

# ENROLMENT FORM ADULT TRAINING

Student No: \_\_\_\_\_

Enrolment date: \_\_\_\_\_

Account: \_\_\_\_\_

Dispatched: \_\_\_\_\_

FOR OFFICE USE ONLY

## 1. PERSONAL DETAILS: (Please print in capital letters)

NAME: Miss / Ms / Mrs / Mr \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

GENDER: Female / Male (please circle)

DATE OF BIRTH: \_\_\_\_\_

AGE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOME TEL N°: \_\_\_\_\_

WORK TEL N°: \_\_\_\_\_

MOBILE N°: \_\_\_\_\_

How did you hear about Kilroy's College? \_\_\_\_\_

If you have a relative or friend who would like to know more about Kilroy's College, please write their name and address below.  
\_\_\_\_\_  
\_\_\_\_\_

## 2. COURSE DETAILS

Please enrol me as a student of Kilroy's College for the course specified below:

[PLEASE REFER TO CURRENT TUITION FEES LISTING]

COURSE	COURSE N° <small>(For Office Use)</small>	REDUCED FEE	EASY INSTALMENT PLAN	
		Full Payment on Enrolment	6 Monthly Payments	TOTAL FEE
_____	_____	€ _____	€ _____	€ _____
_____	_____	€ _____	€ _____	€ _____
_____	_____	€ _____	€ _____	€ _____
_____	_____	€ _____	€ _____	€ _____
		<b>TOTAL</b>	€ _____	€ _____

(See Enrolment Terms & Conditions and Payment Details overleaf)



CALL: 01 639 4660 (24hrs)  
EMAIL: [info@kilroyscollege.ie](mailto:info@kilroyscollege.ie)  
VISIT: [www.kilroyscollege.ie](http://www.kilroyscollege.ie)  
WRITE: Wentworth House,  
Grand Canal Street,  
Dublin 2, Ireland

“ I found my course tutor to be absolutely great. I never thought I could get so much pleasure from learning. My self-confidence has gone up sky high. ”

Anne C. Student No. PCA9209



### 3. ADDITIONAL INFORMATION:

In order that the College Tuition may be made as effective as possible, please state your present standard of knowledge in the Course/Subject you are enrolling in:

### 4. ENROLMENT TERMS AND CONDITIONS:

1. You understand that the rate of payment of your fees is independent of the rate at which you work through the study units. In addition, all fees must be paid in full before you complete your course and before a College Diploma/QCI Certificate can be awarded to you.
2. There is a limited time in which to complete your course. Please consult your Course Handbook for specific completion details related to your course. Within this time you can work at your own pace. If these conditions are not met, you may be required to re-enrol with the College, pay an administration fee and the difference between your original fee and the current course fee.
3. In accordance with professional practice, tuition fees are strictly non-refundable. However, you are entitled to cancel a course if you contact the College in writing within 10 days of the date of enrolment. You will be refunded your tuition fee less an administration charge of €75 per course.
4. Consideration will be given to requests, after 10 days from date of enrolment, to transfer between courses only when the College is notified in writing. You will be required to pay a fee for any transfer made. This includes an administrative fee of €75, plus a course fee to be calculated at the time of transfer. This course fee will be based on the difference between the new course fee and the amount of work completed from your original enrolment.
5. All course materials are the copyright of Kilroy's College and may not be used by anyone other than the enrolled student. You may not sell, lend or give these materials to anyone else or allow them to be copied or used by any person for the purpose of study or any purpose whatsoever.

I have read and accept the terms and conditions of enrolment shown.  
(If you are under 18 years of age, please ask your parent or guardian to sign this statement.)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### 5. PAYMENT DETAILS: Payment to be included with enrolment form (Please tick relevant method of payment A, B or C)

**[A] Payment by Credit Card/Debit Card** (Please complete the following details)

CARD HOLDER'S NAME: Miss / Ms / Mrs / MR \_\_\_\_\_

CARD HOLDER'S ADDRESS: \_\_\_\_\_

CARD HOLDER'S PHONE NUMBER \_\_\_\_\_

Please debit my: ACCESS  VISA  MASTERCARD  LASER CARD  EXPIRY DATE:   /

CARD NUMBER:

-     -     -     -     Security Code:

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

DATE:  /  /

**[B] Payment by Cheque, Postal Order, Money Order**  **or Credit Transfer**  IBAN: IE38 AIBK 9312 3302 6943 42 BIC: AIBKIE2D   
(Account Number: 02694342 Sort Code 93-12-33)

Cheques should be crossed "A/C Payee Only" and made payable to Kilroy's College.

**[C] Payment by Direct Debit**

Please complete the following details to instruct your bank to make payments directly from your account and then return the form to Kilroy's College.

### DIRECT DEBIT MANDATE (SEPA)

CREDITORS NAME: Kilroy's College

KILROY'S COLLEGE IDENTITY NUMBER IE 21 SDD 303943

CREDITORS ADDRESS: Wentworth House,  
Grand Canal Street,  
Dublin 2, Ireland

UNIQUE MANDATE REFERENCE (UMR) For College use only  
\_\_\_\_\_

YOUR DETAILS Please complete all the fields marked \*

By signing this mandate form, you authorise (A) Kilroy's College to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from Kilroy's College.

DEBTORS NAME:\*

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

DEBTORS ADDRESS:

Your rights are explained in a statement that you can obtain from your Bank.

IBAN\*

BIC\*

TYPE OF PAYMENT\* Recurrent payment  or One-off payment

Your Signature(s):\*  
\_\_\_\_\_  
Date:\*  /  /

Please return this mandate to Kilroy's College.