



CELEBRATING
28 YEARS
in
Business
in 2015

2015

Bridge Mills Galway Language Centre

The Bridge Mills, Bridge Street, Galway, Ireland

Tel: +353 (0) 91 566468 Fax: +353 (0) 91 564122 Email: info@galwaylanguage.com

www.galwaylanguage.com

WE OFFER

- GENERAL ENGLISH GROUP LESSONS (morning, full-time)
- INTENSIVE GENERAL ENGLISH GROUP LESSONS (morning and afternoon, full-time)
- AFTERNOON GENERAL ENGLISH GROUP LESSONS (afternoon, part-time)
- COMBINATION COURSE OF GENERAL ENGLISH and SPECIALIST ENGLISH or BUSINESS ENGLISH
- BUSINESS ENGLISH AND SPECIALIST COURSES (1 : 1 tuition — full or part time)
- PRIVATE LESSONS (1 : 1 tuition)
- CLOSED GROUPS (Juniors, Adults)
- TEACHER REFRESHER COURSES (ERASMUS+)
- EXAM PREPARATION COURSES (full-time or part-time) for:

CAMBRIDGE PET, FCE, CAE, CPE

BEC, IELTS, TOEFL, TOEIC

TIE, ETAPP

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GENERAL ENGLISH GROUP LESSONS

ALL LEVELS AVAILABLE CLASS SIZE: Maximum 10 students

€50 course book fee: €50 registration fee

NAME	DESCRIPTION	TIMETABLE	PRICE LOW SEASON (September to May)		PRICE HIGH SEASON (June to August)
Morning EG20	<ul style="list-style-type: none"> • standard full-time course • 20 45-minute lessons per week • 15 hours • Starts any Monday except for holidays 	Monday–Friday 9.00 – 12.30	<u>Weeks 1–4</u> €175 per week	<u>Weeks 5+</u> €180 per week	<u>All Weeks</u> €185 per week
Morning + Afternoon EG30 EG10 IELTS (4.0+) PM Option available	<ul style="list-style-type: none"> • intensive full-time course • 30 45-minute lessons per week • 22.5 hours • Starts any Monday except for holidays 	Monday–Friday 9.00–12.30 PLUS 3 afternoons 13.45–16.30	<u>Weeks 1–4</u> €250 per week	<u>Weeks 5+</u> €240 per week	<u>All Weeks</u> €275 per week
Afternoons July/Aug Only	<ul style="list-style-type: none"> • Business English 	3 Afternoons 13.45 – 16.30	€90 / week		
<u>LONG TERM</u> 13+ weeks Morning EG20	<ul style="list-style-type: none"> • standard full-time course • 20 45 minute lessons per week • 15 hours • Starts any Monday except for holidays 	Monday–Friday 9.00 – 12.30	Minimum booking 13 weeks €150 per week—year round		
<u>LONG TERM</u> 13+ weeks morning + afternoon EG30 EG10 IELTS (4.0+) PM Option Available	<ul style="list-style-type: none"> • intensive full time course • 30 45-minute lessons per week • 22.5 hours • Starts any Monday except for holidays 	Monday–Friday 9.00–12.30 PLUS 3 afternoons 13.45–16.30	Minimum booking 13 weeks €235 per week—year round		

LONG TERM 25+ Weeks Morning EG20	<ul style="list-style-type: none"> Standard full-time course 20-45 minute lessons per week ~ 1.5 hours 25 weeks tuition + 25 weeks holidays 	Monday - Friday 9.00 - 12.30 OR Monday - Thursday 14.00 - 18.00	€2000 for morning option (Continuous study – 1 study break allowed) €2000 for Afternoon option (Fixed holidays: December, January, July-August, September)
Closed Groups Morning + Afternoon	TAILOR MADE CLOSED GROUP COURSES Juniors Adults	Monday-Friday 9.00-12.30 <i>And for</i> 3 afternoons 13.45-15.30 <i>And for</i> Social Programmes	Special Rates Available for Groups. Please contact school for more details
PRIV	<ul style="list-style-type: none"> 45 minute private lessons 1:1 tuition in General English or Exam preparation (IELTS, TOEFL, TOEIC etc.) 	Monday-Friday 13.45 – 15.15 <i>and/or</i> 15.30 – 17.00	€45 per lesson for all seasons
ETM	<ul style="list-style-type: none"> 45 minute private lessons 1:1 tuition in English for Business & Professional Use and other specialist subjects 	Monday-Friday 13.45 – 15.15 <i>and/or</i> 15.30 – 17.00	€45 per lesson for all seasons

COMBINATION DESTINATIONS DUBLIN & GALWAY

Study half your course in Galway and half in Dublin with our Partner School in Dublin. Details and packages available on request.

