

APPLICATION FORM | **Cavan Institute's School of Lifelong Learning 2010-2011**

Course Name.....

Course / Module Code.....

PERSONAL DETAILS

Surname (Block Capitals)..... Name

Address.....

D.O.B..... E-mail.....

Telephone..... Mobile No.....

Personal Public Service No. (PPS No.)

Medical Card No. (if applicable).....

PAYMENT DETAILS

(Application will not be processed without course fee. Place cannot be reserved without the payment of fees. All cheques should be made payable to Co Cavan VEC. No cash will be accepted.)

Course Fee €.....

Payment on enrolment night or by post to: **Lifelong Learning, Cavan Institute, Cathedral Road, Cavan.**
I accept the conditions of enrolment as outlined overleaf.

Signed.....

Date / /

OFFICE USE ONLY
Fee.....
Receipt No.....
Signature.....
Entered on system by.....
Date / /



GENERAL INFORMATION

Participants have the option of registering by post, by completing the application form overleaf, together with payment to Adult Education Evening Class, Cavan Institute, Cathedral Road, Cavan, no later than the **15th October 2010 (Autumn Programme) / 21st January 2011 (Spring Programme)**.

Learners will be expected to bear the cost of materials where such arise.

1. Fees are outlined beside course.
2. Fees are payable on or before enrolment and are as outlined in course documentation.
3. **No person may attend a course without payment of the fee.** Payments should be made by cheque/postal order/bankdraft and made payable to Co Cavan VEC. NO CASH ACCEPTED. Fees can be paid by post or by person during office hours (9:30am-4:45pm).
4. Fees are non-returnable after issue of receipt, provided the course starts.
5. Fees do not cover the cost of materials. Learners will be expected to bear the cost of materials where such arise.
6. For security reasons, fees cannot be accepted during the evenings.
7. Co Cavan Vocational Education Committee reserves the right to change any or all of the courses offered, or the conditions under which any course is offered. No course will be formed where the number of learners does not warrant it.
8. Responsibility cannot be accepted for loss or damage to the property of learners.
9. Smoking is strictly prohibited in any part of the course premises.

Payments should be made by cheque/postal order/bankdraft and made payable to Co Cavan VEC. NO CASH ACCEPTED.