagers Summer programmes because it focuses on the skills required for communicating in an English speaking environment. This seems more appropriate for Summer learners in that it will complement the more theoretical approach to language learning which is necessary in their home schools.

Admission Criteria

In order to join this programme students should normally have :-

- completed at least 3 years study of English
- have achieved Intermediate level English with good grades (a placement test can be undertaken if necessary)
- an age of 16 to 19 (some younger students who have shown strong linguistic aptitude may be admitted)

Class Size and Teaching

Classes will not exceed 15 students. Teachers are all graduates with TEFL certification and experience in EFL teaching. Classes are interesting and interactive and utilise a wide range of modern learning aids.

Duration and Dates

The programme duration is 3 weeks.

Classes will commence on Wednesday 18th July

Curriculum , Timetable – Academic and Activities

There are three practical components to the TIE preparation. Students carry out these tasks and record them in a logbook:

- a short project on a subject of interest to him/her
- read a book of the student's choice in English at the student's level
- Follow a News Story in the newspapers and/or on TV or radio.

Students will have 6 hours tuition per day, Monday to Thursday, 9 am to 4pm.

Each day will comprise:-

4 hours formal English classes focusing on the three tasks listed above.

Classes will be very interactive and will use technology to assist learning.



These formal classes will be punctuated with the following additional classes to permit more informal English language learning:-

- one hour computing
- one hour drama / music / dance

They will have one hour lunch / leisure break each day.

On Fridays, they will have 3 hours classes in the morning and the rest of the day will be devoted to private study / project work.

Details of the assessment are provided on the TIE website www.tie.ie

In the evenings and weekends the examination group will join Hello Ireland activities – sports, games, films, social evenings and outings. Please refer to the Activities section of this site to see the range of options.

Accommodation and Catering

Classes will take place in Waterford Institute of Technology www.wit.ie and students will stay in WIT student apartments at Manor Village.



HELLO IRELAND Summer Camp for Children (Code HI 011)

Introduction

Hello Ireland has been running a Summer camp for Irish children since 1994. To date it has been attended by Irish children and the children of visitors holidaying in Ireland. In 2012 we will welcome children from overseas countries.

The camp comprises a wide range of indoor and outdoor sports and activities, arts and crafts and computing. English classes are an optional extra.

Camp is located in the safe enclosed campus of Waterford Institute of Technology and this provides access to a wide range of excellent facilities.

Admission Criteria

Age 8 to 14 years.

Hello Ireland must be informed in advance if a child has any special needs.

English Programme

The language of the camp is English and all activities will be supervised by staff who speak English at all times. All staff will have some training in dealing with non-English speaking children

Most of the children attending will be Irish children, speaking English.

In such an environment children pick up language very easily and naturally, driven by their need to communicate.

Short English classes each day can be arranged as an optional extra.

Activities Programme.

Camp lasts for 6.5 hours per day – from 10am to 4.30pm. Monday to Friday.

Here are some examples of the activities provided for the children:-

- Sport (outdoors) – soccer, tennis, hockey, gaelic games, athletics
- Sport (indoors) – basketball, badminton, swimming, mini-games
- Leisure and field trips – orienteering, bouncy castle, pedal karts, treasure trail.
- Arts and Crafts – fun painting, kite making and other crafts
- Computing – use of simple graphics programmes. Web searches.

Of course, these are adapted for the different age groups.



Accommodation and Full Board

Children are placed in local families.

The host families are inspected and selected very carefully to ensure the safety and welfare of each child.

Normally a family hosts 2-3 children, sharing rooms and facilities.

The family provides breakfast, an evening meal and a picnic lunch for the child.

Safe transportation is provided from the host family to the camp in the morning and back in the evening.

The host family provides evening activities and one outing each weekend.

Safety is our Priority

All the camp programmes are staffed by a qualified and highly motivated team who enjoy working with children.

The ratio of staff to children is set at a maximum of 10.

There is a supervisor and group leader present at all times with the children.

First aid and medical assistance is on hand at all times.

