

GENERAL INFORMATION AND TERMS & CONDITIONS OF ENROLMENT

1. There are minimum numbers required before classes can be formed and classes may be cancelled if this minimum number is not reached.
2. The D.D.L.E.T.B. accepts no obligation to refund any fee (or part fee) paid by student who withdraws from a course. A full refund will only be given where the course does not proceed. Where fees have been paid by cash or cheque, refund cheques will be issued by Head Office (this may take up to 15 working days). Fees paid by debit/credit cards will be refunded to the card used as the original method of payment. Refunds can only be made payable to the person enrolled on a course or to the named card holder in the case of debit/credit cards transactions. **The D.D.L.T.B. and individual Education Centre are not in a position to issue cash refunds.**
3. Please note that neither the D.D.L.E.T.B. or the school authorities are responsible for any loss or damaged to student's property while attending Night Classes.
4. Full fees must accompany enrolments and payment may be made by cash, cheque, debit or credit card.
5. Please note that fees only cover the cost of tuition. In some practical classes students may be asked to buy their own materials or an extra charge may be levied.
6. While every effort is made to ensure the accuracy of this brochure, no liability can be accepted for any errors or omissions.
7. Please note that the fee of those over the age 66 and in receipt of a State Pension is €60 (some exclusions apply).
8. Please note that the school premises and grounds close nightly at 10.10pm and that smoking is strictly prohibited in the school building, grounds and car park.

POSTAL ENROLMENT FORM

Please complete below and include a **STAMPED ADDRESSED ENVELOPE** with your enrolment form

Name:

Address:

.....

Telephone (mobile preferred) Email:

Please enrol me in the following Course(s)

Course code Course Title

1).....

2).....

I enclose a CHEQUE/MONEY ORDER(NO CASH PLEASE) for the following amount €

Signature: Date:

Please note the following important information:

- 1) Cheques/money orders should be made payable to **Dublin and Dun Laoghaire Education and training board.**
- 2) Confirmation that a place has been secured and a receipt for course fee paid, will only issue to those who include a S.A.E. with their enrolment form.

**ADULT & COMMUNITY EDUCATION DEPARTMENT, CASTLEKNOCK COMMUNITY COLLEGE,
CARPENTERSTOWN ROAD, DUBLIN 15.**



Coláiste Pobail Caisleán Chruacha
Castleknock Community College

