



Terms and Conditions for Continuous Professional Development Programmes

Booking Forms

- The booking form should be completed and returned with the full fee by the date stated on the booking form.
- Places on are allocated on a first come, first served basis.
- Your place will be confirmed by e-mail and the Professional Development Programme location and relevant details will be detailed on the booking form.
- Booking is essential for all events and one booking form must be completed for each participant.
- Please feel free to photocopy the form as often as you need to.

CavanCCC will confirm acceptance of all bookings by e-mail. A booking cannot be considered to have been accepted by CavanCCC unless it has been confirmed by e-mail.

CavanCCC will send a reminder email to participants in advance of the Professional Development Programme commencing. Once a booking has been made with CavanCCC, the participant agrees to be bound by the booking and cancellation conditions of CavanCCC. CavanCCC will no longer operate a waiting list for Professional Development Programmes booked out.

All Professional Development Programmes are subject to a minimum number of participants registering. In the event of a Professional Development Programme not proceeding, a CavanCCC staff member will contact you to discuss the following options;

- Transfer to an alternate Professional Development Programme if available
- A refund of fees paid.

Payment

Full payment must be made when submitting completed booking forms prior to the commencement of a Professional Development Programme.

Participation on a Professional Development Programme is subject to the full payment being received by any of the following methods;

- Cheque (only cheques issued by an Irish bank are acceptable)
- Bank draft
- Postal Order
- Bank Transfer (please contact us for bank details)

All cheques/bank drafts/postal orders should be made payable to Cavan County Childcare Committee

Fees

Fees are correct at time of advertising. It is the responsibility of the participant to ensure that they are aware of the current fee for the course being booked. CavanCCC reserves the right to alter fees at any time should unforeseen circumstances require it.

Cancellations & Refunds

All courses are subject to a minimum number of attendees. If course/courses are cancelled due to insufficient number or for any other reason, Cavan CCC will contact attendees in advance of the proposed start date and all payments will be refunded. We regret that payments cannot be returned in the event of non-attendance or late withdrawal from course. Any fees paid by participants who fail to attend a Professional Development Programme are non-refundable and CavanCCC reserves the right to re-allocate that place.

If you are unable to attend a course, please notify Cavan CCC at least five working days prior to the course start date. You will need to re-apply should you wish to attend the course on the next scheduled date.

CavanCCC shall not be liable for any loss or damage to any person(s) in relation to any accident, illness which results in them being unable to attend or complete a Professional Development Programme or for loss or theft of personal effects or money while attending.

Conduct

All course participants are expected to conduct themselves in an appropriate manner at all times during the Professional Development Programme. There should be mutual respect for everyone's opinions and views that may be shared and no talking amongst the group when the tutor is speaking. Participants are required to complete a Professional Development Programme Evaluation Form' and return to Tutor prior to the session finishing.

Tutors

CavanCCC have a diverse range of Tutors, who bring a high level of knowledge and experience into their respective Professional Development Programme. All Tutors will require participants to 'Sign In' and 'Sign Out' to confirm attendance in accordance with Health & Safety guidelines and participants are required to complete a Professional Development Programme Evaluation Form' and return to Tutor prior to the session finishing

Complaints

Any complaints should be made to CavanCCC who will register the complaint and it will be dealt with through the Complaints Policy available on our website www.cavanccc.ie

Data Protection

The personal information provided by participants is protected under Data Protection Acts. It will be used only for the purpose of CavanCCC administration on Professional Development Programmes.

Acceptance

All participants undertake, by virtue of making a booking with CavanCCC to be bound by the terms and conditions outlined above, which they will have deemed to have been read, understood and accepted by the person(s)/participating.