Home stays are selected carefully and arrangement for safely transporting the children are also carefully planned.

Starting Dates.

Most Hello Ireland programmes start on Wednesdays so that students can avail of lower airfares and less busy airports and transfers. It also allows students two full weekends to enjoy their stay in Ireland.

Children's camp groups start on the following Wednesdays:

July 4th,

July 11th,

July 18th and

July 25th.

Duration; Children can stay for 1 to 4 weeks.



ENGLISH CONVERSATION CLASS FOR UNDERGRADUATES (Code HI 004)

This programme ran for the first time in 2009 and will be repeated in 2012. It will comprise 25 hours English per week and will follow the syllabus for the Irish state examination, TIE www.tie.ie

A very important aspect of the programme is that it operates in conjunction with the WIT Summer School for students from USA Universities. The two groups share recreational activities and outings; this social interaction across continents makes the programme unique.

Admission Criteria

In order to join this programme students should normally:-

- have completed at least 3 years study of English
- have achieved at least Intermediate level English with good grades (a placement test can be undertaken if necessary)
- be an age of 17 or more
- consider fluency in English as part of your career development

Class Size and Teaching

Classes will not exceed 15 students. Teachers are all graduates with TEFL certification and experience in EFL teaching. Classes are interesting and interactive and utilise a wide range of modern learning aids.

Duration and Dates

The programme duration is 3 weeks.

Classes will commence on Monday 25th June 2012.

Curriculum , Timetable – Academic and Activities

There are three practical components to the TIE preparation. Students carry out these tasks and record them in a logbook:

- a short project on a subject of interest to him/her
- read a book of the student's choice in English at the student's level
- Follow a News Story in the newspapers and/or on TV or radio.

Students will have 6 hours tuition per day, Monday to Thursday, 9 am to 4pm. In order to permit outings with the students from USA, some days classes may extend to 6pm.

Each day will comprise:-

4 hours formal English classes focusing on the three tasks listed above.

Classes will be very interactive and will use technology to assist learning.



These formal classes will be punctuated with the following additional classes to permit more informal English language learning:-

- one hour computing (blogs and on-line exercises)
- one hour drama / music / dance

Students will have one hour lunch / leisure break each day.

On Fridays, they will have 3 hours classes in the morning and the rest of the day will be devoted to private study / project work.

Details of the course and the assessment are provided on the TIE website www.tie.ie and in the extract below.

In the evenings and weekends this Undergraduate group will join in either the Hello Ireland activities – sports, games, films, social evenings and outings or the activities organised by WIT for the USA Summer students . There will be no time for boredom!

Accommodation and Catering

Classes will take place in Waterford Institute of Technology www.wit.ie and students will stay in WIT student apartments at Manor Village.

Please refer to the accommodation section of this web site for details.

Student Feedback

Please visit the testimonial section of our website.



Intensive Academic and Conversational English for Pre-Erasmus University Exchange Students (Code HI003)

This programme is mainly for EU students planning to undertake a semester or year in an English speaking University or Institute in Ireland or the UK. It will assist them to develop confidence in listening, speaking and writing English and will enhance their ability to succeed academically and gain credit towards their degree. A parallel programme of activities has been designed to introduce them to living independently in a new country.

Admission Criteria

In order to join this programme students should normally have :-

- completed at least 3 years study of English
- have achieved at least Intermediate level English with good grades

It is not essential to have an organised Erasmus placement and some students attend just to improve their English before returning to their home University.

Teaching

Teachers are all graduates with TEFL certification and experience in EFL teaching. Classes are interesting and interactive and utilise a wide range of modern teaching and learning aids.

Duration and Dates

The programme duration is 2 weeks.

Classes will commence on Monday 13th August 2012.

Curriculum , Timetable – Academic and Activities

This programme will comprise 22 hours per week of formal English classes spread over two weeks. It is focused on the practical language and academic skills required for:-

- Listening and note taking.
- Classroom conversations – questioning and joining discussions.
- Academic writing – essays and reports.
- Using the Library and IT system.
- On-Line English supports and resources.
- Doing examinations through English.

