

Self-Financing Courses: Terms & Conditions

1. Payment is required in full in order to apply for and secure a place on a course.
2. Courses will run subject to a minimum number of applicants. If we fail to meet that number, then we will be unable to run the course. Once a decision is made to cancel a course, all applicants will be notified immediately, and all will be fully refunded. The full course fee will be refunded to the card used to make the initial payment.
3. If an applicant wishes to withdraw from the course and the course has not yet started, then the full course fee will be refunded. No administration fee will apply in such circumstances.
4. If a learner's circumstances change such that they have no option but to withdraw after the course has started, then he or she may request a partial refund. This will be calculated in terms of the number of classes remaining on the course from the time at which the learner notifies the administration team. **An administration fee of €50 shall apply to requests for partial refunds** and this fee will be deducted from whatever remains of the balance to be refunded.
5. No refund will be made to learners who register on a course and consequently fail to attend classes and fail to notify us of their intention to withdraw.
6. Students are required to make every effort to attend all classes. This is particularly important if they are participating in a course that leads to certification. Failure to attend classes will compromise a student's ability to learn the skills and knowledge they will require to participate in assessment, and they may fail to complete all elements of the course in order to achieve certification.
7. Cavan Institute expects students and staff to behave in a way that promotes learning and has at its heart dignity and respect for the individual. Inappropriate, challenging or threatening behaviour will not be tolerated, and instances of such behaviour may result in the student being asked by the tutor to leave the class either on a temporary or permanent basis.