TEACHER REFRESHER GROUP COURSES (ERASMUS+)

- Courses run throughout the year (open and closed groups)
- 30 or 60 hour duration (1 or 2 weeks)
- 30 lessons of language input, teaching methodology, observation, social and cultural activities per week
- €370 per week

EXAMINATION PREPARATION COURSES

PET, FCE, CAE, CPE, IELTS, BEC, TOEIC, TOEFL, TIE, ETAPP

March, June, July, August and December Examinations

Course Name & No.	Number of Lessons	Course Dates & Timetable	Exam Dates - Written Papers	Course Fee
EP20M 9-week course March (FCE/CAE)	20 Lessons/ Week	05 Jan - 06 March 9.00-12.30, Mon-Fri	FCE 07 March CAE 14 March (Oral Dates to be confirmed)	€1595
EP20 12-week course June- Dec (FCE/CAE/CPE)	20 Lessons/ Week	16 Mar - 05 June or 21 Sept - 11 Dec 9.00-12.30, Mon-Fri	FCE/CAE 06 June CPE 11 June or FCE/CAE 12 Dec CPE 03 Dec. (Oral Dates to be confirmed)	€1895
EPX20 4-week course March (FCE/CAE) June (FCE/CAE/CPE) July (FCE/CAE) August (FCE/CAE) Dec (FCE/CAE/CPE)	20 Lessons/ Week	09 Feb - 06 Mar or 11 May - 05 June or 29 June - 24 July or 27 July - 21 Aug or 16 Nov - 11 Dec 9.00-12.30, Mon-Fri	FCE/CAE 07 March CPE 14 March or FCE/CAE 06 June CPE 11 June or CAE 23 July FCE 29 July or CAE 21 Aug FCE 20 Aug or FCE/CAE 12 Dec CPE 03 Dec (Oral Dates to be confirmed)	€695
EPX30 4-week course March (FCE/CAE) June (FCE/CAE/CPE) July (FCE/CAE) August (FCE/CAE) Dec (FCE/CAE/CPE)	30 Lessons/ Week	09 Feb - 06 Mar or 11 May - 05 June or 29 June - 24 July or 27 July - 21 Aug or 16 Nov - 11 Dec 9.00-12.30, Mon-Fri +13.45-16.30, 3 Afternoons per Week	FCE/CAE 07 March CPE 14 March or FCE/CAE 06 June CPE 11 June or CAE 23 July FCE 29 July or CAE 21 Aug FCE 20 Aug or FCE/CAE 12 Dec CPE 03 Dec (Oral Dates to be confirmed)	€995

ADDITIONAL CHARGES

EXAM FEES 2015	
PET—Dublin	€150
FCE—Galway	€175
CAE—Galway	€185
CPE—Galway	€195
TIE—Galway	€160
ETAPP/TOEIC—Galway TOEFL—Dublin	€160
IELTS	€210

Additional charges to be billed to exam students at time of booking	
REGISTRATION FEE (full-time courses only)	€50
CAMBRIDGE EXAM FEE	See EXAM FEES
COURSE BOOK	€50
WORKBOOK	€40

Exact dates of listening and oral papers are published by the Examination Centres approximately 3 weeks before the exams.

Students should plan to remain in Ireland one week after course end date to sit the exam.

*Course fees do not include Cambridge Exam fees and books

**Afternoon timetable subject to change

The background of the page features a dark, teal-toned photograph. The upper portion shows a multi-story historic building with arched windows and a flag flying from a pole on the roof. The lower portion shows a river with a rocky, vegetated bank. A semi-transparent dark teal horizontal band spans the middle of the page, containing the section header in white text.

GENERAL COURSE INFORMATION

GENERAL ENGLISH COURSES

All lessons run for 45 minutes

ENROLMENT POLICIES

- Maximum number of students in classes: 10
- Average number in classes during low season: 6
- Average number of students in school during low season: 80
- Average number of students in school during high season: 160

MINIMUM ENROLMENT POLICY

- Courses are subject to a minimum enrolment of 3 students.
- Courses with only 2 students are given 8 (2:1) lessons for every 10 group lessons booked until a normal group forms.
- Courses with only 1 enrolled student are given 4 private lessons (1:1) for every 10 group lessons booked until 2 or more students join the group.

The adjustment of scheduled hours according to course enrolment numbers normally affects only beginners, non-exam proficiency courses and afternoon groups, but it can apply to any level.

