



# Bridge Mills

Galway Language Centre



[www.galwaylanguage.com](http://www.galwaylanguage.com)





# We offer

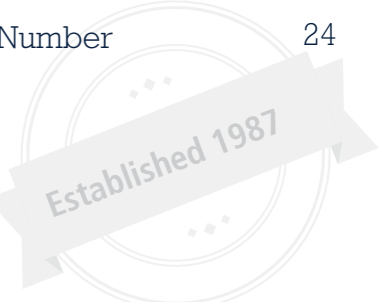
- GENERAL ENGLISH GROUP LESSONS (morning, full-time)
- INTENSIVE GENERAL ENGLISH GROUP LESSONS (morning and afternoon, full-time)
- AFTERNOON GENERAL ENGLISH GROUP LESSONS (afternoon, part-time)
- COMBINATION COURSE OF GENERAL ENGLISH and SPECIALIST ENGLISH or BUSINESS ENGLISH
- BUSINESS ENGLISH AND SPECIALIST COURSES (1 : 1 tuition — full or part time)
- PRIVATE LESSONS (1 : 1 tuition)
- CLOSED GROUPS (Juniors, Adults)
- TEACHER TRAINING - ERASMUS + (General and CLIL), QQI TESOL, SQTTEFL, Delta
- EXAMINATION PREPARATION COURSES (full-time or part-time) for:
  - CAMBRIDGE - Preliminary, First, Advanced, Proficiency
  - IELTS
  - TIE, ETAPP

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# General English **Group Lessons**

All levels available class size: Maximum 15 students  
**Course Book fee and Registration Fee** (non refundable)  
 payable on all bookings

| COURSE   | LESSONS PER WEEK<br>(1 LESSON = 45 MINUTES) | TIMETABLE  |
|--|---|--|
| General English  | 20  | Monday to Friday<br>9.00-12.15   |
| General English Intensive programmes                           | 30  | Monday to Friday<br>9.00-12.15<br>+<br>13.30-16.15 – 3 afternoons per week<br>(usually Tuesday, Wednesday, Thursday) |
| General English Afternoons<br>(minimum 25 week programme only) | 20  | Monday to Thursday<br>13.00-17.00  |

## Private **lessons**

| SPECIALIST ENGLISH<br>ONE-TO-ONE TUITION  | TIMETABLE                   |
|---|-----------------------------|
| <b>English Tailor-Made (ETM)</b><br>English for Business & Professional Use<br>Specialist English | Scheduled in the afternoons |
| English + Cultural Events,<br>English + Exam Preparation  |                             |



### 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 lesson duration (1 or 2 weeks)
- 30 lessons of language input, teaching methodology, observation, social and cultural activities per week
- Open enrollment in July and August - closed groups only at other times of the year

QQI TESOL, SQTTEFL, Delta training courses available throughout the year





# Exam Preparation Courses

## Cambridge and IELTS

- IELTS examinations every month
- Cambridge Examinations in March, June, July, August and December

| COURSE  | LESSONS PER WEEK<br>(1 LESSON = 45 MINUTES) | TIMETABLE  |
|---|---|--|
| Examination preparation<br>(Cambridge examinations, IELTS ) | 20  | Monday to Friday<br>9.00-12.15   |
| Examination preparation<br>Intensive programmes             | 30  | Monday to Friday<br>9.00-12.15<br>+<br>13.30-16.15 – 3 afternoons per week<br>(usually Tuesday, Wednesday, Thursday) |

# Closed Groups

| CLOSED GROUPS – SAMPLE PROGRAMME - (ADULTS OR JUNIORS)                    |                                 |
|---|---------------------------------|
| • Min 10 students   | • 1 free leader per 15 students |
| • Classes 9.00 to 12.30 - Closed groups                                   | • Material included             |
| • 2 afternoon activities - including walking orientation tour of the city | • Test at start of course       |
| • Access to free afternoon lessons when teacher training courses run      | • Certificate at end of course  |
| • Host family full board - 2 or 3 students per family                     |                                 |

# Additional Charges - All courses

| ADDITIONAL CHARGES TO BE BILLED TO STUDENTS AT TIME OF BOOKING  |
|---|
| <b>REGISTRATION FEE</b> – all courses                           |
| <b>CAMBRIDGE EXAM FEE</b> for examination students              |
| <b>COURSEBOOK</b> – General English and Examination courses     |
| <b>WORKBOOK</b> – exam courses only                             |
| <b>ACCOMMODATION PLACEMENT FEE</b> – (if booking accommodation) |

Please see our website for a list of all charges



Exact dates of Cambridge speaking examinations 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



# General English Courses

All lessons run for 45 minutes

## Enrolment policies

- Maximum number of students in classes: 15
- Average number in classes during low season: 6
- Average number of students in school during low season: 100
- Average number of students in school during high season: 190

## 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.

## Complete beginners – starting dates

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

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.

