



PLEASE USE BLOCK CAPITALS

Student No. \_\_\_\_\_

Title \_\_\_\_\_

Forename/s \_\_\_\_\_

Surname \_\_\_\_\_

PLEASE PRINT YOUR NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR AWARD PARCHMENT

PLEASE ATTACH PHOTO FOR  
YOUR STUDENT CARD

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## PROGRAMME & PAYMENT DETAILS

Course Title \_\_\_\_\_

Commencement Date \_\_\_\_\_

Course Price € \_\_\_\_\_ *GCC discourages payment of fees by cash*

Payment Type:  Credit Card  Cheque  Sponsor

*If paying by Credit Card:*

Card Holder's Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Security Number \_\_\_\_\_

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## PERSONAL DETAILS

Date of Birth \_\_\_\_\_

Email Address (mandatory) \_\_\_\_\_

Phone MOBILE \_\_\_\_\_ HOME \_\_\_\_\_ WORK \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Birth \_\_\_\_\_

Gender:  Male  Female

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## EQUAL OPPORTUNITIES

Do you have a disability?  Yes  No If yes, explain the nature of your disability

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF APPLICATION ON REVERSE OF THIS FORM

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TERMS AND CONDITIONS

- a) Students are required to pay a deposit of €150 for part-time courses.
- b) All courses are run subject to sufficient applications. When a course is under-subscribed and does not commence we can transfer you to an alternative course or issue a full refund of fees paid.
- c) Fees refunds are not given to participants once the course has started. All fees must be paid at least 1 week prior to commencement date of the course.
- d) If participants have not attended any classes, a refund of fees paid less an administration fee of €50 will be given. You must advise the Evening Course Coordinator in writing, 7 working days before the course commences that you are unable to attend otherwise you will not be eligible for a refund.

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## COURSE LIST 2009-2010

### BUSINESS

Diploma in Business Studies (ICM)  
Diploma in Marketing, Advertising,  
PR & Sales (ICM)  
Diploma in Human Resource Management (ICM)  
Diploma in Management Studies (ICM)  
Business Start Up Skills

### LAW

Certificate in Legal Secretarial Skills

### JOURNALISM & MEDIA COMMUNICATIONS

Certificate in Journalism

### PSYCHOLOGY

Introduction to Practical Psychology  
Child Psychology  
Diploma in Psychology (ICM)

### COMPUTING & OFFICE SKILLS

Introduction to Computers & Keyboarding  
Certificate in Administration & Office Skills  
Advanced Administration & Office Skills  
ECDL – European Computer Driving Licence  
ECDL Update  
EUCIP – Certificate of Informatics  
Professionals Core  
Microsoft Office Specialist (MOS)  
Computerised Accounts (Sage Line 50)  
Computerised Payroll (Sage QuickPay)  
Introduction to Web Design

### TRAINING & DEVELOPMENT

Diploma in Interior Design & Decoration  
(Limpert's Academy)  
Project Management  
Supervisory Management

### ACCOUNTING

ACCA Certified Accounting Technician  
Accounting Technicians Ireland Accounting  
Technician (formerly IATI)  
CIMA Certificate in Business Accounting

*IF THE COURSE YOU WISH TO APPLY FOR IS NOT ON THE LIST ABOVE,  
PLEASE CONTACT THE COLLEGE FOR THE COURSE SPECIFIC APPLICATION FORM.*