COMPLETE BEGINNERS - STARTING DATES

Complete Beginners can start on any Monday. Please check with the school before booking.

LEVELS OFFERED

- A1.1 Beginner I (No Previous Study)
- A1.2 Elementary
- A2 Lower Intermediate
- B1 Intermediate
- B2 Upper Intermediate
- C1.1 Advanced
- C1.2 Advanced II (Post-CAE)
- C2 Proficiency (Examination preparation only)

LANGUAGE LEVEL ASSESSMENT

All students are given a short test for their English language level before their first class. This test is held at the school either on Sunday evening, 5.00 pm - 6.30pm, or on Monday morning at 8.30am sharp, depending on the student's arrival time in Galway. Students are allocated their test time at the time of booking.



SCHOOL POLICIES

BOOKS

Purchase of books by students is required. Examination students must buy the designated course book and work book. The school maintains a small stock of these course and work books, English-English dictionaries, grammar books and other reference books for sale to students at cost.

CERTIFICATES OF ATTENDANCE

Certificates of attendance and level achievement will be issued to all departing students. Students requiring end-of-course progress reports or other special documentation should notify the school office on arrival.

EXTENDING COURSES

All courses can be extended with permission of the Director of Studies. During the low season, multi-week discounts may be given, but prices may increase during the high season.

INSURANCE REQUIREMENTS

EU Students: EHIC / EEA card must be obtained before travelling to Ireland.
For further details go to www.ehic.ie

Non-EU Students: Must provide evidence of full medical insurance in English on arrival at the school. Otherwise, students must obtain medical insurance coverage before they can begin their course. Health insurance is also available through the school

VISA REQUIRING STUDENTS

Students requiring a student visa must:

- Have adequate medical insurance to cover their stay in Ireland. The policy must be in English. The school can arrange medical insurance before a student arrives or on arrival. Cost: €160.
- Open a bank account in Ireland and have evidence of more than €3000 balance. The school can help students to open an account on arrival.

2015 SCHOOL AND PUBLIC HOLIDAYS

The school will be closed on the following dates:

13 Dec 2014 - 04 Jan 2015 - Christmas - New Year Holiday (school opens 5 January 2015)
17 March - St Patrick's Day Holiday
03 April - 06 April (Easter) - Good Friday – Easter Monday, inclusive
04 May - May Bank Holiday
01 June - June Bank Holiday
03 August - August Bank Holiday
26 October - Halloween Bank Holiday
12 Dec 2015 - 03 Jan 2016 - Christmas - New Year Holiday (School opens 4 January 2016)

ETM lessons, afternoon group lessons and private tuition falling on public holidays will be re-timetabled.

The background of the page is a photograph of a large, multi-story building with a light-colored facade and several windows. The building is situated on a hillside overlooking a body of water, likely a river or lake. The image is overlaid with a semi-transparent dark blue filter. The text "BOOKING A COURSE" is centered in the middle of the page in a white, serif font.

BOOKING A COURSE

REQUIRED STUDENT INFORMATION

Students should return to the school a completed registration form which contains information listed below. The school will then issue a course confirmation and invoice. All course and accommodation fees are due at the time of booking. Details of host family accommodation (if applicable) and a test time are then forwarded to the student after payment has been received.

- Full name
- Gender (Male or Female)
- Age
- Job
- Approximate level of English (this information is required before a course confirmation can be sent.)
- Date and time of arrival and departure in Galway
- First language (mother tongue)
- Next of kin details

IF BOOKING HOST FAMILY ACCOMMODATION

- Smoker* / Non-smoker
- Any dietary restrictions Any significant medical conditions (e.g., severe heart disease, diabetes, epilepsy, etc.)
- Students should state any objection to: small children, pets, smokers, or other.

IF NOT BOOKING HOST FAMILY ACCOMMODATION

- Contact phone number and/or address in Galway or a mobile phone number

***In view of the ban on smoking in all public buildings in Ireland, the school no longer offers indoor smoking facilities in any of our host families.**



LIVING IN GALWAY



ACCOMMODATION FEES

ACCOMMODATION PLACEMENT FEE: €50 per person. (Non-refundable)

TYPE of ACCOMMODATION	LOW SEASON (Sept-May)	HIGH SEASON (June, July, Aug)
Single bedroom with shared family bathroom Half-board / Full-board, lightweight laundry	€170	€180
Single bedroom with bathroom en-suite Half-board / Full-board, lightweight laundry	€235	€235
Double bedroom with shared family bathroom Half-board / Full-board, lightweight laundry	€155	€170
Double bedroom with bathroom en-suite Half-board / Full-board, lightweight laundry	€200	€200

MEI requires that no two students of the same language be accommodated in a host family at the same time. Exceptions can be made for special requests, e.g., couples, family members, etc. The school tries always to respect this rule, but we have no control over personal guests at the host family home while our students are in residence.

