IRISH ACADEMY of PUBLIC RELATIONS — the IRISH ACADEMY

APPLICATION FORM

for office use only

PLEASE INSERT THE TITLE OF THE COURSE YOU WISH TO STUDY : _____

Name : _____

Address : _____

_____

_____

Date of Birth : _____ **Tel : (day)** _____ **(evening)** _____

e-mail: _____

Please ✓ the venue you wish to study at : **UCD, Dublin** ❑ **UCC, Cork** ❑ **GMIT, Galway** ❑ **LIT, Letterkenny** ❑

Educational Qualifications : _____

_____

_____

Occupation : _____

Employer : _____

I have read and accept the conditions below

Signature : _____ **Date :** _____

ENCLOSURES FOR CERTIFICATE & DIPLOMA COURSES:

- ❑ **PROOF OF EDUCATIONAL QUALIFICATIONS**
- ❑ **TWO PASSPORT SIZED PHOTOGRAPHS**
- ❑ **BOOKING DEPOSIT OF €75**

ENCLOSURES FOR DISTANCE LEARNING COURSES:

- ❑ **Fee for email course (€355)**

OR

- ❑ **Fee for Correspondence course (€399)**

PLEASE ✓ METHOD OF PAYMENT

Cheque ❑ Bank Draft ❑ Postal Order ❑ Please debit my Credit Card ❑

Type of card: Mastercard ❑ Visa ❑

Number: ❑❑❑❑❑❑❑❑❑❑❑❑❑❑❑❑ **Expiry date:** (format mm/yy) _____

Name of Cardholder: _____ **Signature of Cardholder:** _____

PLEASE INVOICE ME FOR "Public Relations – A practical approach" at the special Academy student price of €35, and have it ready for me to collect at the opening reception ❑ **(✓ if required)**

OR I will purchase **"Public Relations – A practical approach"** in one of the bookstores nationwide (RRP €39.99) ❑ **(✓ if applicable)**

PRIORITY IS GIVEN IN ORDER OF APPLICATION & SUITABILITY

Return to : **The Administrator, The Irish Academy / Irish Academy of Public Relations,**
Academy House, 1, Newtown Park, Blackrock, Co. Dublin
Tel : (01) 2780802 **Fax : (01) 2780251** **E-mail : info@irishacademy.com** **www.irishacademy.com**

CONDITIONS

1) Introductory courses do not require proof of education. For all other courses proof of educational qualifications must be submitted to the Academy on application.
2) Tuition, examination and student registration fees, where applicable, must be paid in full before the start of the academic year.
3) No refund will be given once the academic year has commenced.
4) Booking fee will only be refunded in the event of (a) a place not being offered or (b) the course not proceeding.
5) All examinations and project work must be completed satisfactorily before certification is awarded.
6) Any student who fails a subject is permitted to re-sit / re-submit that subject once only.
7) Students are charged a fee, per subject, for supplemental examinations.
8) Students are enrolled as student members of The Irish Academy / Irish Academy of Public Relations on commencement of the course, and agree to be bound by the rules, regulations and guidelines of the Academy.
9) Name, address and relevant details of all students are passed to external awarding bodies for their records.
10) Courses are offered subject to minimum numbers in all locations.
11) Mature Applicants accept that the decision of the Academy's Education Council to offer/refuse a place on this course, is final and binding.