



STUDENT **HANDBOOK**



Table Of Contents

- Welcome Message**
- Mission**
- Meet the Team**
- Studying in Ireland**
- Courses**
- Classes & Locations**
- Student Lounge & Activities**
- Attendance / Punctuality**
- Book Policy**

- Level Changes**
- Visa & Immigration**
- Holidays & Sick Leave**
- Exam Information**
- Safety**
- Emergency**
- Accommodation**
- Public Transport**
- Student Portal / Follow Us**

Welcome Message



Welcome to Limerick Language Centre!

We are delighted that you have chosen to study with **Limerick Language Centre (LLC)**. You are now part of a diverse and welcoming international community where you will improve your English, make new friends, and experience the best of Ireland. **Shahjabeen Chowdhury**, Manager.

Message from the Director of Studies I want to personally welcome you to **LimerickLanguage Centre** and assure you that our team is committed to providing you with the best possible learning experience. We encourage you to immerse yourself in the **language, take advantage** of our resources, and make the most of your time here.

Helena Sansa, DOS



Mission

LLC has been a leading **English language school** for over **30 years**, welcoming students from all over the world. Our school is known for its **excellent academic reputation**, qualified and experienced teachers, and friendly learning environment.

At LLC, we are committed to:

- ✓ Helping you achieve real progress in your **English skills**.
- ✓ Offering engaging and interactive lessons with small class sizes.
- ✓ Providing personalized support to make your learning experience enjoyable.
- ✓ Creating a welcoming and social atmosphere with exciting activities.

What's in this Handbook?

This handbook is designed to guide you through your course, providing information about classes, schedules, activities, school policies, and useful local tips. Whether you need help with academic support, accommodation, social events, or general advice, we are here to help you every step of the way.





Studying in Ireland

Ireland has a creative and energetic culture with a focus on high-quality education and excellence in tourism. Famous for its love of tradition, literature and music, students come here to experience its dramatic landscapes, lively cities and welcoming atmosphere. It is a place where it is easy to make friends and the art of conversation is alive and well.

It offers students the perfect environment for a successful and positive learning experience, from the beginner who is just starting out to the advanced student looking to improve and develop their fluency in English. If you would like to find out more about what Ireland has to offer, click on the following links:

www.mei.ie/living-and-studying/

www.ireland.com/en-gb/

www.educationireland.com/en/

www.mei.ie/student-accommodation-in-ireland/

www.mei.ie/health-and-travel-insurance/

www.mei.ie/working-in-ireland/

Meet the team



Director of Studies

Helena Sansa
Email: dos@llcentre.ie



Operations Manager

Shahjabeen (Shaz)
Email: shaz@llcentre.ie



**Accounts and Health
& Safety Officer**

Ariful Islam
Email: ariful@llcentre.ie



**Assistant Director
of Studies**

Alan Brennan
Email: alan@llcentre.ie



**Academic Coordinator
and Liaison Officer**

Sorcha Demarco
Email: sorcha@llcentre.ie



Office Coordinator

Ana Rodenas
Email: support@llcentre.ie



**Marketing
and Sales Manager**

Lais Nunes
Email: lais@llcentre.ie

COURSES

FLEXIBLE GENERAL ENGLISH COURSES

Flexible duration courses. Morning and Afternoon schedules. These courses are available for all students regardless of their visa status.

ACADEMIC YEAR PROGRAMME

25-week courses. Morning and Afternoon schedules. These courses are available for VISA students.

PREPARATION

IELTS Preparation Programme and Cambridge Preparation Programme (PET and FCE).

EVENING COURSE

10-week course. This course is available for all students, but they don't meet student visa requirement.

CLASS TIMETABLE

GENERAL ENGLISH

Monday to Friday

Morning: 09:00 AM – 12:15 PM (15m break)

Monday to Thursday

Afternoon: 13:00 PM – 17:00 PM (15m break)

PREPARATION COURSES

IELTS: Tuesdays, Wednesdays, and Thursdays: 13:00 PM – 14:00 PM

Cambridge: Tuesdays and Thursdays: 13:00 PM – 14:00 PM

EVENING CLASSES

Tuesday and Thursday
19:15 PM – 20:45 PM

Classes



Main Building: **Mallow Street** (V94 K271)



O'Connell Street (V94 CY8V)

MORNING CLASSES
MONDAY TO FRIDAY
9:00 – 12:15

AFTERNOON CLASSES
MONDAY TO FRIDAY
9:00 – 12:15

How Our Classes Work

At Limerick Language Centre (LLC), we take pride in offering high-quality English classes that provide students with the best learning experience in Limerick. Our classes are designed to be engaging, interactive, and effective, ensuring that every student makes real progress in their English skills.

Experienced & Highly Qualified Teachers

At Limerick Language Centre (LLC), our highly qualified teachers, including native and near-native speakers, bring decades of experience, ensuring engaging and effective lessons. Using a blend of modern and traditional methods, we focus on active participation, real-world communication, and structured progress. Lessons include role-plays, debates, and practical tasks, alongside grammar, vocabulary, pronunciation, and writing development. We also offer exam preparation (IELTS, Cambridge, TIE) and academic English. Our student-centred approach ensures a supportive and dynamic learning environment, helping you gain confidence and achieve your language goals.

Student Lounge

Students can meet, have lunch, relax and have refreshments in the student lounges at both:

16 Mallow St. - Basement
65 O'Connell St. - Basement



Social Programme

All year round, we provide activities to help you speak English outside class. We invite you to join in and mix with other students as much as possible. Activities include, Irish & Latin Dancing, making an Irish coffee, international food festivals, quizzes and visits to local tourist attractions.





BE ON TIME

ATTENTION!

FILL OUT THE RETURN TO CLASS FORM
IF YOU GET A WARNING LETTER

WARNING

OTHERWISE YOU WON'T BE ON THE
CLASS LIST





BE ON TIME

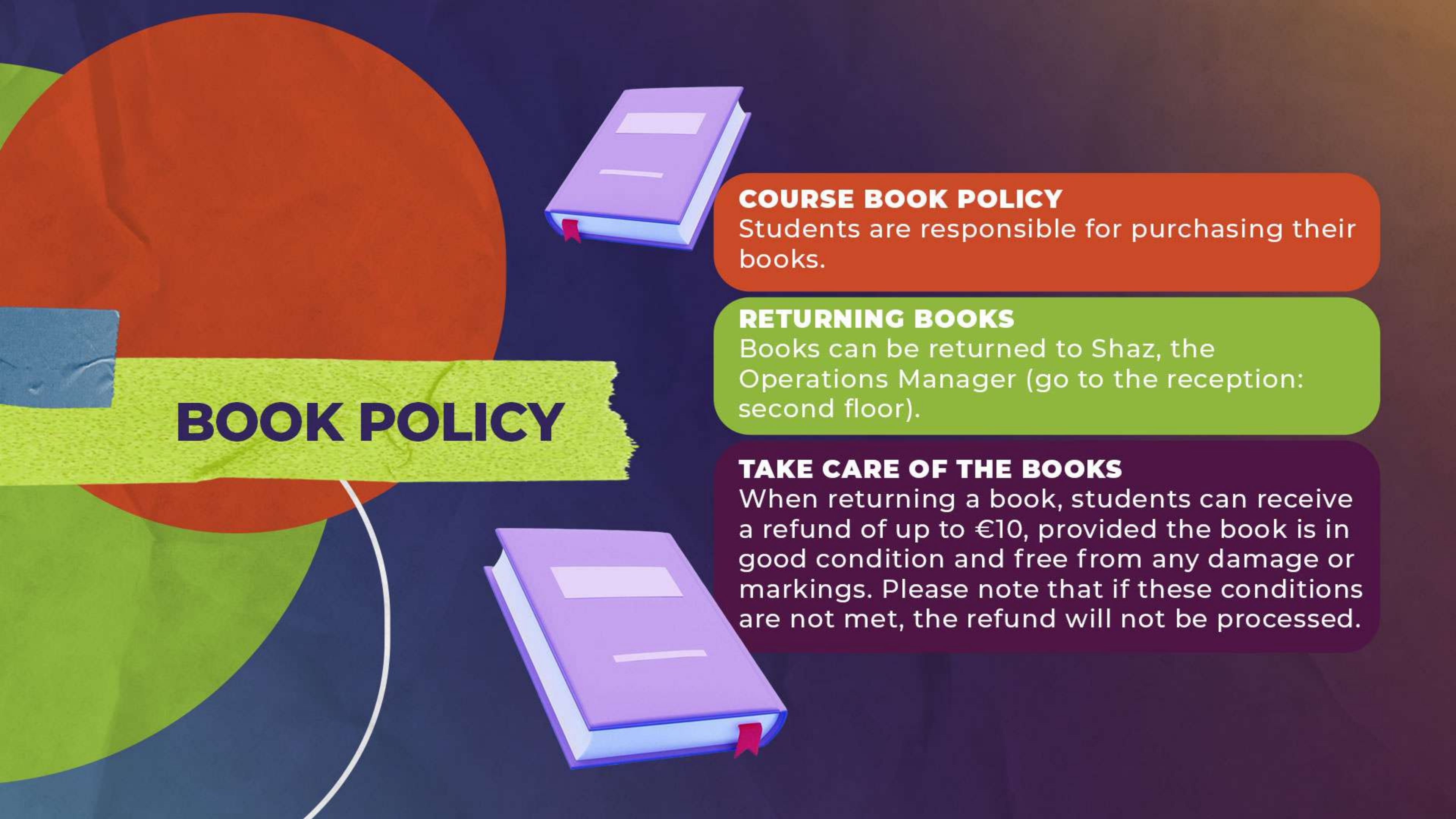
Arriving late and finishing early may affect your attendance.

If you arrive more than 15 minutes late, you'll be marked absent for that class but can still attend. You cannot leave until 15 minutes before the class ends.

Any student who is absent for two days.

will be contacted by our Academic Manager, Helena Sansa, or our Health and Safety Officer, Ariful.

You MUST have at least 85% attendance.



BOOK POLICY



COURSE BOOK POLICY

Students are responsible for purchasing their books.

RETURNING BOOKS

Books can be returned to Shaz, the Operations Manager (go to the reception: second floor).

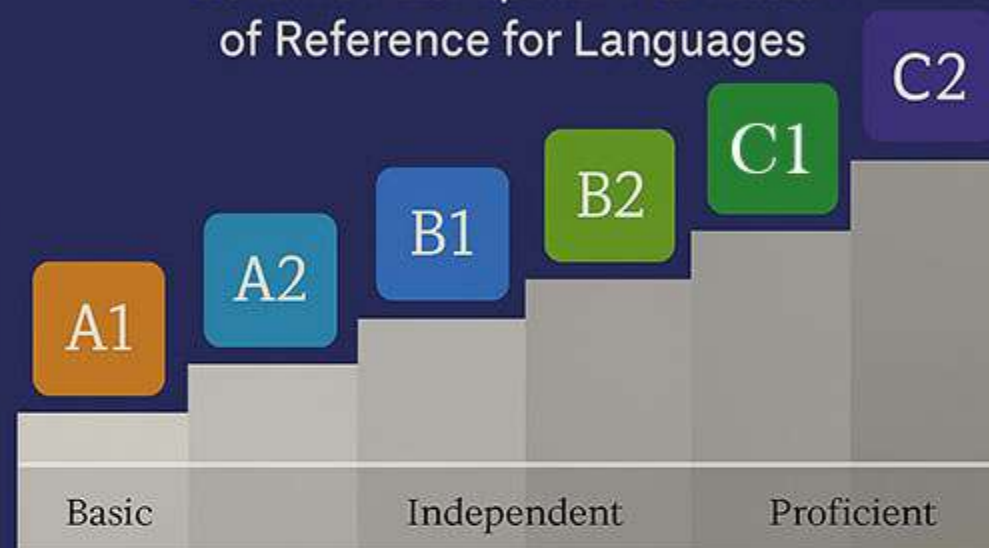
TAKE CARE OF THE BOOKS

When returning a book, students can receive a refund of up to €10, provided the book is in good condition and free from any damage or markings. Please note that if these conditions are not met, the refund will not be processed.



CEFR

Common European Framework
of Reference for Languages



LEVEL CHANGES

INITIAL ASSESSMENT

If you're not happy with your assigned level, a student needs to wait 2 weeks to change levels. On Friday, we will speak with your teacher(s) about your progress.

EVALUATION FOR CHANGE

If your teacher believes you might be ready for a higher level, you will need to do a speaking test with the academic director.

FINAL DECISION

If the academic director agrees that you are ready, your level will be changed. However, if the teachers feel you are not ready, you must stay in your current level for at least two more weeks before reassessment.

This process is applied to all students to ensure fairness and accuracy. Please note that settling into a level takes time, and one week may not be enough to fully evaluate a class. We use the CEFR Framework to assess your level. It's a standard system used worldwide to measure language skills fairly and accurately.

VISA AND IMMIGRATION GUIDELINES FOR NON-EEA STUDENTS



Requirements for Academic Year (AY-1) students:

All non-EU students must register with Garda Immigration Bureau (GNIB)

I NEED HELP!

Make an appointment to meet Shaz (Operational Manager) during the first week, she will help you to prepare the necessary documents to take to the Immigration

Shaz's email: shaz@llcentre.ie

HOLIDAYS AND SICK LEAVE

HOLIDAYS

You must receive permission from the Operations Manager (Shaz) for any holiday. Send her an email at shaz@llcentre.ie.

SICK LEAVE

Contact the Academic Director by email: dos@llcentre.ie on the first day of sickness and each day subsequently. You must provide us with a certificate from a doctor on the first day of your return.



END-OF-COURSE EXAMINATIONS

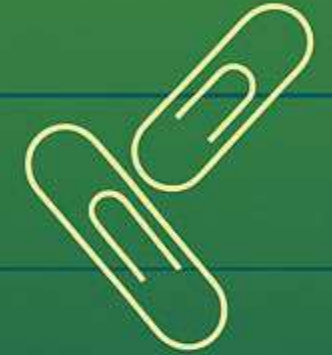
Sorcha is the examinations officer and you can talk to her about choosing and booking an exam: Cambridge PET, FCE, CAE or IELTS



EXAM INFORMATION

SEND AN EMAIL TO:

exam@llcentre.ie



CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT



TEST OF INTERACTIVE ENGLISH

SAFETY INFORMATION

IN CASE OF FIRE

When you hear the FIRE ALARM, leave the building IMMEDIATELY. Follow the exit plan posted on each classroom wall and proceed to the front of the building.

I TESTED POSITIVE FOR COVID-19

Inform the Academic Director immediately and stay at home for 5 days.

I AM FEELING UNWELL

Health and Safety Officer: Arif
Always report an accident to the office.



EMERGENCY AND USEFUL CONTACT DETAILS



NAME	ADDRESS + CONTACT NO.	NOTES
Dr. Damien Hanly & Dr. Philip Cullen	15 Pery Square, Limerick (061) 314810	• General Doctor • Only with appointment
Dr. Negin Reyhani	First Floor, 51 Upper William Street, Limerick, V94 RY8W (061) 550222	• General Doctor • Only with appointment
Walk-in Medical Centre	13 Saint Nessian's Road, Dooradoyle, Limerick (061) 571471	• Open 365 days a year (9am to 10pm) • No appointment needed
Doctor 365 Walk-In Clinic	38 Claire Street, Limerick, V94 YV22 0818 000 365	• Open 10am – 10pm • No appointment needed



Form and Emergency Details

Pre-attendance Form and Emergency contact details

Please ensure to complete this form in case of an emergency



IF YOU HAD AN ACCIDENT AND NEEDED TO GO TO HOSPITAL, WE NEED THE NAME AND TELEPHONE NUMBER OF A GUARDIAN, FAMILY MEMBER OR FRIEND TO CONTACT (TO CALL).

IT IS IMPORTANT TO CLICK 'YES' TO QUESTION 5, IT MEANS YOU GIVE US PERMISSION TO CONTACT YOUR GUARDIAN, FAMILY MEMBER OR FRIEND IN CASE OF AN EMERGENCY.