HOST FAMILY CONDITIONS

- Family accommodation is booked in units of 7 nights, beginning on Saturday or Sunday.
- Students wishing to arrive earlier in the week before the beginning of their course or wishing to remain in the family for extra days (maximum: 2 days) at the end of the course must make special arrangements at the time of booking.
- Ordinarily, students must leave their host family at the end of their course.
- **Cancellation of Accommodation – September to May:** Students leaving before completion of a course will be given a refund only for full weeks after departure from the family, provided notice of departure is given one full week (weekend-to-weekend) before leaving. A cancellation fee of €160 is charged in all cases.
- **Cancellation of Summer Accommodation – June, July & August:** If a student cancels accommodation after arrival during these months, a refund of only 50% of the accommodation fees for each full week will be returned, and only if notice of departure is given one full week (weekend-to-weekend) before leaving. A cancellation fee of €160 is charged in all cases.
- **Changing Host Families:** Students cannot change host family accommodation in the first two weeks of the stay without forfeiting the accommodation fee. If a student wishes to change host families after that period, they must give a full week's notice to the school office and to the host family (weekend-to-weekend) to vacate. A cancellation fee of €160 can be charged. Availability of alternative family accommodation cannot be guaranteed.
- **Temporary Absence from the Host Family:** A reduced fee of €100 per week is charged to retain the room when a student is absent for one week or more. Students must tell the school and the host family of their plans in advance. Reductions are not given for absences of less than 7 days.

ARRIVALS & DEPARTURES

Students who have booked host family accommodation should give the school the following information:

- Arrival date in Galway. Host family reservations cannot be confirmed without a student's arrival date.
- To be certain that a host family will be at home when the student is planning to arrive, the student's estimated arrival time in Galway must be sent to the school and/or the host family several days in advance.
- Method of arrival in Galway: plane, bus, train, etc.
- Place, date & time of arrival if other than Galway.
- Any anticipated absences from the school or from the host family.

On arrival in Galway, students should take a taxi to the host family. Transfers on arrival and departure are not provided by the school or the host family.

LATE ARRIVALS

Our host families request that students make every effort to arrange flights which allow students to arrive at host family no later than 12 midnight. If a student's travel plans are such that the student cannot reach Galway before midnight, alternative accommodation for the first night should be arranged by the student.

OTHER ACCOMMODATION

Students do not have to stay with a host family while taking courses at The Centre. Galway has many lovely hotels, B&Bs and hostels which can be found on the website: www.discoverireland.ie/west. For extended stays students may want to rent a room or an apartment, listings for which can be found in the newspaper The Galway Advertiser at www.galwayadvertiser.ie or www.daft.ie or www.galway.net.

BED & BREAKFAST ACCOMMODATION

Name	Address	Phone	Email
Adare Guest House	Father Griffin Place	00353 91 586421	Adare@iol.ie
High Tide	9 Grattan Road	00353 91 584324	hightide@iol.ie
Delta	25 Father Griffin Road	00353 91 587627	
The Herons Rest	16 The Long Walk	00353 91 539574	info@theheronsrest.com

The above B&Bs are approximately a 10-minute walk from the school. Former students have recommended them, and Bridge Mills Galway Language Centre takes no responsibility for these listings.

SELF CATERING ACCOMMODATION

JULY - AUGUST ONLY

Self catering accommodation is available from €220 / Week / Student. All self catering accommodation must be paid in full at time of booking.

PUBLIC TRANSPORTATION

- www.citylink.ie OR www.gobus.ie - Information on bus travel from Dublin Airport to Galway, and Shannon Airport to Galway.
- www.buseireann.ie - Information on bus travel from Busáras (the main Dublin bus station) in Dublin city centre, Shannon Airport, etc., to Galway, and other points of departure and destinations in Ireland.
- www.irishrail.ie - Information on train travel from Dublin to Galway, and other points of departure and destinations in Ireland.
- www.galwaytransport.info - Information on public transport in Galway

A taxi or other hired car with a driver can be arranged. This type of arrangement must include waiting time and can be expensive if a flight is delayed. Please contact the school for more information.

