

Terms and Conditions

Foyle International Mobility Programmes

Application

Applicants and/or sending organizations must send required information in order for Foyle to confirm the programme.

No booking is confirmed until all documentation has been received **4-6 in advance of the arrival date.**

The following information is relevant to all programmes delivered in Northern Ireland/Republic of Ireland.

It is the responsibility of the applicant or sending organization to ensure that they have all required documentation to enter Northern Ireland and/or Republic of Ireland. We do not accept any liability for financial loss incurred by failure to have the correct travel documentation, visa or insurance.

a) Linguistic, vocational and cultural courses (groups):

- Enrolment sheet with all required student information. If accompanying person/teachers have requested Foyle to organize their accommodation then their information should be supplied too. **Homestay:** For applicants staying in homestay accommodation, it is vital that applicants provide medical and dietary information. Preferences should be noted i.e. pairing requests, pets etc and Foyle will do their best to accommodate these requests.
- Flight information: Airline, Flight number, Date, Arrival and Departure airport
- Contact information for accompanying persons/teachers

b) Internship/Work Based Learning Programmes

- Enrolment sheet with all required student information. If accompanying person/teachers have requested Foyle to organize their accommodation then their information should be supplied too. **Homestay:** For applicants staying in homestay accommodation, it is vital that applicants provide medical and dietary information. Preferences should be noted i.e. pairing requests, pets etc and Foyle will do their best to accommodate these requests.
Internships: Applicants should provide 3 preferences for workplace types Internship/Work Based Learning Programme. Foyle will consider these alongside the applicants other documentation to find a suitable host company.
- Flight information: Airline, Flight number, Date, Arrival and Departure airport
- Contact information for accompanying persons/teachers
- CV (ideally in Europass format but not compulsory). CVs should all be in English. CVs must be completed to a decent standard and include relevant information about the applicants' education or vocational sector, including the name of the course. Contact details for applicants should be correct.
- Motivational Letter: Half a page explaining why they are interested in taking part in the programme and some additional information about themselves (relevant to their internship request)
- Copy of student ID card/passport
- Criminal background checks (Education, Youth, Sport, Health applicants)

Read APPENDIX 1 for more information about Internships and Work Based Learning Programmes

c) Job Shadowing/Teacher groups

- Enrolment sheet with all required student information. If accompanying person/teachers have requested Foyle to organize their accommodation then their information should be supplied too. **Homestay:** For applicants staying in homestay accommodation, it is vital that applicants provide medical and dietary information. Preferences should be noted i.e. pairing requests, pets etc and Foyle will do their best to accommodate these requests.
 - Flight information: Airline, Flight number, Date, Arrival and Departure airport
 - CV (ideally in Europass format but not compulsory). CVs should all be in English. CVs must be completed to a decent standard and include relevant information about the applicants' education or vocational sector.
 - Copy of applicant ID card/passport
 - Criminal background checks (Education, Youth, Sport, Health applicants)
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- Foyle obtains the right to refuse any applicant who does not meet the programme eligibility requirements.
 - Foyle will be unable to organize an internship or the requested internship type for applicants who do not produce a CV and Motivational Letter and other required documentation necessary for an Internship to a high enough standard OR before the deadline.

Fees, payment and Services

- Fees must be paid in accordance with the Terms & Conditions noted on the quote and detailed in the Partnership Agreement/Contract either by you, the individual student, or the sending organisation acting on your behalf.
 - All bank charges are the responsibility of the payee. (Account details will be provided on our invoice and can be found on the website).
 - Programmes and services offered are based on the budgets as advised by the sending organisation/funders.
 - All fees must be paid 4 weeks in advance of the arrival date.
 - Failure to pay 4 weeks in advance will result in cancellation of the programme. Foyle International will not be responsible for any financial loss occurred.
 - In some circumstances, Foyle may agree with a sending organization for a payment schedule of 80% 4 weeks in advance and 20% during the programme. In this case it will be written and agreed in a standard contractual document.
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- If pocket money is included in the programme, then it will be as follows:
 - Pocket money for Derry is paid in Sterling (£) – the amount paid out to participants will be based on the bank's exchange rate on the day of withdrawal.
 - Pocket money for Donegal will be paid in Euro €
 - Pocket money for Dublin will be paid in Euro €
 - If local transport is included in the programme, Foyle will issue a weekly bus pass. We do not reimburse the price of tickets which have been purchased by the participants.