In addition, there is an informal English and adaptation programme, over four afternoons per week.

There are two important aspects of this part of the programme

1. students will be given opportunities to use the English language in settings outside the classroom. These include – visits to a Doctor’s surgery, going shopping, using the gymnasium and sports facilities, using public transport, a visit to the police station.
2. students develop confidence and awareness of living independently.as a student in another country. This includes keeping themselves healthy and safe at all times.



In the evenings and weekends there will be opportunities for sports, games, films, social evenings. At the weekend there will be an outing to Dublin.

Students transferring to Universities and Institutes outside Waterford, will be assisted with their moving arrangements.

Accommodation and Catering

Classes will take place in Waterford Institute of Technology www.wit.ie and students will stay in WIT student apartments at Manor Village.

Please refer to the accommodation section of this web site for details.



Family Study Holidays

From time to time parents and other family members would like to visit Ireland whilst their children and teenagers are undertaking Hello Ireland Programmes.

Hello Ireland has an arrangement with Waterford Academy of Education for the provision of this service. And you can find details and an expression of interest form on their Web Site www.wae.ie

Depending on your preference, WAE can arrange for you to:-

- Rent a house for one month. This can be in Waterford City, in Tramore (a nearby seaside resort) or in Dunmore East (a nearby picturesque fishing village)
- Stay in a student apartment in a student village
- Stay in a guesthouse or a hotel.

If you wish WAE can organise a rental car for you at very good rates.

We can customize an itinerary for you comprising visits to places of interest and access to a wide range of sporting activities.

English classes for adults can be included.

If you are interested in this opportunity, please send an expression of interest to info@wae.ie as soon as possible. A form for this can be found on our website at www.wae.ie When we receive your expression of interest, we will

- Draft an itinerary for you
- Provide a costing for the suggested itinerary

When you have reviewed the proposal, you can decide if this is suitable for you.



HELLO IRELAND - Activities, Entertainment and Excursions.

Hello Ireland participants have access to an exceptional range of activities and facilities. These are provided primarily through the Waterford Institute of Technology, which has developed an entire Sports Campus with all modern sport and recreational opportunities. In addition the community in Waterford City and environs welcomes Summer visitors and students and this opens a huge range of interesting social and cultural opportunities.

The Board of Hello Ireland plans activities for each group, to suit their age and interests. This is done through dialogue with our Agents who work on our behalf in the recruitment of overseas students. A package of activities will be agreed with each Agent in advance and it is the responsibility of the Agent to ensure the participants understand which of the activities listed are included in their particular package.

The information below outlines some of the activities and outings we plan for Summer 2012. The Table below this list sets out three options for participants in general programmes. In the case of specialised programmes, the daytime activities will be integrated into the programme and the group will join other Hello Ireland students for evening and weekend activities and outings.

1. Sporting Activities
 - (a) Outdoor – these include soccer, gaelic games, hockey, tennis, cricket, archery, golf, horse riding
 - (b) Indoor – these include volleyball, basketball, badminton, table tennis, pool
2. Outdoor Pursuits – orienteering, surfing, kayaking, swimming, hill-walking, paddle boating, mountain biking, karting, wildlife walk.
3. Cultural Activities – walking tour of Waterford City, visit to Waterford Bishop's Palace, Visit to Waterford Crystal Visitor's Centre, traditional Irish dance and music event, use of library and computing facilities.
4. Social events – Treasure hunt, quizzes, games night, barbecue and disco, film night, karaoke,
5. Short Excursions – the seaside resort of Tramore is only 6km from Waterford.
6. Day Excursions – Visit the magical mediaeval city of Kilkenny. Spend a day in Dublin or Cork. Tour the beautiful coastline of Waterford with its many sandy beaches, fishing villages and peaceful coves.
7. Free Time – some students like a free day on Saturday or Sunday to rest or enjoy some shopping or private exploration. This can be arranged for them

In addition to the activities listed on the next page, Golf and horseriding are also available locally and we are happy to organise them. Including these activities will add extra costs to the package

