

## ***Enrolment Form***

Course Attending: \_\_\_\_\_

(Please indicate preference of which day/evening course/workshop and date course commences)

### **Personal Details**

Name: \_\_\_\_\_

*\*Students are advised that the name they give to the college is the name that will appear on the ITEC Diploma/Certificate.*

Gender: Male/Female

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

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

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Previous ITEC Student number: \_\_\_\_\_

Any special needs requirements: \_\_\_\_\_

### **Education Details**

Related qualifications, if any: \_\_\_\_\_

### **Medical Details**

*\*Please note it is important to inform us of any medical conditions or medication you have and keep updated of any changes throughout the course.*

Please indicate yes/no to the following:

Undergone any operations:

Epilepsy:

Neck/back injuries:

Heart Conditions:

Allergies:

Diabetics:

Disability:

Migraine:

Skin Condition:

Any known medical condition:

Are you pregnant:

If you have answered yes to any of the above or if you have a medical condition which is not mentioned above, please give more details: \_\_\_\_\_

---

How did you hear about The De Vere Academy? \_\_\_\_\_

**Payments:**

A deposit of 25% of the full course fee is required to secure a place on a course.

Please make Cheques/Postal Order or Bank Draft payable to: The De Vere Academy

Posted to: 2<sup>nd</sup> Floor, South Colonnade, The Plaza, Swords, Co. Dublin.

Please state amount enclosed: \_\_\_\_\_ Please do not send cash payments via post, if you wish to pay cash, please call into the college. **Fees and Deposits are non refundable and non transferable.**

**Declaration**

I \_\_\_\_\_ hereby confirm that the information contained on this enrolment form is correct. I understand that all deposits and fees paid are non refundable and non transferable should I not take up my place or fail to complete the course. I have read and understood all sections of this application form. I agree to abide by The De Vere Academy's terms of enrolment and college regulations.

Consent of Parent/Guardian if under 18yrs: \_\_\_\_\_

## Terms and Conditions of Enrolment

1. Students are advised that the name that they give to the College is the name that will be put on the ITEC Diploma/Certificate.
2. Students must be 18 years.
3. The College reserves the right to expel any student they deem disruptive. Fees paid will not be refunded.
4. The College reserves the right to assess a student's suitability to commence a course. If admission is refused deposit/fees paid will be refunded.
5. A 25% deposit of the full cost of the course is necessary to secure a place.
6. Deposits/Fees are non refundable and non transferrable, unless the course is cancelled by the College, in which any fees paid will be fully refunded.
7. **Course should be paid in full on the first day of the course. However if an individual needs assistance, we can discuss a payment plan.** Courses must be paid in full on dates specified by the College prior to examinations.
8. 90% class attendance is required in order to meet the criteria required to do the examination.
9. The College has the right to change the courses, modules, timetables and tutors without prior notice.
10. The College has the right to cancel or postpone courses if minimum numbers for a viable course are not obtained. In such circumstances, a full refund will be given.
11. The College has the right to terminate the participation of any student on a course if they are deemed unsuitable to continue.
12. International students must have successfully completed a course in English as a Foreign Language in order to be accepted on a course.

## College Regulations

1. Students are responsible for providing the College with up to date contact details.
2. Students must wear their uniform to class. (Tunic, black trousers, black socks, plain, full, flat black shoes).
3. For courses with practical components, students must ensure that nails are kept short and unvarnished and hair is tied back.
4. To ensure classes are not interrupted once they commence, students are asked to be in class at least 10 minutes before class is due to start.
5. Students are responsible for their own kits. Items that are lost will be replaced at the students own expense.
6. Students are advised not to bring valuables into the College. Students are responsible for safeguarding their own belongings and valuables while attending the College. The College will not be responsible for any item which is lost, stolen or damaged.
7. Smoking is prohibited anywhere in the building or directly outside the building.
8. Students are prohibited from using illicit drugs and/or alcohol during class hours. Students who are found to have used these substances, either on or off the premises during class hours, will not be admitted to the College and may be dismissed.
9. Students are expected to turn mobile phones off or on silent whilst in the College.
10. The College reserves the right to expel any student they deem disruptive. Fees paid will not be refunded.
11. The College reserves the right to assess a student's suitability to commence a course. If admission is refused deposit/fees paid will be refunded.