

### Supervised Study Booking Form

**Due to current Covid restrictions, the school can only offer study to students in LC2, LC1 and 3<sup>rd</sup> year at the current time.**

Full Name: \_\_\_\_\_ Group: (e.g. LC2) \_\_\_\_\_

Please record your email address in order to receive attendance record: Parent/Guardian email:

\_\_\_\_\_

(Please ensure the email address is clear).

#### **Term 2 with 7 weeks (Mon 2<sup>nd</sup> November to Friday 18<sup>th</sup> December)**

Please select your option by ticking the appropriate boxes:

Fee option 1:	Mon- Thursday; 4 nights for 7 weeks €182	
Fee option 2:	Mon- Friday; 5 nights for 7 weeks €228	

**\*\*Note: All fees must be paid in full before a student can attend evening study and places are limited.**

Please make payment to the Administration office.

**Please give booking form and receipt of payment to Ms. R. Doyle**

By signing below, I acknowledge I have read and agreed to the booking conditions. Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_

## **Terms and Conditions**

### **How to book**

To secure a place in supervised evening study, please enrol by completing the booking form and returning it together with payment to the Administration Office on or before the specified due date. Alternatively, payments may be made electronically by phoning the office: Tel: +353 (0)53 9142071.

### **Payment of fees**

All fees must be paid in full before commencing study. In the case of registering for study after the official start date, the student must pay the full amount for the number of sessions in the term and submit the fees with the completed registration form to the Administration office before attending evening study sessions. Please Note: students will not be allowed to attend supervised study unless FULL PAYMENT has been received by the School by the specified due date. Conditions for cancelling or changing the number of days of study by the Student If the School receives the cancellation before the study starting date, the School will refund all payments. After the study term has started, a student must give written notice to the Evening Study Co-ordinator of changes to or cancellation of a booking. Refunds will not be made for non-attendance, absence due to illness. Any refund due when study is changed or cancelled by the student will be paid to the person who made the original payment at the end of the study term. "End of the study term" is defined as the last date of the study period specified on the booking form (i.e. if a student books an 8 week study session and decides to leave after 4 weeks he will not be refunded until 8 weeks after the start of the study term).

### **Change or Cancellation of supervised study sessions by the School**

The School reserves the right to cancel evening study sessions, or make changes to arrangements, without liability, if forced to do so for reasons beyond its control. If this happens, the school will seek to offer alternative arrangements, dates or venues. This facility is provided by the school from Monday to Friday each week. Students may avail of three hours study per night but must do a minimum of two hours study. An attendance roll is taken by the teacher in charge at the beginning of each study session. The study attendance records are emailed home at the end of the school year but parents/guardians may contact the Study Co-ordinator if the need arises. Students on Detention are not allowed to do study that evening. Only those students involved in school extracurricular activities may enter the study halls outside the normal times. Students may enter and leave the study hall only at the official break times except in special circumstances. During study itself, strict silence must be observed by all – the school reserves the right to exclude students from study if the rules are not adhered to. The school reserves the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents/guardians expense. The School further reserves the right to send home without a warning any student committing a serious offence. Evening study is a privilege, afforded to students outside the normal school day. The school reserves the right to withdraw this privilege from any student who disrupts study or who continuously misbehaves during the school day.