

## **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. Enrolment may take place after the commencement date 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. Limited parking available at schools/centres.**
- 7. 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.kerryetb.ie](http://www.kerryetb.ie)**
- enrolment nights/days**

**2. Cheques should be crossed and made payable to Kerry Education and Training Board**

**Examination fees or registration fees (where applicable) are not included in the course fee.**

**3. Where necessary an additional charge will be made for class materials.**

**This will be collected by the tutor at the beginning of the class.**

**4. Any subsequent re-imburement of fees by employers for students is a matter for the student and their employers.**

#### **Refund of Fees**

- **Fees are non-refundable except where a course does not take place due to poor enrolment. In such cases fees will be refunded. There may be a short delay for administrative purposes.**

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