



## **Checklist**

Please tick each box as you have completed each one. Applications sent to The College of Progressive Education that are incomplete or incorrect will not be processed.

<input type="checkbox"/>	Full time learners only, I have enclosed 4 passport photographs signed on reverse.
<input type="checkbox"/>	I have provided all information in the Personal Details section overleaf.
<input type="checkbox"/>	I have provided all the course details for the course I wish to enrol on overleaf.
<input type="checkbox"/>	I have checked that I meet all course entry requirement, pre-requisites as outlined in the course description and have included all supporting documentation as set out by individual course entry requirements in the course description e.g. certificates, evidence of work experience, C.V.
<input type="checkbox"/>	I have enclosed evidence of my PPS number (e.g. Certificate of tax credits & standard rate cut off point or copy of social security card)
<input type="checkbox"/>	I have signed the Application Form below.
<input type="checkbox"/>	If applicable, I have enclosed Part One of the Giro, completed and stamped by the bank or post office.
<input type="checkbox"/>	If applicable I have written my name and course details on the back of cheque/bank draft
<input type="checkbox"/>	I have enclosed deposit/fees required for the course (including sponsorship details where relevant)

### **Important Information for Distance Learning Only Please read before submitting application**

- Please note that on the start date your initial pack of course materials will leave the Dublin office via courier and is due to arrive with N.I and R.O.I students within the next two days. For other learners the delivery time will be 3-5 days. Please phone the office to confirm delivery arrangements. It is sent to the address you provided in the "Delivery Address for Distance Learning" section of the application. Please be aware that the courier may arrive at any time on weekdays during business hours; so, it is important that a person is present to sign for this pack. Therefore, in that section, you may consider providing the address of a family, friend, or workplace. (Only the initial pack is delivered via courier to the "Delivery Address for Distance Learning". All subsequent course material is sent via regular post to the regular address you have provided on your application form.)
- The College of Progressive Education maintains a policy in which the course fee must be paid in full 14 days before the course commences. Where full payment is not possible, the learner may inquire with the Accounts Department about his/her eligibility for an instalment plan, if fees exceed €1,000.00. Please note, if a learner has not paid in full and an instalment plan is not in place, the course materials cannot be sent on the start date. Once the accounts matter is resolved, course materials will then be sent to the learner.

### **Acceptance of terms and conditions for all Learners**

I have read and thus understand and accept the terms and conditions set out by the College of Progressive Education. I state that I meet all entry requirements as outlined on the course descriptions. I accept that booking deposits and fees/balances are non-refundable. I understand that I am liable for fees, whether or not I complete my course of study. If I fail to complete a course and as a direct result a funding body refuses to pay my fees, I will become personally liable for the outstanding fees.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

I certify that the information is correct and I undertake to comply and accept the terms and conditions of the College of Progressive Education. (Please note, unsigned applications will be returned unprocessed)

**Return this form to the College of Progressive Education,  
8-10 Rock Hill, Main Street, Blackrock, Co Dublin**

## Terms & Conditions

- The College of Progressive Education accepts no responsibility for Cash or Postal Orders sent through the post. We request that you do not send us cash or postal money orders. In all cases a deposit must accompany an application. Applications received without a deposit will be returned to the applicant.
- **Booking deposits and fees/balances are non-refundable. Learners are liable for fees, whether or not they complete the course of study.** If a learner fails to complete a course and as a direct result a funding body refuses to pay their fees, the candidate will become personally liable for the outstanding fees. Course fees must be paid in full before the commencement date of the course. **Except where stated, all fees are non-refundable. No fee refund will be made to students who fail to attend classes or who do not finish the course.**
- To enable us to register learners correctly with FETAC a copy of the learner's certificate of tax credits and standard rate cut off point or a copy of the learner's social security card is required with this application form.
- The College cherishes excellence, integrity, fairness and equality. We are happy to accommodate learners with special requirements. However, should an interpreter or specialist equipment be required this will be at the learner's expense. Learners must advise the College in writing at the time of application of their special requirements so that the appropriate arrangements can be made.
- Overdue accounts  
Where a learner is in arrears with their fees, he or she may be asked to leave the course.  
Distance Learning Modules and all certificates will be withheld where accounts are in arrears
- Completed applications must be received and the full course fee paid 14 days before the course commences. Late applications may be accepted subject to place availability.
- Places on courses are limited, therefore are allocated on a first-come, first-served basis. Acceptance of these terms and conditions must be signed in order to guarantee starting on the scheduled date and the timely receipt of materials. For Distance Learning courses the complete course material will be sent out when the course fee has been paid in full prior to the commencement of the courses ó with the exception of course 3.12.
- Course start dates may be deferred or courses may be cancelled if there are insufficient learners enrolled. The College will endeavour to offer an acceptable alternative course. Where this is not possible and the College has cancelled the course, all fees received will be refunded.
- Where a student receives Distance Learning modules in respect of one course and then decides to change to another course they will be charged for the modules received to date, notwithstanding their return. In addition the full course fee of the newly chosen course is due at time of transfer.
- Seminar Absence Policy: Where seminars are timetabled as part of a course, attendance at the seminar(s) is compulsory. In exceptional circumstances, where a learner is unable to attend a seminar (either in part or the full day), the learner may request an alternate seminar date. The College cannot guarantee that an alternate seminar date will be available in every case. However, if an alternative date is available, the learner can be facilitated upon request. An administration fee applies to such requests.
- In exceptional circumstances (family bereavement, certified illness) learners may apply for a deferral. In order to apply, a learner must send a signed letter to the Academic Department stating the grounds for a deferral. Deferral requests will not be taken by phone. A deferral fee will apply. The deferral is granted at the discretion of the Principal, and the deferred place must be taken up within one academic year. Also note that enrolled learners who fail to complete the course within its designated time frame and wish to have an extended period in which to finish may be subject to additional fees.

**All information contained in this Application Form is subject to change at any time.**

**Please sign overleaf and ensure checklist is completed.**

# Fees Payment Form

## Methods of Payment

I am paying by:

 Tick Box

- Credit Card Visa/MasterCard/Lasercard
- Bank Giro ó Complete enclosed Form and have it stamped by your bank or post office and enclose stamped (Part One) slip with this form.
- Cheque ó Student Name & Course Details must be written in Block Capitals on the back of Cheque.
- Bank Draft - Student Name & Course Details must be written in Block Capitals on the back of Bank Draft.
- Sponsorship ó Sponsor to Complete

The College of Progressive Education accepts no responsibility for Cash or Postal Orders sent through the post. We request that you do not send cash or postal money orders.

## Visa/Mastercard/Lasercard

Name on Card:

Card Number:

Expiry Date:

Please take the deposit/full fee from my credit /laser card as of the date on this form:

€

Please take the balance 14 days prior to the commencement of the course  
Signature of Credit Card Holder:

€

Dated:

## Learner Sponsorship/Employer Details

I agree to pay course fees of the following amount in respect of the student named overleaf.

€

Organization's Name:

Sponsor's Position:

Organization's Address:

  
  
  

Tel Work:

Tel Mobile:

FAX:

Sponsor's Signature

Sponsor - Please Print Name in Block Capitals

Date: