

# Evening Courses

2018/2019

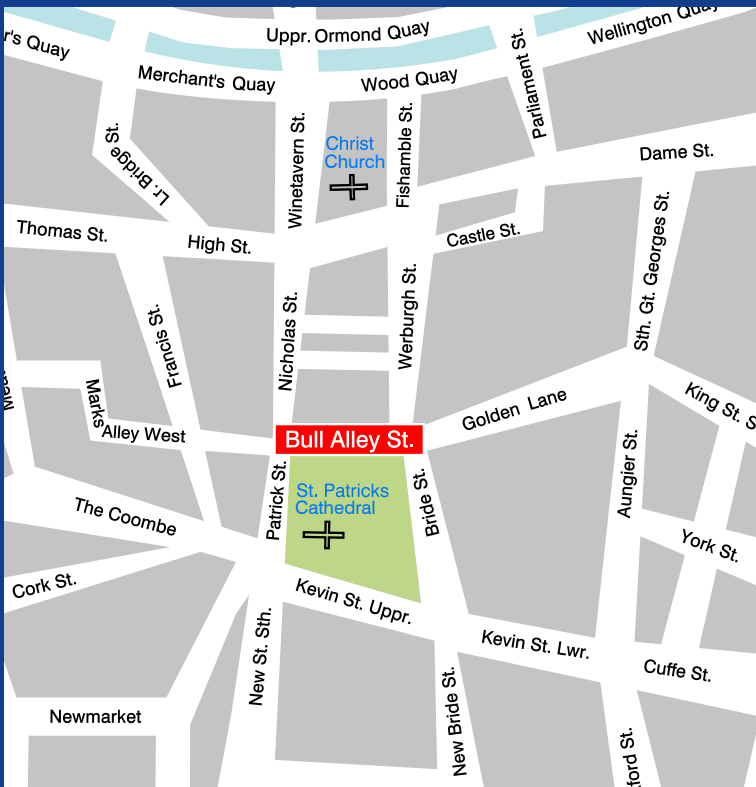
Liberties College  
Bull Alley Street  
Dublin  
D08 A8N0

t. +353 (0)1 454 0044

e. [info@liberties.cdetsb.ie](mailto:info@liberties.cdetsb.ie)

w. <http://www.libertiescollege.ie>

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## Application Procedures

### Rules and Regulations:

All enrolments are subject to the rules and regulations of City of Dublin Education and Training Board, CDETB, a copy of which is available from the college office. Course descriptions, schedules and fees are correct at time of printing. Liberties College reserves the right where appropriate to alter course schedules or fees and to substitute any teacher or instructor.

### Enrolment:

Entry to all courses is by enrolment which requires the completion of a form and payment of the course fee. Unless otherwise stated enrolment on courses should be made in person at the college or over the phone. All courses must reach the quota to be deemed viable. Courses are filled on a first come first served basis.

### Application form and Interview:

Completion of an application form and interview is required prior to enrolling on the Project Management and Regional Tour Guiding courses. Application forms are available on the course page on the college website. The deadline for return of completed applications is Wed. 26<sup>th</sup> September 2018. Late applications may be accepted if places are still available on the course.

### Fees:

Must be paid in full prior to commencing tuition. The CDETB cannot accept part payment or payment by instalment. Fees are not transferable to another student. Payment must be made by cheque, bank draft, postal order or credit/debit card as no CASH ACCEPTED. Cheques/ postal orders should be made payable to City of Dublin ETB.

### Refunds:

In the event that a course does not form a refund will be provided. Please be advised that this can take a number of weeks to process. The CDETB does not guarantee a fee refund where a course has formed.

## Quality & Qualifications Ireland (QQI)

The QQI certificate is recognised for progression to Higher Education and training. Further information <http://www.qqi.ie>.