

# EVENING COURSES APPLICATION FORM AUTUMN 2017

Please print your name and address in BLOCK CAPITALS. Please enclose cheque/ Bank Draft/ PO payable to “**Longford Westmeath ETB**”.

Completed Application forms must be received on or before 22nd September 2017  
Adult Education Coordinator, Mullingar Community College, Millmount Road, Mullingar.

Course Title: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Payment enclosed for € \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_

Other Contact No: \_\_\_\_\_

Email address: \_\_\_\_\_

I would love to receive occasional emails and texts about new courses, promotions and other news.

I accept the terms and conditions as outlined

Signed : .....

**INFORMATION:** The Adult Education team will be available to answer any queries on open nights and by email to [adulated.mcc@LWETB.ie](mailto:adulated.mcc@LWETB.ie) or by text or talk to Martina Whyte on 086 027 0991. Early booking essential to ensure class runs and your place is reserved!

**MATERIALS:** there is an extra charge for materials on some crafting courses to be paid directly to the tutor for materials that you will use and take home.

**FEES** are paid in full on enrolment and are refunded if course does not run. The college reserves the right to close a course and refund fees by electronic transfer. There is a charge of €20 per module for QQI certification. All other courses must remain viable and be self-financing: therefore **NO REFUNDS**, under any circumstances, are available once a course has commenced. A participant **will not** be permitted to commence a course unless it has been

paid for in full by the learner prior to commencement.

**COURSE CHANGE:** We will endeavour to accommodate change of courses within the same term. Please write or email [adulated.mcc@LWETB.ie](mailto:adulated.mcc@LWETB.ie) with request.

**STUDENT PROPERTY:** responsibility cannot be accepted for loss of or damage to student property on school grounds.

**PARKING:** Limited parking is available in the school grounds. Please park with consideration to local residents .

**DISCIPLINE:** On enrolment, students subscribe to the regulations of the school and are bound by them. The school reserves the right to suspend from class/school if appropriate.

**SMOKING :** is prohibited by law anywhere on school property.