

**INFORMATION:** The Adult Education team will be available to answer any queries on open nights and by email to [adulthood.mcc@LWETB.ie](mailto:adulthood.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 if insufficient learners apply or for any other reason. 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 prior to commencement.

A charge of €20 per module for QQI level 5 or 6 certification. There is no fee for QQI level 3 or 4 certification.

**LEARNERS** must be at least 16 years of age in order to participate in Adult Education Courses.

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

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

**RISK** All learners attend at their own risk. Neither the LWETB nor the Board of Management and their officers accept liability for damage or injury to persons or property, while present in the school or its precincts.

**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.