



**etb**

Bord Oideachais agus Oiliúna  
Chill Dara agus Chill Mhantáin  
*Kildare and Wicklow  
Education and Training Board*

## **Refund of Fees Policy**

1. Fees are non-refundable except where a course does not take place due to poor enrolment.
2. In the event of the cancellation of a course refunds will be issued within 20/30 working days of the due start date of the course. In all other circumstances refunds will be issued within 30 working of the due start date of the course.
3. In the event of the cancellation of a course payments made by cash / cheque will be refunded into bank accounts. Bank account details and PPS numbers are required to facilitate this payment.