

APPLICATION FORM

Cavan Institute's School of Lifelong Learning 2009-2010

Course Name.....

Course Code.....

PERSONAL DETAILS

Surname..... 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 €..... Cheque: Laser: Credit Card:

Credit Card Holders Name.....

Address.....

Card No.

Expiry Date Amount

Card Holder's Signature.....

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 **25th September 2009 (Autumn Programme) / 20th January 2010 (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 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/non-negotiable instrument. All cheques should be crossed and made payable to Co Cavan VEC.
For security reasons, we cannot accept cash.
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. 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.
7. People who are unemployed are entitled to special consideration. A reduction on fees will be given on production of appropriate documentary evidence. *(Limited places apply)*
8. VEC employees are entitled to special consideration. A reduction on fees on production of documentary evidence of employment (full time/permanent) within the scheme on enrolment and letter of recommendation of course pursuit from Principal/Centre Director. *(Limited places apply)*
9. Responsibility cannot be accepted for loss or damage to the property of learners.
10. Smoking is strictly prohibited in any part of the course premises.