

TERMS & CONDITIONS FOR ALL LANGUAGE COURSES

Department of Spanish, Portuguese and Latin American Studies, University College Cork

1. Applicants must apply online (or in person at ORB1.50) and pay the course fee in full to register and secure a place in our courses.
2. Places cannot be held and are allocated on a first-come, first-served basis. Early booking is advised as numbers are strictly limited.
3. Closing Registration Dates for our courses are advertised on our Language Courses Website, <https://www.ucc.ie/en/splalang/>
4. A place on the course cannot be guaranteed to applicants inquiring after the closing date, and it is the Department's ultimate decision to accept late applications.
5. Our courses are self-financing and will only run subject to a minimum number of enrolled applicants.
6. Fees paid for courses that go ahead are non-refundable. Deferring options are available (see point 10 on deferrals/refunds)
7. Applicants only get a refund if the course they applied for does not go ahead.
8. Payments are made via UCC's Online Shop through this link: <http://uccshop.ie/product-category/online-bookings/splas/>
9. Confirmation of payment and course registration is received via e-mail right after purchasing a course at UCC's Online Shop. It is important to make sure you use a valid email address due to:
 - a. This e-mail is your payment receipt and contains an order number that you will need for any queries in relation to your course.
 - b. This email contains details on venue, level, schedule, materials and other important information regarding your course.
 - c. If you do not receive this email within minutes of making payment, check your junk mail first, and then contact the Evening Courses Coordinator at splalang@ucc.ie
10. Deferrals/Refunds. If applicants decide to defer a course, they can do so provided they notify the Department before the second week of the course. Applicants can only defer the registration once, and courses can only be deferred to the next application period, (i.e. Spring to Summer, Summer to Autumn, Autumn to Spring). Refunds are only granted in justified circumstances.

Further registration enquiries can be directed to splalang@ucc.ie

For information regarding levels, languages, formats of the courses, timetables, etc, visit our Language Courses Website: <https://www.ucc.ie/en/splalang/>