



# Application Form



First Name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>	Tel Home	<input type="text"/>
City	<input type="text"/>	Tel Work	<input type="text"/>
County/Postal Code	<input type="text"/>	Tel Mobile	<input type="text"/>
Email	<input type="text"/>		

Distance Learners Only: Delivery Address and Telephone Number for Distance Learning Starter pack. (Somebody must be present to sign for the courier delivery)	<b>Required for FETAC registration</b>	
	Date of Birth	<input type="text"/>
	PPS Number	<input type="text"/>
	Male	<input type="radio"/> Female <input type="radio"/>

Programme Details	Sponsors Details
Programme Category <input type="text"/>	Name <input type="text"/>
Method of delivery <input type="text"/>	Organisation <input type="text"/>
Programme Code <input type="text"/>	Address <input type="text"/>
Location <input type="text"/>	Email <input type="text"/>
Programme Start Date <input type="text"/>	Tel Work <input type="text"/>
Programme Fee Enclosed. (Minimum - deposit amount)	Tel Mobile <input type="text"/>
Payment Plan <input type="text"/>	Signature <input type="text"/>
Method of Payment <input type="text"/>	

If paying directly to our bank account the details are as follows:

Account name: Progressive Education Limited, Bank Name: AIB Stillorgan, Sort Code: 933570, Account Number: 07043211.

Please make sure you put your name as the notation so we can identify your payment on our bank account.

*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.*

I accept the terms and conditions below and certify that the information above is correct

Other Relevant Information

## 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 learners 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 - 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 time tabled 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.

### **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.