

PRICE LIST 2019
IRELAND & UK

Emerald Cultural Institute



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cultural institute

Experience Tradition, Embrace Innovation

General and Specialised Courses

Prices valid from 7th January to 20th December 2019

General Courses	CODE	No. of Weeks	Fee per Week
Intensive Course (20 Hours Group Tuition)	GEN1	2 to 4 5 to 11 12 to 24	€270 per week €250 from week 1 €230 from week 1
Combined Course (20 Hours Group + 5 Individual)	GEN2	2 to 4 5 to 11 12 to 24	€560 per week €535 from week 1 €515 from week 1
Individual Tuition	GEN3		€68 per hour
Intensive Plus (26 Hours Group Tuition)	GEN4	2 to 4 5 to 11 12 to 24	€340 per week €315 from week 1 €295 from week 1
Cambridge Course Full-Time IELTS Course (20 Hours Group Tuition)	GEN5A GEN5B	2 to 4 5 to 11 12 to 24	€270 per week €250 from week 1 €230 from week 1
Intensive Plus Examination Intensive Plus Business Intensive Plus EAP (26 Hours Group Tuition)	GEN6 GEN7 GEN8	2 to 4 5 to 11 12 to 24	€370 per week €345 from week 1 €325 from week 1

Academic Year	CODE	25 Weeks	35 Weeks
Academic Year Programme 1 (20 Hours Group Tuition)	AYP1 extra week	€4,990 €195	€6,850 €195
Academic Year Programme 2 (26 Hours Group Tuition)	AYP2 extra week	€6,625 €265	€9,135 €255
Academic Year Programme 3 (Average 23 Hours Group Tuition)	AYP3 extra week	€5,810 €230	€7,995 €225

Specialised Courses	CODE	No. of Hours	Fee
Personal Intensive Course	SPC1 A SPC1 B SPC1 C	30 individual tuition 25 individual tuition 20 individual tuition	€1,740 per week €1,500 per week €1,240 per week
English For Executives	SPC2	20 small group tuition	€1,040 per week
Intensive Combined Course	SPC3	20 Group and 10 Individual tuition	€860 per week
Training Through English	SPC4	Contact the Institute for more details	

Teachers' Courses	CODE	No. of Hours	Fee
Primary Teachers' Course	SPC5	25 hours including lessons, seminars and cultural activities	€515 per week
Secondary Teachers' Course	SPC6		€515 per week
Introduction To CLIL	SPC7		€515 per week

General and Specialised Course Prices Include the Following:

Tuition (60 minutes per lesson)	Teaching materials	Study Centre & WiFi
Diploma on completion of course	Welcome Kit with guides & maps	Social Programme
Text Books NOT included (add €40 max per book)		

Non-EU students booking an academic year programme must register and pay for a recognised English examination. An examination deposit of €120 is required at the time of booking for all Non-EU students.

Course Registration Fee	€80 per student
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Family Accommodation	Fee
Family Half Board - Single Room	€210 per week
Extra nights in Family	€30 per night
Twin Room sharing (subject to availability)	€195 per week
Family Accommodation Price Includes:	
Bed & Breakfast, Evening Meal, Lunch at weekends	
Family Accommodation Supplements:	
Special Dietary Requirements (coeliac, gluten free, vegan, etc.)	+ €20 per week
Hot Lunch Voucher in school (Monday to Friday)	+ €50 per week
Host Family with private bathroom	+ €50 per week
Family Accommodation during Christmas (2 weeks)	+ €45 per week

Student Residences	Type	Fee
St. Raphaela's Residence Available January to December	Self-Catering: Single	€220 per week
	Self-Catering: Twin	€175 per week
Alexandra College (female only) Available January to December	Self-Catering: Single	€220 per week
	Self-Catering: Single Full Board Supplement	€260 per week + €190 per week

Hotel & Guesthouse Accommodation also available. Contact Institute for prices & availability.

Administration Fee (payable on all types of accommodation)	€75 per student
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Airport Transfers	Fee
Airport Transfer	€80 each way
Shared Transfer (only available for students travelling together)	€45 per student each way

Course Information & Dates 2019

Our General and Academic Year Programmes are available all year-round.

Classes are held Monday to Friday. Students can begin their course on any Monday morning at 9am (subject to availability).

