



etb

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

Terms and Conditions

1. No course will be formed where the number of students does not warrant it.
2. The school/centre reserves the right to close a course or to modify it in any manner it deems suitable at any time.
3. Enrolments may take place one week after the commencement of a course provided there are vacancies.
4. Admission to courses is confined to those over 16 years who have left full-time second level education.
5. The provision of classes during the mid-term break may vary according to schools / centres.
6. Responsibility cannot be accepted for loss or damage to the property of students.
7. Limited parking available at schools / centres.
8. Smoking is strictly prohibited in any part of the school / centre premises or grounds.

Fees

1. Full fees must be paid prior to the commencement of each class. Fees can be paid through the following methods:
 - on-line at www.kwetb.ie
 - postal enrolment
 - enrolment nights/days
2. Cheques should be crossed and made payable to Kildare and Wicklow ETB. Examination fees or registration fees (where applicable) are not included in the course fee.
3. When enrolling on-line with a Credit / Debit Card in a name other than your own, please supply the name on the Credit / Debit Card
4. Where necessary an additional charge will be made for class materials. This will be collected by the tutor at the beginning of the class. In many cases the tutor may have the materials for sale at the commencement of the course.
5. Any subsequent re-imbusement of fees by employers for students is a matter for the student and their employers.
6. There is no Fee Reduction for Certificate, Professional or Diploma courses
7. The cost of second chance courses e.g. Junior and Leaving Certificate classes for students with less than Leaving Certificate is €200.00.

Refund of Fees

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 20/25 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.

Reduced Fee

1. In certain courses 30% of the tuition fee is waived in the case of holders of a current FULL Medical card.
2. Evidence of entitlement to fee reduction (current Full Medical Card) must be produced in advance of the course commencing or on the enrolment day where appropriate. If you register on-line please bring your Full Medical Card to the school or centre for verification before the classes begin.
3. There is no Fee Reduction for Certificate, Professional or Diploma courses

Disclaimer

The contents of this website are for information purposes only and should not be viewed as a contract between Kildare and Wicklow ETB and any student or any other person. Kildare and Wicklow ETB reserves the right to cancel any course and/or amend courses, fees, regulations, times or venues at any time.