

# Griffin College



## Promoting Progress Since 1991

### TERMS AND CONDITIONS

(Extract - Full Terms and Conditions available on request) E&OE

#### TRAINING/EDUCATION COURSES - GENERAL

To apply for any of our courses, you should contact us and request further details of the course and the Learner Application Form. Please return the completed Learner Application Form along with copies of relevant educational certificates, and any other supporting documentation we may request (these may include your CV, or job references for example). After the receipt of your application, we will conduct an interview to assess your eligibility for admission in the desired course. We may exempt students from interviews. After successful completion of an interview (if any) and payment of the course fees in full, the student will be issued with our Letter of Enrolment incorporating our Official Receipt for fees paid. We reserve the right to refuse to accept any application without any obligation to give reason(s) for such refusal.

All applications for training courses and programmes must complete the Application form and provide the information requested on the form. Applications are generally taken on a first-come-first-served basis at our discretion. It is recommended that applicants enrol as early as possible by completing an application form and returning it with a booking deposit of €100 per person.

All applications received will be acknowledged and a receipt will be provided for the booking deposit. In advance of the course or programme a formal notification of acceptance and of commencement dates and fees will be sent to you by post or e-mail. We make reasonable efforts to avoid altering commencement and conclusion dates. However, should any changes be necessary, you will be notified at the earliest possible opportunity.

#### Training Courses and Programmes - Fees

Full fees less the booking deposit must be paid **before** the commencement of a course or programme. Fees cover the cost of tuition and our relevant notes and handouts only (provided as digital files downloadable from our Online Support System). If required printed copies of these materials are available on payment of the necessary costs. Textbooks or other materials are **not** included. Access to the Online Support System will be provided to properly registered students only. Copyright in all materials on the Online Support Systems remains with the owner, not the student. In the event of an applicant not completing their application and paying the balance of their fees before the commencement of their course or programme the booking deposit will be forfeit.

#### Invoicing and VAT

Subject to our discretion we may allow companies to make arrangements with us for payment on foot on invoice(s) as agreed prior to programme or course commencement. Some programmes for companies are subject to VAT.

#### Registration and examination fees for professional and examination bodies (if any) are payable separately by the student.

Students will be advised of these details at the appropriate time. Failure to pay registration and examination fees by notified dates will result in students not being eligible to sit examinations or other assessments.

#### Training Courses and Programmes - Refund Policy

All courses run subject to demand and the formation of a viable class cohort. While we make reasonable effort to ensure that advertised courses run this is subject to this condition. If there are insufficient applications for your course your booking deposit will be refunded in full. Once a student has enrolled on a programme of study, no part of any course fee is refundable or transferable. No refund will be made under any circumstances to students who fail to attend classes or who do not complete a course. Course commencement and start dates are dependent upon a viable cohort formation.

#### Examinations, Registration Fees and Courseware.

Prospective students should note that examinations are scheduled by the relevant examining body (if any), often during daytime during a working week. Prospective students should also note that examination, registration and courseware fees are determined by external professional and awarding bodies and are therefore subject to change without prior notice. It is the student's responsibility to make sure they inform themselves of any details related to examinations and assessments, including entry criteria and dates.

#### Duty of Care/Personal Responsibility

All persons entering onto our premises, as students or otherwise, do so at their own risk and acknowledge their duty of care to themselves and others, including our personnel.

We accept no responsibility for student's personal possessions while they may be on any premises used by us for our business. We will not be held liable for any property or money lost on any premises used by us for our business.

**NOTE:** We reserve the right to change our Terms and Conditions at any time without notice.

[www.griffin-college.com](http://www.griffin-college.com)

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#### **TRAINING/EDUCATION COURSES - INTERNATIONAL STUDENTS**

These Terms and Conditions must be read in conjunction with our Terms and Conditions - TRAINING/EDUCATION COURSES - GENERAL ( see separately).

No student will be admitted to any course unless we are satisfied that the student's previous education will enable him/her to benefit from the proposed programme.

Where a deposit is accepted from a student it will be counted towards their tuition fees. Full fees less the booking deposit must be paid before the commencement of a course or programme.

No allowance in respect of Fees can be made for students starting late or leaving early in any term once they have registered with us. If the student is required to leave for disciplinary reasons, any fees due will remain payable, and pre-paid fees will not be refunded.

We reserve the right, at any time to make whatever changes may be deemed necessary in admission requirements, fees, charges, tuition, policies, regulations and academic programmes.

Students may not use our address to receive mail and if they do they do so at their own risk. We accept no responsibility for any loss of mail belonging to students.

We reserve the right to alter timetables during an academic year at any time in writing for any reason.

We also reserve the right to increase the level of fees payable for any term in the academic year, provided that the increase in fees is notified to the parties responsible for the payment of fees one month before they become due for payment.

International students are obliged to obey the laws governing the conditions under which they may be issued permission or a Visa and any other form or conditional grant to attend our courses.

Any arrangement made by a third party on behalf of a student binds both the third party and the student to any Terms and Conditions as we may have in force from time-to-time.

Students accepted on a programme of study, prior to interview, may be required to undergo an Entry / English test on arrival or at any other time we deem appropriate.

Students who change address must notify us in writing immediately. We will not be liable in any way for any loss or damage to the student or third parties arising from the student's failure to so notify us.

Students may not take vacation from classes without our prior written approval.

Important notices to students are displayed on the medium/media deemed by us to be most appropriate - such as our Notice Board or our Online Support System - and it is the student's responsibility to ensure that such notices are read.

Students unable to join their course by the scheduled date must inform us in writing at least two weeks prior to the starting date of their course. Any period of absence will be recorded and informed to the relevant authorities.

The course fee does not include the cost of textbooks, printed or copied notes, or past examination papers and answers, or any other matters or materials except for the tuition fees and access to the materials we provide through our Online Support System. In particular, they exclude the cost of any photocopied materials. Materials may be photocopied at the student's expense.

**Please Note – International Students and GNIB:** You must supply full details of your previous record (if any) with GNIB. In applying for any course of education or training with us you fully indemnify us relating to the information supplied in this regard

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