Complete beginners can only start their course on the following dates in 2019: January 7th, March 4th, May 7th, July 1st, September 2nd, November 4th

The Institute will be closed for the following Public Holidays:

January 1st

March 18th

April 22nd (Easter)

May 6th

June 3rd

August 5th

October 28th

From December 22nd 2018 to January 6th 2019

From December 21st 2019 to January 5th 2020

In the case of public holidays which occur on a Monday, students may begin their course on the Tuesday of that week. Public holidays are non-refundable.

Intensive Plus Speaking Skills (GEN4)

Intensive Plus Speaking Skills (GEN4) – a minimum language level of pre-intermediate (A2) is required. This course is offered at the following levels: Pre-Intermediate (A2), Intermediate (B1), Upper Intermediate (B2).

Cambridge Examination Courses (GEN5A)

Cambridge Examination Courses are subject to an entrance test and the examination fees are not included.

Both the course and the examination dates are based on provisional Cambridge Examination dates at the time of publishing. Please check the exact dates with the Institute before making final travel arrangements.

Cambridge Examination Course Dates:

First Certificate in English Course (FCE)

January 7th to March 15th (10 weeks)

March 19th to June 7th (12 weeks)

July 1st to August 23rd (8 weeks)

September 23rd to December 13th (12 weeks)

Cambridge in Advanced English Course (CAE)

January 7th to March 22nd (11 weeks)

March 25th to June 14th (12 weeks)

September 23rd to December 13th (12 weeks)

Cambridge Examination Dates (provisional)

First Certificate in English (FCE)

March 15th

June 8th

August 22nd

December 14th

Cambridge in Advanced English (CAE)

March 23rd

June 12th

December 14th

IELTS Examination Course (GEN5B) and Intensive Plus IELTS Preparation (GEN6)

The IELTS examination is available on a number of different dates throughout the year. Please contact the Institute for further information.

IELTS examination preparation courses will run year-round subject to a minimum number of participants, starting from Target Score 5.0. (subject to an entrance test). The examination fee is not included in the course fees.

Intensive Plus Business (GEN7)

A minimum level of good intermediate (CEFR B2) is required for this course.

Intensive Plus EAP (GEN8)

January 7th, May 7th, August 12th, November 4th

English for Executive & Professionals (SPC2)

Course duration 1 week, 20 hours English for Executives & Professionals*

January 7th – 11th

February 4th – 8th

March 4th – 8th

April 8th – 12th

May 13th – 17th

June 10th – 14th

September 2nd – 6th

October 7th – 11th

November 4th – 8th

December 2nd – 6th

*In the event that we do not have any other applicants on these dates the student will be offered the same number of tuition hours of individual lessons at no extra cost. If participants do not have the correct level (CEFR B2 required) they will be redirected to other General course options.

Courses for Non-Native Teachers of English*

Primary School Teachers' Course (SPC5)

Two weeks: July 1st to July 12th

Secondary School Teachers' Course (SPC6)

Two weeks: July 15th – July 26th

Introduction to CLIL (SPC7)

Two weeks: August 19th to August 30th

*A minimum number of 6 participants is required to run the courses for Non-Native Teachers. In the event that there are fewer than 6 people on the scheduled dates, General English classes will be offered in the morning at the appropriate level with the teacher training modules to be held in the afternoons.

Examination registration & fees

Students booking an examination preparation course are not automatically registered for the examination and fees are not included in the course prices. Students should contact the Institute for information on available dates, costs and how to apply. It may be necessary to register for the examination, sit an entry test and pay the examination fees up to 12 weeks in advance. Examination dates and fees are subject to availability and may change.

Examination	Fee
Cambridge FCE	€180
Cambridge CAE	€190
IELTS	From €200 - €210
TOEIC	From €120
TIE	€120

Non-EU students booking an academic year programme must register, pay for and sit a recognised English examination. An examination deposit of €120 is required at the time of booking for all non-EU students.

Junior Summer Programmes, Ireland

Junior Summer Homestay Programmes	CODE	2 Weeks	3 Weeks	4 Weeks	Extra Weeks
Multi-Activity Course	SUM1	€1,610	€2,375	€3,095	€720
English + Football	SUM2	€2,160	€3,200	-	-
English + Horse Riding	SUM4	€2,210	-	-	-
English + Golf	SUM5	€2,210	-	-	-
Leinster Rugby Camp	SUM6	€2,160	-	-	-
Intensive Programme					
Conversation & Speaking Skills	SUM7-1	€1,610	€2,375	€3,095	€720
English for the Workplace	SUM7-2	€1,610	€2,375	-	-
Young Adult Programme	SUM8	€1,610	€2,375	€3,095	€720
Trinity Walton STEM Programme	SUM9	€2,220	-	-	-
English + Music	SUM10	€2,340	-	-	-

Junior Summer Residential Programmes	CODE	2 Weeks	3 Weeks	4 Weeks	Extra Weeks
Multi-Activity Course					
Marino Institute	SUM1R	€2,060	€3,050	€4,000	€950
Trinity Hall		€2,190	€3,245	€4,260	€1,015
Griffith College		€2,000	€2,960	€3,880	€920
Alexandra College		€1,810	€2,675	€3,500	€825
English + Football	SUM2R	€2,610	€3,875	-	-
English + Horse Riding	SUM4R	€2,660	-	-	-
English + Golf	SUM5R	€2,660	-	-	-
Leinster Rugby Camp	SUM6R	€2,610	-	-	-
Intensive Programme					
Conversation & Speaking Skills	SUM7R1	€2,060	€3,050	€4,000	€950
English for the Workplace	SUM7R2	€2,060	€3,050	-	-
Leadership & Innovation	SUM7R3	€2,340	€3,470	-	-
Young Adult Programme	SUM8R	€2,190	€3,245	€4,260	€1,015
Trinity Walton STEM Programme	SUM9R	€2,800	-	-	-
English + Music	SUM10R	€2,540	-	-	-

The prices for the Junior Summer Programmes include the following:

Tuition (60 minutes per lesson)	Homestay or Residential Accommodation with full board
Use of Textbooks and teaching materials	Programme of extra-curricular activities (Monday to Friday)
Diploma on completion of course	One Full Day Excursion every week
Welcome Kit with guides	Transport Costs to and from School (if not walking distance) and to and from Activities
Kit for Football & Rugby Camps	Registration and Administration Fees

Supplements	Cost
Special Dietary Requirements (coeliac, gluten free etc.)	+ €20 per week
Hot Lunch Voucher in school canteen (Monday to Friday)	+ €50 per week

Airport Transfers (return transfer required for juniors)	Cost
Airport Transfers for individual students	€80 each way (or €45 shared each way per student)
Unaccompanied Minors Supplement	€25 extra each way per student

Junior Winter Programmes, Ireland

Mini-Stay Programme	JWP	Mini-Stay Programmes are available from September to May for groups. Host family or residential accommodation (subject to availability)	Prices and information available on request
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Junior Summer Programmes, UK

All prices in UK £Sterling

Cobham Hall Residence	CODE	2 Weeks	3 Weeks	4 Weeks	Extra Weeks
Multi-Activity Course	SUM1	£1,660	£2,455	£3,205	-
Intensive Course					
Conversation & Speaking Skills	SUM7A	£1,660	£2,455	£3,205	-
English for the Workplace	SUM7B	£1,660	£2,455	-	-

Worth School Residence	Code	2 Weeks	3 Weeks	4 Weeks	Extra Weeks
Multi-Activity Course	SUM1	£1,750	£2,590	£3,385	-
Intensive Course					
Conversation & Speaking Skills	SUM7A	£1,750	£2,590	£3,385	-

Supplements	Cost
Single Bedroom Ensuite at Worth	£50 per week
Twin Bedroom Ensuite at Worth	£35 per week

Rendcomb Residence	CODE	2 Weeks	3 Weeks	4 Weeks	Extra Weeks
Multi-Activity Course	SUM1	£1,590	£2,350	-	-










The Prices for the UK Junior Programme Include the Following:

Lessons	Use of Teaching Materials	Transport for Activities
Diploma	Extra-Curricular Programme	Accommodation sharing with Full Board
Welcome Kit	Entrance Fees	Enrolment Fees

Airport Transfers (return transfer required for juniors)	Cost
Airport transfers for individual students	£120 per trip
2 (or more) Students Sharing	£65 per student per trip
Airport Transfers for Unaccompanied Minors	£140 per trip

N.B. Arrivals and Departures should be on Sundays only.