Cancellations

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- Cancellations must be made in writing to Foyle International.
 - If a cancellation is made 30 days or more before the starting date, the course fees less a £150 / €170 administration fee will be refunded.
 - If a cancellation is made less than 30 days before the start date, no refund of fees will be given.
 - Once a client has arrived, no refund is given in case of cancellation caused by ill health of the client, family member or travelling companions and Foyle International urges applicants to take out insurance against such an eventuality.

Non-arrival, late arrivals and absences

- If you fail to arrive, if you arrive late, or if you are absent during your programme no refund of fees will be granted.
- Periods of absence may not be made up with a free extension at the end of the course.

Public Holidays

- Foyle International will close on certain public holidays during the year. There will be no reduction of fees should a public holiday fall during your course.
- Closures are listed on the website www.foyle.eu

Changes to programmes

- Foyle may at times be forced to make changes to programmes or services and we reserve the right to do so. If a significant change needs to be made, the individual or the agent/sending organisation acting on your behalf will be informed as soon as possible. Please note we will not be held responsible for any travel or personal costs incurred.

Insurance

- Before arrival, we strongly recommend that you take out insurance for your own travel, health, financial and personal security. We do not accept responsibility or liability for these areas.

Discipline

- We reserve the right to exclude participants from their programme or remove them from their accommodation due to poor discipline or attendance. In such cases there will be no refund of fees and we take no responsibility for the provision of alternative programmes or accommodation. Any transportation or related costs will be the sole responsibility of the student.
- For further information, please refer to our Code of Conduct and Disciplinary Policy.

Student Welfare Policies

- A full list of Foyle policies may be found on the website, and in the student and agent manuals. These include: Bullying Policy, Child Protection Policy, Health & Safety Policy, Complaints Policy, [Privacy Policy](#);
- Read more: <https://foyle.eu/policies/>
- If a applicant's actions are found to be in breach of any of these policies this may potentially lead to instant dismissal from the school.

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- Foyle International endeavours to ensure that every student has a great mobility experience. We complete regular monitoring and feedback to ensure you are receiving the high quality programmes we offer. As part of our quality assessment, all applicants are required to complete at least 2 feedback questionnaires during their stay. Failure to complete the final questionnaire will result in your certificates and final reports being withheld which may lead to problems with your project funders.

Publicity

- Applicants agree that photographs and achievements can be used for promotional purposes unless otherwise stated. Parents/Guardians of under 18s will be specifically asked for written consent on the parental consent forms.

Accommodation

Please read and agree to the terms and conditions of Homestay or Self-catering accommodations.

Homestay - <https://forms.gle/LUMs3vwQS6JmVkro6>

Self-catering - <https://forms.gle/fafJszfgBcGoKbLr9>

- Accommodation bookings are confirmed once we receive all enrolment documents including enrolment sheet, T&Cs, Parental Consent (if applicable). Details will be supplied approximately 2 weeks before arrival however this might be reduced during our busier periods.
- We will do our best to accommodate special requests but cannot guarantee that these will be fulfilled.
- Homestay & self-catering providers are instructed not to take fees directly from applicants or to enter into separate contracts. Failure to comply with this requirement will result in a financial penalty to the student and termination of the accommodation arrangement.
- If a change is requested, we may charge an additional accommodation arrangement fee, depending on the reasons for the change, the situation with the host family/accommodation provider and the urgency of the request (please note that we must normally give the host family/accommodation provider one week's notice).

Damages

- Applicants staying in Self Catering accommodation are required to pay a security deposit of £100/€100 after their welcome meeting to the Accommodation Officer. This is refundable at the end of the stay, providing there is no damage to the property.
- Applicants staying in homestay accommodation are responsible for notifying their family in the case of damage caused to property or possessions.
- In the instance of damage being caused by a student it is the student who is responsible for any costs incurred. Failure to resolve issues or pay outstanding debts will result in your certificates and final reports being withheld – this may cause problems between you and your funders.
- Applicants are also advised that their belongings are not automatically insured against theft, loss or damage and should take out personal/travel insurance.