Cost of 20 hours English plus activities per person (2 weeks)		€420 per person	€440 per person	€460 per person
Cost of 20 hours English		PACKAGE A	PACKAGE B	PACKAGE C
	Excursions	2 full day excursions	2 Full + 1 Half day per week	2 Full + 2 Half day per week
	Activities	Minimum of 12 from list x	Minimum of 12 from list x and 3 from list y.	Minimum of 12 from list x and 3 from list y and 3 from list z..
X	Walking Tour Waterford City			
X	Barbecue and Disco x 2			
X	Karaoke night			
X	Sports Afternoons (football, volleyball, basketball etc)			
X	Kilkenny (Full Day Trip)			
X	Dublin or Cork (Full Day Trip)			
X	Treasure Hunt			
X	Gaelic Games afternoon			
X	Quiz night			
X	Games Night			
X	Dance Class			
X	Greyhound Racing			
X	Traditional Music Night			
X	Visit to Local Historical site			
Y	Half day Excursion (Wexford or Mitchelstown Caves)			
Y	Copper Coast Geopark Excursion			
Y	Waterford Crystal Tour			
Y	Cinema night			
Y	Laserblast			
Y	Ten Pin Bowling			
Z	Dunmore east adventure centre (Kayaking, Archery, Sailing)			
Z	Eco walk			
Z	Surfing			
Z	Pitch and putt			

Accommodation and Catering



Undergraduate and Teenagers participating in Hello Ireland programmes stay in Manor Village, comprising student apartments used outside Summer period by students at Waterford Institute of Technology. It is a modern building with a welcoming feel and bright airy facilities. It is located within walking distance of the WIT campus and of the city centre and is only a short bus trip from the beautiful seaside resorts of Tramore and Dunmore East.

Each student has an individual en suite study bedroom complete with internet access. These rooms are clustered in groups of 3 to 5 which permits students to share a fully fitted kitchen and a living room with television. This provides our Hello Ireland students with both privacy and the opportunity to socialise and interact with other students. In addition there is a supermarket on site, a communal games room and a laundry. Clean bed linen is provided.

Children under 11 years are housed with local families. All our homestays have been inspected to ensure they are of a high standard and that there is a family which will welcome their young visitors. Normally two or three children are allocated per family. The family provides all meals and weekend outings.

Catering

All meals for teenagers, undergraduates and group leaders are provided in WIT restaurants. These are located near Manor Village. They are self-service and offer a good selection of high quality nutritious food produced on-site by WIT chefs. When students go on day-trips, arrangements are made for picnic meals.

Safety is Our Priority

Waterford is a safe city with a low level of crime. Manor Village is located near a main road in a safe area and access is through a well-lit car park at the front of the building. Manor Village has a 24 hour reception and security presence. All parts of the building are covered by CCTV which is monitored 24/7. There are separate designated parts of the village for male and female students. Entrance to the building, to each apartment and to each study bedroom is by swipe card only. The access cards are unique to each student. This gives three levels of security.



AGENT APPLICATION FORM

Please complete this application, save it and send it as an attachment to helloireland2@gmail.com
Section 1 is essential for our agents database. The other sections provide optional information which would help us to serve you better.

1. Contact Details

Name of the Agency	
Registered Company Name	
Trading Name	
Year of establishment	
Name of Company Owner	
Name of Chief Executive	
Name of Contact Person	
Address of Head Office (Street / City / Country)	
Telephone Number (include codes)	
Fax Number	
Email	
Website	

2. Experience and Background

2.1 If required by your country, do you hold the necessary accreditation for recruiting students for study overseas.

Yes [] No []

If you have ticked "yes", please complete the questions below,

2.2 Is your company involved in any of the following

- Immigration / Emigration Consultancy []
 Student Loans []
 Providing educational programmes []

2.3 How many staff in your company are engaged in full-time educational consultancy.....

2.4 Which countries are your main destinations for students wishing to study overseas.

.....