Junior Course Information & Dates 2019

		Code	Age Group	Trinity College	Alexandra College
				IRL	IRL
Multi-Activity 	Residence	SUM1R	11-17	24/6 - 16/8	1/7 - 26/7
	Homestay	SUM1	11-17		1/7 - 26/7
STEM 	Residence	SUM9R	13-17	15/7 - 26/7	
	Homestay	SUM9	13-17	15/7 - 26/7	
Intensive Course (Academic Electives) 	Residence	SUM7R	14-17	15/7 - 26/7	
	Homestay	SUM7	14-17		
Young Adult Discover Dublin 	Residence	SUM8R	16-18	24/6 - 9/8	
	Homestay	SUM8	16-18		
English Plus Football 	Residence	SUM2R	11-17		8/7 - 26/7
	Homestay	SUM2	11-17		8/7 - 26/7
English Plus Leinster Rugby 	Residence	SUM6R	11-17		15/7 - 26/7
	Homestay	SUM6	11-17		15/7 - 26/7
English Plus Horse-riding 	Residence	SUM4R	11-17		8/7 - 19/7
	Homestay	SUM4	11-17		8/7 - 19/7
English Plus Golf 	Residence	SUM5R	11-17		8/7 - 19/7
	Homestay	SUM5	11-17		8/7 - 19/7
English Plus Music 	Residence	SUM10R	11-17		1/7 - 12/7
	Homestay	SUM10	11-17		1/7 - 12/7

Griffith College	Sandford Park	St. Raphaela's	Ballinteer Community School	Marino Institute of Education	Cobham Hall	Worth School	Rendcomb College
IRL	IRL	IRL	IRL	IRL	UK	UK	UK
1/7 - 26/7				24/6 - 16/8	1/7 - 26/7	8/7 - 2/8	8/7 - 26/7
	1/7 - 26/7	24/6 - 2/8	1/7 - 26/7				
				24/6 - 2/8	1/7 - 26/7	8/7 - 26/7	
		24/6 - 2/8					
				24/6 - 2/8			
8/7 - 26/7							
15/7 - 26/7							
8/7 - 19/7							
		8/7 - 19/7					
8/7 - 19/7							
		8/7 - 19/7					

Terms and Conditions

Enrolment and Payment Conditions

1. Enrolling On a Course

To enrol on a course applicants should complete the enrolment form and send it to the Emerald Cultural Institute by email or by booking online at www.eci.ie.

A booking deposit of €150 (Ireland) or £150 (UK) must accompany all applications and must be sent either directly by bank draft to the Institute, by credit card (Visa or MasterCard) or by inter-bank transfer to the Institute's bank account. Please add €10 (Ireland) or £20 (UK) for bank charges. All payments must be in Euro for courses in Ireland, and in Sterling for courses in the UK.

A copy of the bank receipt should be sent to the Institute with the enrolment form. Upon receipt of these documents the confirmation documents will be sent together with the full invoice. The deposit is non-refundable but is deductible from the total amount payable. The balance of fees due to the Institute should be paid at least two weeks in advance of the course start date. Accommodation details will be confirmed after we have received the proof of full payment.

We offer our General and Specialised courses in our year-round centres. On certain dates, however, some courses or levels may be available in only one centre.

2. Paying for a course – Ireland

Payments can be made in a number of ways:

- **By inter-bank transfer in EURO (€)**
- **By Credit Card: MasterCard and Visa**
- **Via Pay-to-Study**
- **Non EU students applying for a Visa to enter Ireland must pay their fees into the escrow account operated by Pay-to-Study where funds will be held on behalf of the student and ECI pending the visa decision**

Contact the Institute for full bank account details. Additional bank charges incurred for both the sending and receiving banks are payable by the sender.

3. Paying for a course – UK

Payments can be made in a number of ways:

- **By inter-bank transfer in UK£ Sterling to our UK£ account**
- **By Credit Card: MasterCard and Visa**

Contact the Institute for full bank account details. Additional bank charges incurred for both the sending and receiving banks are payable by the sender.

Terms and Conditions

1. Cancellation

Cancellation of booking before arrival: For cancellations received at least fourteen days prior to the course commencement, fees will be refunded less the non-refundable deposit of €150 (Ireland), or £150 (UK). For cancellations received within 7-13 days of course commencement 50% of the course fees will be refunded. For cancellations of less than 7 days no refund is given.

