



The Linguaviva Centre Ltd.



Payment and Cancellations

- All students must be paid for in full before the commencement of their course.
- All payments must include any charges that the bank will levy.
- Linguaviva cannot be responsible for sender's charges and to assist in speedy transfer of funds, it is essential to note the following information.

Account:	The Linguaviva Centre
Bank:	Bank of Ireland
Bank Address:	Upper Leeson Street, Dublin 4.
Account Number:	83942780
Bank Sort Code:	90-01-72
Swift Code:	BOFIE2D
IBAN Number:	IE76BOFI90017283942780

School cancellation fees:

- Cancellation more than 1 week prior to arrival: Full refund less €200
- Cancellation less than 1 week prior to arrival: Full refund less €500
- Cancellation after course starts: No refund

Private Tuition – Cancellation Policy:

Where a student has reserved **private tuition only**:

With a minimum of 2 week's notice	No charge
With a minimum of 1 week's notice	1 day's tuition
With less than 1 week's notice	1 week's tuition

Cancellation due to refusal of Visa Application

Full refund less €200 (upon presentation of Visa Refusal Letter)

45 Lower Leeson Street, Dublin 2, Ireland

Tel: +353-1-6789384 or 6612106 Fax: +353-1-6765687 Email: enquiries@linguaviva.com

www.linguaviva.com