



## B.A. (Honours) in Adult Education Application Form 2008/09

### IMPORTANT INFORMATION

Please read the following notes before submitting an application form.

- Applicants must have completed one of the following Level 7 courses (Diploma in Training and Development - Adult Education Management; Diploma in Literacy Development or the BA (Ordinary) in Adult Education or an equivalent level qualification covering the mandatory elements of the BA Ordinary in Adult Education.
- **The application deadline is June 20<sup>th</sup>, 2008 for applications for the Academic Year 2008/09.**
- **Cancellation Policy:** A strict cancellation policy will operate for all programmes. All cancellations must be in writing and must be sent to Vicky Phelan, Literacy Development Centre, WIT, College Street Campus, Waterford or email [vjphelan@wit.ie](mailto:vjphelan@wit.ie) We will allow participants to cancel at no cost up to 14 days before the module begins. Cancellations received up to 1 week before the module begins will attract a cancellation fee of 50% of the module price. Cancellations received less than 1 week before the module begins will attract a cancellation fee of 100% of the module price. If accommodation has been booked for a participant, this will be charged directly back to the scheme along with the cancellation fee depending on when the cancellation was received.

### PERSONAL DETAILS

NAME: \_\_\_\_\_

NAME OF LITERACY SCHEME: \_\_\_\_\_

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

DATE & PLACE OF BIRTH: \_\_\_\_\_

GENDER: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

MOBILE TELEPHONE NUMBER: \_\_\_\_\_

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

### ADULT LITERACY EXPERIENCE/EMPLOYMENT

Please give a brief account of your current employment in the Adult Literacy field. \_\_\_\_\_

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## EDUCATION/TRAINING

Please give a brief account of your relevant qualifications (see important information section) including year(s) of award(s):

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## ACCOMMODATION BOOKING DETAILS

We provide accommodation for those travelling long distances. In some venues this is on a shared basis. A supplement is payable for single rooms. If we do not receive adequate notice of a cancellation, participants will be invoiced for accommodation charges as per our cancellation policy.

ACCOMMODATION REQUIRED:

YES  NO

NUMBER OF NIGHTS ACCOMMODATION REQUIRED:

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## PAYMENT DETAILS

There is a charge of €195 per module. If the literacy scheme is to pay, they will be invoiced. If the individual is to pay, payment must be made prior to the module starting. Payment may be made by cheque. Cheques must be made payable to Waterford Institute of Technology. Please fill in the details of your literacy scheme below regardless of who is paying for the module.

PAYMENT TO BE MADE BY:

LITERACY SCHEME  INDIVIDUAL

NAME & ADDRESS OF LITERACY SCHEME:

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## SIGNATURES

SIGNATURE OF APPLICANT:

SIGNATURE:

DATE:

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ENDORSEMENT OF MANAGER:

SIGNATURE:

DATE:

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Please complete this application form **in full** and return it by email or by post complete with signatures to:

Anne Graham  
Course Leader  
B.A. (Honours) in Adult Education  
Literacy Development Centre  
WIT  
College Street Campus  
Waterford  
Tel: 051 302875  
E-mail: [agraham@wit.ie](mailto:agraham@wit.ie)