Cancellation after arrival: Once a student has commenced their course at the Institute they are obliged to complete their full course of study. The full course of study is defined as the initial enrolment period. No refund will be given for course fees if a student withdraws from the course before the completion of the full course of study.

If a student wishes to change the course they are attending it may be possible to change to an alternative course or programme of the same value, depending on availability and immigration guidelines in the case of non-EU students. Students cannot change from group tuition to individual tuition. No refunds can be given for course changes including changes to a less intensive course.

Students who have obtained an extension to their visa as a result of a course extension cannot cancel that extension and will not be entitled to any refund.

Refunds will be processed by our Accounts Department within 15 working days of receiving the request.

2. Visa and Immigration Guidelines - Ireland

Students requiring a visa to study in Ireland should contact the nearest Irish embassy for detailed information and allow at least two months to process visa applications. We can assist with the application procedures for the visa when required. All fees must be paid in advance into the escrow account operated by Pay-to-Study and an invitation letter with details of the transfer will only be issued once the funds have been received in full by bank transfer. If original copies of documents are required from ECI they can be sent by mail free of charge or by courier for a fee of €100. Students who experience delays in having their visa issued can postpone their course.

Visa Refusals: We will refund all prepaid money minus €150 for administration costs on all visa refusals, within 15 working days of receiving the request. Written proof of the visa refusal from the Embassy is required.

Immigration Procedures: All non-EU students attending a course of more than 12 weeks (90 days) duration are required to register with the Immigration Bureau. A fee of €300 is payable to the Immigration Bureau by students on their initial registration and students will also be charged €300 for any extension of their immigration period. (The registration fee quoted is €300 at time of printing, but may be subject to change).

All non-EU students registered for courses over 12 weeks in length are obliged to register, pay for and sit an approved English-language examination. An examination deposit of €120 is required at the time of booking for all non-EU students who will remain in Ireland for over 90 days.

We recommend that all non-EU students verify visa and Immigration requirements before booking their course (www.inis.gov.ie).

3. Holidays for long-term students - Ireland

Students are permitted to take holidays depending on the duration of their course. The following regulations apply:

To request a holiday, students should contact the admissions department at least 2 weeks in advance. Non-EU students must schedule all holidays before they register with the GNIB. Unscheduled breaks in study are not permitted except in exceptional circumstances. Once non-EU students have registered their holidays with GNIB they will not be permitted to change these arrangements.

The minimum holiday period permitted is 2 weeks

- Holidays cannot be taken in the middle of a week (must be booked from Monday to Friday)
- Holidays cannot be taken during the first 8 weeks of a student's course and cannot exceed 1/3 of the total weeks already studied
- Upon returning from a holiday, students may have to take a level test before being placed in a class
- In the interest of the student's academic progress, only one holiday is permitted during any 12 week period
- Where possible, students are advised to take holidays only on completion of their current level.

Course weeks booked	Holidays Permitted
12 weeks	1 holiday period
25 weeks	2 holiday periods

Working while Studying: Non-EU nationals with permission to remain in the State for an Academic Year Programme (25+ weeks) are allowed to take up casual employment to supplement their income while studying in Ireland. During term-time and during scheduled vacation periods, students can work up to 20 hours per week. Students can work up to 40 hours per week only during specific periods from December 15 to January 15 and from June to September.

4. Postponement of Courses – Ireland

If you cannot attend your course you may postpone it. All postponements must be made in writing at least 14 days before the course start date. A course may be postponed once without a charge being applied. Additional postponements will be subject to a €150 administration fee.

5. Public Holidays

In the case of public holidays, which occur on a Monday, students may begin their course on the Tuesday of that week. Public holidays are non-refundable.

6. Adult Beginners - Ireland

Complete beginners can only start their course on fixed dates. Please note that students who test at complete beginners' level outside the above dates will not be permitted to join a group course but can book private tuition at an additional cost.

7. Accommodation

Prices for accommodation are quoted per week, 7 nights. Refunds will not be given for early departure. Extra nights in host family and residence are possible subject to availability and an additional charge. Accommodation details will only be sent once all fees have been paid in full. Students wishing to extend their accommodation should check availability well in advance of completion of their initial stay. Students who wish to extend their accommodation but require a change of host family must pay of deposit of €75 (Ireland). This deposit is non-refundable but will be deducted from the first week's accommodation fee. Students can take holidays from their host family accommodation once 2 weeks notice are given. 50% of normal fees are payable during holiday periods.

A deposit for residential accommodation is charged and is payable on the first day. This deposit will be refunded provided that no damage has been caused. Any damage caused by a student to homestay or residential property will be charged to the student or students responsible and the school reserves the right to recover the cost for exceptional cleaning.

Any special dietary requirements, such as gluten free, vegan or dairy free diets, will be subject to a supplement of €20 per week for host family accommodation.

Accommodation arrivals should be on Sundays (Saturday arrivals will be also accommodated where possible) and we recommend that you check with our Bookings team before confirming flight arrangements. Prepaid accommodation fees can be refunded in full (less the €75 administration fee) if at least 14 days cancellation notice is given.

8. Airport Transfers

Transfer details should be sent to us at least seven days prior to the arrival of the student. For students booking an airport transfer we ask for the flight number, arrival time and student's mobile number. Unless accompanied by an adult, students under 18 must book and pay for transfers on arrival and departure. Missed transfers are non-refundable.

9. Discipline

If students' behaviour or conduct is unsatisfactory, they will be subject to the School's disciplinary procedures. A serious breach of conduct may result in expulsion. In the event of an expulsion, fees are not refunded. Additional charges for flights and other costs will not be covered by the school and are the responsibility of the student or, in the case of underage students, their parents/guardians.

10. Insurance – Ireland

Students must arrange appropriate medical, travel and personal insurance. Students travelling from EU countries should bring their European Health Insurance Card with them. This only entitles students to emergency hospital care and attendance at certain doctors. Please note that this will not cover elective procedures or dental visits. To comply with immigration guidelines, all non-EU students are required to have medical insurance valid for their entire stay in Ireland. We can organise medical insurance for non-EU students at a cost of €120 per year. Students are not insured by the school or by the family, against accidents, illness, theft or loss of personal effects, and the school accepts no responsibility in the event of such occurrences. We will automatically add our medical insurance policy to non-EU Academic Year Bookings in order to facilitate opening a bank account in Ireland - our policy can be used as proof of address which is a requirement of opening a bank account.

Vaccinations

The Health Service Executive of Ireland advises all students to ensure they have received two doses of MMR (measles, mumps and rubella) vaccine prior to attendance. Students aged 23 years or younger should also ensure that they have received a MenC vaccine.

Insurance – UK

Students must arrange appropriate medical, travel and personal insurance. Students are not insured by the school or by the family/residence, against accidents, illness, theft or loss of personal effects, and the school accepts no responsibility in the event of such occurrences.

11. Publicity Materials

Permission is given for the use of student comments or testimonials and photographs/images of students in the official promotional material for the Emerald Cultural Institute by the student or their parents or legal guardian with acceptance of these terms and conditions.

12. Junior Students

For all junior students, parents/guardians must sign and agree to accept the school rules and Terms & Conditions prior to receiving the booking confirmation. For all students under the age of 18, parents/guardians must complete and sign our consent form and return it to the Institute together with the enrolment form.

13. Legal Notice

The Emerald Cultural Institute reserves the right to change the details of its services, including courses, facilities and course dates where circumstances beyond the Institute's/company's control necessitate such changes or where the number of enrolments is not enough to operate a course viably. The right is also reserved to decline any person at any time without liability.

The Emerald Cultural Institute gives notice that all arrangements for transport, activities or for accommodation are made by the Emerald Cultural Institute as an agent upon the express condition that they shall not be liable for any injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of any defect in any vehicle or through the acts of default of any company or persons engaged in conveying the passenger, or in carrying out the arrangements of the programmes, or otherwise in connection therewith of any family member. No responsibility is accepted for losses or additional expenses due to delays or changes in air, sea, rail, bus or other services, sickness, weather, war, quarantine, strikes, or other liability. The contents of Emerald Cultural Institute's promotional brochures are intended for information purposes only and do not constitute a contract between the Institute and any student or third party. The Institute reserves the right to make changes which may effect courses, curriculum of courses, programmes or any other content announced in the publications, without prior notice.

The Institute reserves the right to close the school on certain days in the case of status red weather emergencies and/or if directed to do so by the Department of Education. Classes missed in this instance are non-refundable.



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