# General English

“If you have the words there is always a chance you’ll find the way”

Seamus Heaney

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George Bernard Shaw  
*People who say it cannot be done should not attempt it.*

Oscar Wilde  
*You can never be overdressed or overeducated.*

Patrick Kavanagh  
*Among your earthiest words, the most important are the ones you do not use.*

Samuel Beckett  
*We are all born mad. Some remain so.*



*You can never be overdressed or overeducated”*

Oscar Wilde







## Levels Offered

- A1. Beginner (No Previous Study)
- A1. Elementary
- A2. Lower Intermediate
- B1. Intermediate
- B2. Upper Intermediate
- C1. Advanced
- C1. Advanced +
- 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 online, or on Day 1 of study 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 are for sale to students at cost.

## Extending Courses

All courses can be extended with permission of the school. 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](http://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

## E Certificates of attendance

E 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.



*People who say it cannot be done should not interrupt those who are doing it”*

George Bernard Shaw





*It was a perfect experience studying at Bridge Mills Galway Language Centre”*

Oriol - Spanish student

## Enrolment policies

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.
- Open a bank account in Ireland and have evidence of appropriate finance. The school can help students to open an account on arrival.

## Public and School Holidays

|                               |   |
|-------------------------------|---|
| Christmas – New Year Holidays | Mid December to early January           |
| St Brigit’s Day               | 01 February                             |
| St Patrick’s Day              | 17 March                                |
| Easter Holiday                | Good Friday — Easter Monday (inclusive) |
| May Bank Holiday              | 1st Monday in May                       |
| June Bank Holiday             | 1st Monday in June                      |
| August Bank Holiday           | 1st Monday in August                    |
| Halloween Bank Holiday        | Last Monday in October                  |
| Christmas – New Year Holidays | Mid December to early January           |

- ETM lessons, afternoon group lessons and private tuition falling on public holidays will be re-timetabled.
- Exact dates are listed on our website



# Booking a course

“Being a smaller school the relationships between student and teacher and other students turns into a strong friendship”

Lorenza - Brazilian student

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“I loved the teachers’ involvement in helping you learn English. They are always available and are always available to help you learn”

Federica - Italian student

## 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 under 18 a parental consent form

## If Booking Host Family Accommodation

- Smoker\* / Non-smoker
- Any dietary restrictions Any significant medical conditions (e.g., 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

“My host family was amazing - a second mother to me!”

Eric - Swiss student

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# Accommodation

ACCOMMODATION PLACEMENT FEE (non refundable) payable on all accommodation bookings

## 1. HOST FAMILY - TYPES OF ROOMS:

### Single bedroom with shared family bathroom

Half-board Monday to Friday /Full-board at weekends, lightweight laundry

### Single bedroom with private bathroom

Half-board Monday to Friday /Full-board at weekends, lightweight laundry

### Double bedroom with shared family bathroom

Half-board Monday to Friday /Full-board at weekends , lightweight laundry  
For 2 people sharing the same booking – priced per person per week

### Double bedroom with private bathroom

Half-board Monday to Friday /Full-board at weekends , lightweight laundry  
For 2 people sharing the same booking – priced per person per week

## 2. SELF - CATERING ACCOMMODATION:

The school has partnered with a local 4 star accommodation provider to provide 1 ,2, or 3 bedroom apartments. The apartments are located onsite with hotel, restaurant, bar and indoor swimming pool facilities. Bed linen and towels are included.

## 3. BED AND BREAKFAST / HOTEL ACCOMMODATION:

This kind of accommodation is suitable for those who like more independent living.  
Prices vary from season to season and depending on location..

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 and ending 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 – Students leaving before completion of a course will be given a 50% 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 €200 is charged in all cases (registration fee is non – refundable).



*I was treated like one of the family”*

Adriano - Italian student

- 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 is charges 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 €200 will be charged in all cases. Availability of alternative family accommodation cannot be guaranteed.
- Temporary Absence from the Host Family: A reduced fee is charged in all cases 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.





## Other Accommodation

Students do not have to stay with a host family while taking courses at the school. Galway has many lovely hotels, B&Bs and hostels which can be found on the website: [www.discoverireland.ie](http://www.discoverireland.ie). 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](http://www.galwayadvertiser.ie) or [www.daft.ie](http://www.daft.ie).



## Self Catering Accommodation

Self catering accommodation is available. All self catering accommodation must be paid in full at time of booking.

## Bed & Breakfast Accommodation

ACCOMMODATION PLACEMENT FEE charged when school books accommodation in all cases (NON-REFUNDABLE)

**ALL OF THESE B&B'S ARE WITHIN A 10-MINUTE WALK TO THE SCHOOL.**

| NAME              | ADDRESS                                       | TELEPHONE      | EMAIL                      |
|-------------------|---|----------------|----------------------------|
| The Heron's Rest  | 16a The Longwalk, Galway H91 KN67             | +353 91 539574 | info@theheronsrest.com     |
| Adare Guest House | 9 Father Griffin Place, Galway H91 F9N4       | +353 91 586421 | info@adareguesthouse.ie    |
| Crookhaven        | 96 Father Griffin Road, Galway H91 YN59       | +353 91 589019 | margaret@crookhaven.net    |
| High Tide         | 9 Grattan Park, Grattan Road, Galway H91 P822 | +353 91 584324 | bb@hightidegalway.ie       |
| The Swallow       | 98 Father Griffin Road, Galway H91 Y153       | +353 91 589073 | theswallowgalway@gmail.com |

## 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: flight arrival time and airport, 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 ([www.galwaytaxi.ie](http://www.galwaytaxi.ie)) to the host family. Transfers on arrival and departure are not provided by the school or the host family.



*The teachers, activities and the host family organized by the school were great"*

Pierre - French student



## 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.



## Public Transportation

- [www.citylink.ie](http://www.citylink.ie) - Information on bus travel from Dublin Airport to Galway, and Shannon Airport to Galway.
- [www.buseireann.ie](http://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](http://www.irishrail.ie) - Information on train travel from Dublin to Galway, and other points of departure and destinations in Ireland.
- [www.galwaytransport.info](http://www.galwaytransport.info) - Information on public transport in Galway

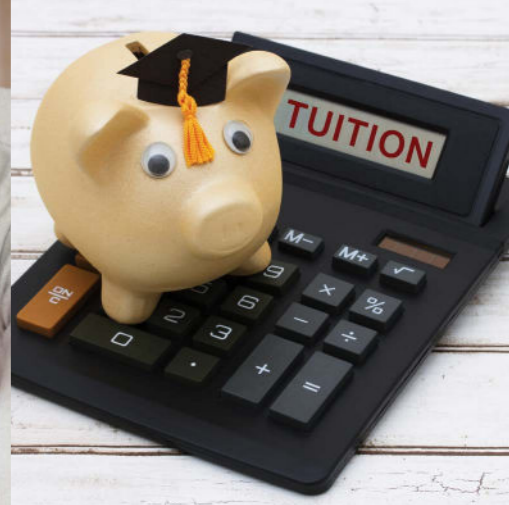
A taxi or other hired car with a driver can be arranged. This type of arrangement must include waiting time and can be expensive if a flight is delayed. Please contact the school for more information.



## 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.

See [www.thisisgalway.ie](http://www.thisisgalway.ie) for more on social life in Galway.



# 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.



## Bank Transfer

Please contact us for Bank Details

## Pay to Study

(visa requiring students must use this payment method)

**Log on to** [www.galwaylanguage.paytostudy.com](http://www.galwaylanguage.paytostudy.com)

## 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.**

Cancellation charges apply. Please see our website or contact the school.

## Visa Requiring Students

([www.inis.gov.ie](http://www.inis.gov.ie))

### Punctuality and attendance

Students must keep an attendance rate of at least 85% for their programme and must not be more than 5 minutes late to class. A student will be recorded as absent if they are more than 5 minutes late to class or leave more than 5 minutes early from class. Students more than 15 minutes late will not be allowed to class and will have to return after the following class break. Attendance will be recorded.

Students are obligated to sign an agreement at the beginning of the programme stating that Bridge Mills Galway Language Centre will enter the student for the appropriate end of programme exams and that the exams are mandatory and agree that they will sit the exam.

### Absenteeism and Expulsion

In the case of a student being absent for 2 days the school will try to make contact with the student. If unsuccessful a letter/ email will be sent to the student within 10 days of absence. If the school is unable to make contact with the student or receive good cause for absence then the student will be expelled from the school within 4 weeks of the initial absence and reported to the local immigration office.

All correspondence will be retained and will be available on request to relevant authorities. Absenteeism and expulsion procedures are implemented in a timely manner (Non-EEA students will not be expelled towards the end of their programmes in relation to issues identified at an earlier point in the programme)

### Sick Leave

Students must contact the school on the first day of sickness and each day subsequently and must submit a certificate from a doctor on the first day of return to school. The procedure regarding absenteeism and expulsion is referenced in the requirements as activated in the case of uncertified sick leave beyond the statutory entitlement.

### Holidays and Breaks

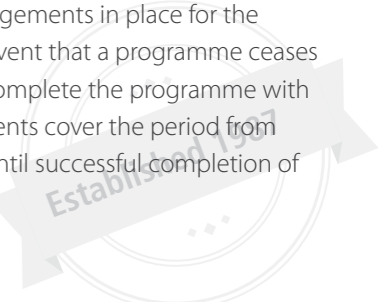
No unscheduled breaks are permitted except in documented cases of illness or close family bereavement. Student holidays and breaks must comply with the Department of Justice and Equality requirements.

### Complaints and Grievances

If students have complaints or grievances they should report these to the office immediately.

### Protection for Learners (Visa requiring students)

The school has insurance arrangements in place for the protection of students in the event that a programme ceases prematurely so students can complete the programme with another provider(s). Arrangements cover the period from enrollment on a programme until successful completion of the programme and exams.





## Bridge Mills Galway Language Centre

The Bridge Mills, Bridge Street, Galway, H91 R1WF Ireland

**Tel:** +353 (0) 91 566468 **Fax:** +353 (0) 91 564122

**Email:** [info@galwaylanguage.com](mailto:info@galwaylanguage.com)

[www.galwaylanguage.com](http://www.galwaylanguage.com)

### Emergency Telephone Number

**Out of office hours only:**

+353 86 1678503 – Patrick Creed