2.5 How many students does your company send abroad each year?

2.6 How many students did you send to Ireland last year?

2.7 Which groups of students do you cater for

- | | |
|---------------------------------|-----|
| High School placements overseas | [] |
| Pre-University Foundation Year | [] |
| Children | [] |
| Undergraduates | [] |
| Postgraduates | [] |
| Summer Schools | [] |
| Family Study holidays | [] |
| Continuing Education Groups | [] |
| Other | |

3. Services Provided by Your Organisation

3.1 How would you promote Hello Ireland programmes to your clients?

- | | |
|-----------------------|-----|
| Advertisements | [] |
| Website | [] |
| Attending Exhibitions | [] |
| Seminars | [] |
| Personal contacts | [] |
| Other (describe)..... | |

3.2 Do you have links with any schools or universities in your region?

If 'yes', please give examples.

3.3 Do you visit Ireland or UK in the course of your business?

If "yes", how frequently?

- | | |
|-----------------------|-----|
| More than once a year | [] |
| Once a year | [] |
| Once every few years. | [] |

3.4 Please provide name and contact details for one referee from an Institution you currently represent.



4. Declaration

I confirm that I have all the necessary registrations and permissions to act as an education agent recruiting students from the countries I have listed

I confirm that the company I represent is in good financial standing and that there are no financial risks to the clients we serve.

I undertake that the information provided in this application is true and accurate.

Signed on Behalf of the Prospective Agent

Signature

Name (printed).....

Position

Date



Hello Ireland : Terms and Conditions

1. Age: Hello Ireland is an extensive set of programmes in English and Activities for Irish and International children, teenagers and undergraduates in Waterford. The age range for each programme is specified on our web site and agent's handbook.

2. Fees: What's included:

As per programme programme descriptions.

English classes, library and computing access, recreational activities, sports, excursions, full board in student apartments (except for children who have homestay), transportation to and from classes.

Not included:

Travel insurance, airfares, bank charges or airport transfers

3. Accommodation Type: Single en-suite bedrooms in Residential Accommodation at WIT Student Village. Children can be placed in homestay.

4. Airport Transfers: An Airport transfer service is available provided by our own private luxury coaches, but must be booked in advance with Hello Ireland. There is an extra charge for this service.

5. Public Holidays: The first Monday of every August is a public holiday in Ireland. No lessons take place on this day but an excursion will be arranged for this day instead.

6. Medical Insurance: This is not provided as part of the course fee. Students are advised to take out private medical and travel insurance. All EU nationals should also bring a European Health Insurance Card, which covers public medical care. If you live outside the European Union, it is a requirement that you obtain personal insurance, not alone for your own protection but also for the processing of your study visa.

7. Visas: Non-EU nationals should contact their local Irish Embassy or Consulate or visit the Department of Justice website: www.irlgov.ie/justice for details of visa requirements. If you wish you can contact Hello Ireland directly and we can assist with your query.

8. Payment Policy: €60 payable per person with application form. The remainder is payable 4 weeks prior to the course start date. Payment can be made by bank transfer or credit card.

9. Damages: In the event of damages occurring to property of Campus Services or Waterford Institute of Technology, the Client (agency) is ultimately responsible for the payment of all invoices. It is in the interest of the client to make all guests aware of our policy regarding damages and it is the client's responsibility to ensure that payment for damages is made in full on receipt of the invoice.

10. Cancellation & Refund Policy

If a student booking is cancelled more than 14 days before the start date, a registration fee of €60 per person will be charged. All other monies in respect of the course fees will be refunded.

If a student booking is cancelled less than 14 days before the start date, one week's course fee per person will be charged

No refunds can be made after a course has started

If a cancellation occurs because of a visa refusal then a registration fee of €60 will be charged. All other monies in respect of the course will be refunded to the student.

If a course is cancelled by the Hello Ireland Board, a full refund of all monies paid will be made or we will attempt to find a suitable alternative programme for the applicant.



In the case of illness, students may ask for a course to be postponed to a later date. In this case the school will require a medical certificate. If a course is carried over to the next calendar year, there may be an extra fee payable.