



Enrolment Policy

- Courses will only be run if there are sufficient enrolment numbers.
- Course enrolment for a particular course may only be secured by full payment of course fee.
- **Students can enrol daily from Wednesday 4th January between 9.30 and 4.30 p.m.,** through the Adult Education Office Tel: 01-2857455, by credit card, in person or by post.
- **Online credit card bookings can be made at any time from Wednesday 4th January onwards.**
- **Students can also enrol at our Open/Enrolment nights which will be held on Monday 9th and Wednesday 11th January from 7.15 until 9.15 p.m.**
- Fees are payable on enrolment and receipts will be issued.
- Students who are eligible for a discount should contact the Adult Education Office Tel: 01-2857455.
- The school allows postal enrolments, which should include the fee for the relevant course, to facilitate people who cannot attend the enrolment evening. [Your receipt is your admission to the course.]
- Fees are strictly non-refundable unless the school decides not to run a course, in which case all fees will be refunded by post or credit card.
- Cheques should be made payable to Cabinteely Community School and should have your bank card number on the back.
- Fees can be paid by credit card through our school Adult Education Office or on the night of enrolment. Laser card or Credit card payments can also be made online.
- Participants must be at least 16 years old. Where a student under the age of 16 wishes to enrol in a course the school management will consider such application and may in its discretion permit such enrolment.
- Unless otherwise stated courses are of ten weeks duration, begin at 7.30pm and finish at 9.45pm including a 15 minute tea/coffee break.
- Smoking is strictly prohibited by law in all areas of the school building.
- The school and its management accept no responsibility for loss or damage to the property of students. This includes motor cars, motor cycles and bicycles on the school grounds.
- Materials are NOT included in course fees unless otherwise stated on the brochure.
- Since access to Cabinteely Community School involves travelling through the residential area of Courtlands, we urge all participants to respect our good neighbours by driving slowly and carefully and parking on the school grounds only.

GENERAL INFORMATION

Welcome to Cabinteely Adult Education where we offer a broad range of courses, covering personal, professional and leisure interests. We provide a warm and welcoming centre for lifelong learning. With us you can pursue an interest, make new friends and experience a friendly, social evening. We are 5 mins walk from the N11 motorway and Cabinteely Village.

1. Our centre provides designated disability car parking and toilet facilities. Our centre is wheelchair accessible. Adult students with special needs are requested to inform us of their needs as early as possible before the start of term. We will provide the appropriate service that is required by the Department of Education and Science. We regret we cannot provide resources that are outside that provision.
2. Early enrolment is advisable. Please note places will be given on a first come first served basis. Fees must be paid in full at enrolment. PLEASE NOTE PAYMENT OPTIONS: Fees may be paid in cash, by cheque or by laser card. Should you however choose to pay by Credit Card we regret that we must pass on the bank charges to you, i.e. 1.5%.
3. Unemployed persons, senior citizens and those taking two or more courses will receive a discount. Please contact us at 01-2857455 for further details or drop in to see us. Remember to ask for your discount when you are enrolling.
4. Formation of courses will depend on sufficient enrolments for the course. We will contact you only if the course is not formed. Should numbers on a course not be viably filled we may ring you to ask if you would be willing to have the course run for less nights at the same fee to make it viable.
5. Fees are strictly Non-refundable, unless a class is not formed, in which case they will be returned by post as soon as possible.
6. Participants are requested to give their mobile phone number during enrolment. Any information regarding cancellations will be sent via text message or phone call.
7. Participants will be required to supply certain materials for some courses. See course details and check at enrolment.
8. The Board of Management cannot accept responsibility for any loss, damage or injury to persons or property while on the school grounds/premises.

Disclaimer

Cabinteely Adult Education will not be responsible for or liable in respect of errors, inaccuracy, mistakes or omissions from these WWW pages. The information contained within this site is of a general information nature only and can change from time to time. The School reserves the right to revise, amend, alter or delete programmes of study and educational regulations at any time by giving such notice as may be determined by the Adult Education Committee in relation to any such changes. Readers / users are advised to verify, by direct and live contact with The Adult Education Department, any information on which they may wish to rely.

Policies

Please read the following notes carefully before booking on any course:

- 1. Fees are payable in full on enrolment
- 2. Fees are non refundable except when classes do not form
- 3. Fees can be paid on-line at [easypaymentsplus](#) or by cheque. Cheques should be made payable to Cabinteely Community School.
- 4. Cabinteely Community School does not accept responsibility for property damaged or mislaid on the premises
- 5. The minimum age for courses is 16 years.
- 6. Smoking is not permitted on school premises or the property surrounding it
- 7. There are concessions for OAP's and the unemployed.
- 8. There is limited parking available at the school, so arriving early is advisable.
- 9. The number 45, 84, 145 bus stops on the N11 motorway which is a 5 minute walk from the school. These buses run a frequent service to the city centre.
- 10. A transaction fee will be applied to all laser and Credit Card Payments.