SOCIAL PROGRAMME ACTIVITIES

The school offers an organised activities programme, consisting of two or more informal social & cultural events each week, as well as weekend excursions, as a regular part of its courses. These activities are free or charged at cost when entrance fees or bus tickets are required. Information about these activities is circulated or placed on the school notice boards every Monday.



The background of the page features a dark, teal-tinted photograph. The upper portion shows a multi-story building with arched windows and a flag flying from a pole on the roof. The lower portion shows a river with a rocky bank and some vegetation. The text 'PAYMENT OF FEES' is centered in a white, serif font across the middle of the image.

PAYMENT OF FEES

METHOD OF PAYMENT

- All course and accommodation fees are due at the time of booking.
- Payment must be made in EURO.
- Payment can be made by any standard method of payment, including bank transfer, credit card (MasterCard or VISA only), etc.

BANKING INFORMATION

Name of Bank: Ulster Bank, Galway, Ireland

Address: Eyre Square, Galway, Ireland

Sort Code: 98-57-50

Account Number: 10355257

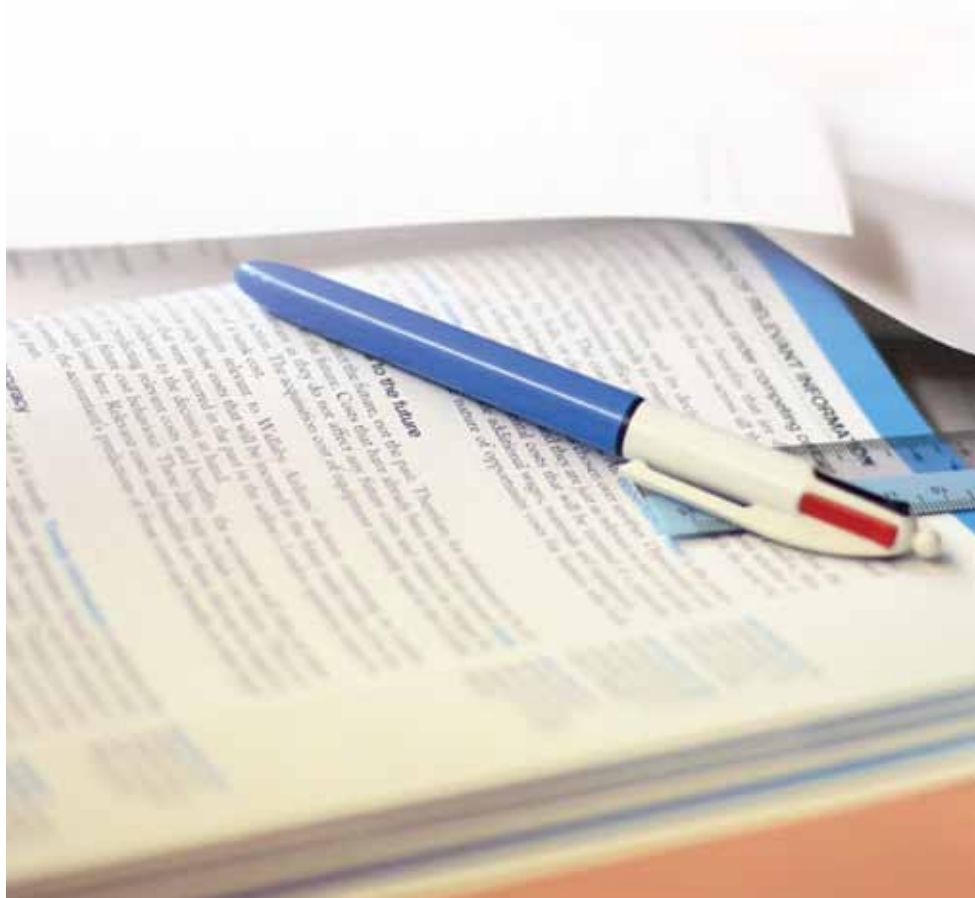
IBAN Number: IE77ULSB 985750 10355257

SWIFT: ULSBIE2D 10355257

CANCELLATION CHARGES

No refunds are given for partially attended or uncompleted courses after the course begins. **N.B. The day the student arrives in Galway, either at the host family or at the school for testing, is considered the first day of the course.**

When a cancellation occurs less than 30 days before the beginning of the course, the school will charge a cancellation fee of €160, **PLUS** a portion of the first four weeks of the course fees, as follows: at least 21 days before - 10%, at least 14 days before - 20%, at least 7 days before - 30%, less than 7 days - no refunds.



EMERGENCY TELEPHONE NUMBER

Out of office hours only:

00353 86 1678503 Patrick Creed

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