

Terms & Conditions

Registration / Fees:

- Fees are payable on registration.
- Fees may be paid by credit cards or debit cards when registering on-line or by phone.
- Credit cards, debit cards, cheques or cash may be used when registering in person at the Institute.
- Cheques should be made payable to “Co. Carlow VEC”.
- A €10 administration fee is included in each course fee.
- Assessment fees are included in FETAC course fees. Extra fee applies when entering for full FETAC certificate.
- Where necessary, a charge will apply for class materials.

As documentation is required, it is not possible to register on-line or by phone in following instances:

- For courses which have a minimum entry requirement, a copy of the required certification should be presented on registration.
- In the event of a course fee being paid by employer or other organisation, a letter from the appropriate person should be presented on registration.
- In certain cases, unemployed persons in receipt of Social Welfare **allowances**, and their spouses, may be admitted to courses on payment of reduced tuition fee. The following documentation should be produced on registration:
 - Proof of current payment **and**
 - Proof that payment has been received for a minimum of 6 months.

Courses for Newcomers and English as a Second Language courses are already reduced fee.

A reduced fee is not applicable to courses which have limited places e.g. First Aid courses.

Class Attendance:

- Classes are formed subject to minimum enrolment.
- When registered, students must adhere to the rules, regulations and policies of the Institute.
- A commitment to time for personal study and research is a pre-requirement of accredited courses.
- It is the responsibility of the applicant to secure work placement and relevant documentation for accredited courses.
- In the event of a class being postponed, students will be notified by text message or by email and the class will be re-scheduled for a future date.

Fee Refund:

- Fees may be refunded only in the event of a course being cancelled due to insufficient enrolment numbers.
- A Refund Form will be sent to you at your postal address and appropriate fees paid into your bank account.
- Fees paid by credit card or debit card may be refunded to card.

General Information:

- Cars are parked at owners' risk. Parking restrictions apply.
- Information is accurate at time of publication. Adjustments to programme may arise.