FROM TIME TO TIME, WE TAKE PHOTOGRAPHS IN THE CLASSROOM AND AT SOCIAL ACTIVITIES, WHICH WE POST ON THE SCHOOL WEBSITE AND OUR SOCIAL MEDIA SITES. IF YOU ARE COMFORTABLE WITH THAT, PLEASE SELECT YES TO QUESTION 6, IF YOU DO NOT WANT US TO USE YOUR PHOTOGRAPH, PLEASE SELECT NO.

PUBLIC TRANSPORT

LEAP CARD

If you only need to travel by bus in Limerick, buy an Adult Leap Card in a local shop.



STUDENT LEAP CARD

You can buy a Student Leap Card online for low fares.



**NATIONAL PUBLIC TRANSPORT
BUS EIREANN
DUBLIN COACH
IRISH RAIL**

Student Accommodation

Click <https://llcentre.ie/services/>
for more information

Host Family

Spending a few weeks with an Irish family is probably the nicest possible introduction to a stay in Ireland. All our host families have been carefully selected, individually inspected and are continually monitored to ensure excellent standards. The majority of our host families have worked with us for many years.

Student Apartment

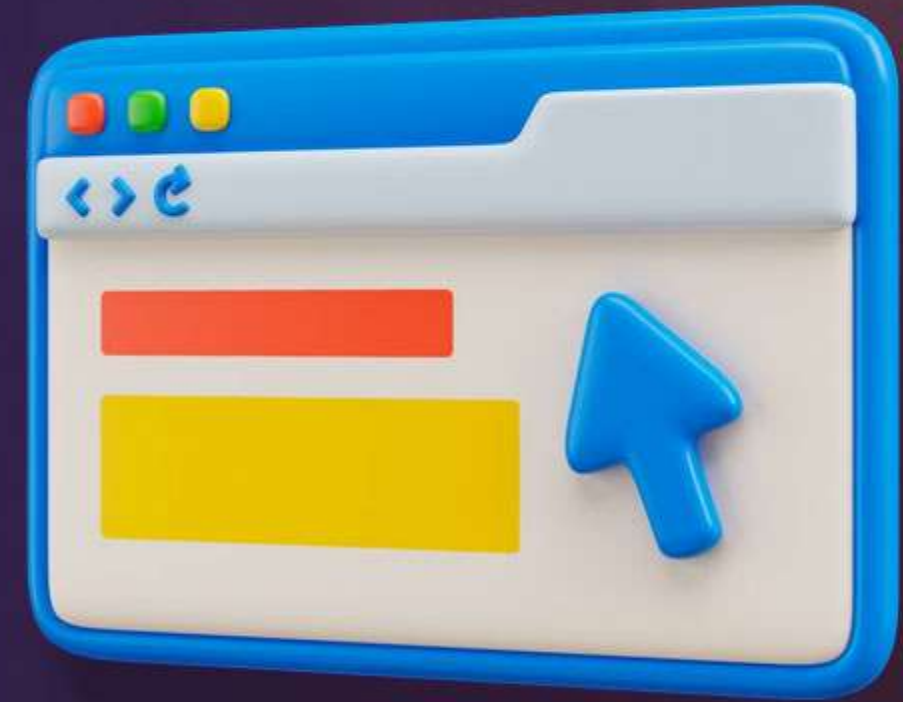
Grove Island is a modern purpose built student village which houses students in four and five bedroom apartments which have: Single ensuite bedroom (bedroom including shower, washbasin & toilet) Fully-equipped kitchen for self-catering Access to laundry facilities in Student Village for a small fee per use A comfortable living room (no television in the apartment) Bed linen is provided (but not towels or toiletries) A desk in your room Adequate storage for clothes Electricity, Wi-Fi, water and waste disposal included in price



STUDENT PORTAL

For any questions or requests regarding attendance, class changes, certificates, holidays, exit letters, bank reference letters, or other queries, students should fill out a form on the student portal.

**We are here
to solve your
problems!**



STUDENT GROUP CHAT

SCAN ME





Limerick
Language
Centre