Behaviour

- We expect reasonable behaviour from applicants and accommodation providers. Applicants that don't show reasonable behaviour (for instance, swearing, inappropriate behaviour, vulgarity, violence, taking of illegal substances, lack or respect shown to the host) may be removed from the accommodation at short notice.

Curfews

- In accordance with Child Protection legislation, anyone under the age of 18 must adhere to curfews as laid out by Foyle's policies. Anyone aged 17 years should be home by 10.30pm and those aged 16 or under must be home by 9.30pm

Christmas Period

- Foyle International only has a limited number of host families willing to host applicants during the Christmas period. Applicants should inform Foyle well in advance if homestay accommodation is required during the Christmas period.

Complaints

- If you have a complaint, please report immediately in person, by phone or by email to Foyle International. Your complaint will be quickly and efficiently dealt with and if necessary we will offer you alternative accommodation. Foyle International will not pay for hotel or other accommodation taken if you decide not to take the accommodation we offer.

APPENDIX 1 – Internships and Work Based Learning Programmes

Pre-requisite

- Participants must ensure they provide a detailed CV and motivational letter with no gaps and correct translations into English. A poor CV will lead to an incorrect Internship/Work Based Learning Programme, delays in finding a Internship/Work Based Learning Programme, or we may not be able to accept the participant because we cannot find a Internship/Work Based Learning Programme with little information.
- For Internship/Work Based Learning Programmes in the public sector or working with children or vulnerable adults, participants are required to apply for Access NI (a legal requirement in Northern Ireland), of which there is a fee, and to provide a copy of their police check from their own countries. Foyle needs to provide copies to the host companies for their records. Without these two checks we cannot guarantee jobs. We will advise of other pre-requisites or requests of the industry or host company prior to arrival.

General Advice

- To get the full benefit from your experience you must have realistic expectations from the beginning. Foyle does not offer 'like for like', the same as you would be doing in your home country. You need to take into consideration that you are working in a different country with different working ethics, culture, ideas, legislation and procedures.
- Do not expect to be doing the same tasks as full-time employees. You will be put in a workplace depending on your level of English, your qualifications and knowledge, your past work experiences and your personal attitude (enthusiasm, motivation and initiative).
- Follow the rules and guidance explained by Foyle staff at your Welcome Meeting.

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- Please be advised that work Internship/Work Based Learning Programmes are secured based on the strength of your CV and motivational letter.
 - All work Internship/Work Based Learning Programmes are different and you may have a different schedule from other students.
 - You may be required to work part-time, full-time, nights, early mornings or weekends depending on the sector you have chosen.
 - The first week is a settling in period - we do not make changes after the first week unless we feel it is a valid reason.
 - If you do encounter problems in your work Internship/Work Based Learning Programme you need to make an appointment to come and discuss with the Work Internship/Work Based Learning Programme Officer. If a solution can't be found at the host company we will begin to look for an alternative – we need participants to be patient during this period and remain at the company until a 2nd suitable company can be secured.
 - Always respect and behave accordingly in the work place, as these are extremely welcoming companies that Foyle International wishes to continue working with.
 - Participants must always be punctual and on no occasion take any time off work unless they have informed both the Work Internship/Work Based Learning Programme Officer and their employers.
 - Failure to do so could result in disciplinary action being taken. If for whatever reason a participant is dismissed from their work Internship/Work Based Learning Programme or leaves of their own accord, the Work Internship/Work Based Learning Programme Officer is not obliged to find another Internship/Work Based Learning Programme until it has been discussed further with the sending organisation.
 - If a Internship/Work Based Learning Programme cannot be found in the relevant sector which has been requested due to lack of qualifications, lack of experience, poor attitude or low level of English, a participant must be willing to accept a position in another sector.

1. I have read and agree to the TERMS AND CONDITIONS outlined by Foyle International.

2. I have read and understood the relevant schedule of costs set out in the price list and hereby confirm that I have sufficient funds to pay for all tuition costs including all personal costs (food, accommodation) during the period of my course.

3. I authorise Foyle International to take appropriate action in the event of a medical emergency and I understand that I am responsible for all insurance provisions and medical and dental bills that may be incurred during my stay.

4. I give authorisation for Foyle International to use any images taken in school or on excursions for promotional purposes.

5. I certify that all information given by me is accurate and complete.

Print name:

Signature:

Date:

