



GRIFFITH COLLEGE DUBLIN

SCHOOL OF PROFESSIONAL ACCOUNTANCY

TERMS & CONDITIONS

I, the undersigned, hereby acknowledge:-

That the information on this registration form is correct and complete to the best of my knowledge and hereby undertake to comply with all regulations of Griffith College.

I also accept that Griffith College reserves the right to change any of the details given in any course brochure, that the course commencement is dependent on student demand, and that the course fees will not be refunded once a course has commenced; as it is the College policy not to refund fees irrespective of the circumstances.

I accept responsibility for payment of all fees in connection with the programme of study on which I am enrolling.

Discipline

That, in addition to providing a sound educational environment for intellectual pursuits, Griffith College is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the college community, and protecting individual rights.

The College is thus concerned with the quality of student conduct and has adopted rules and behavioural standards for its students. Disciplinary action (including suspension and expulsion) may be imposed when a student fails to recognise or violates the rights and privileges of other individuals or behaves in a manner not consistent with college policies both on and off the campus as indicated in the student handbook and/or student intranet.

Attendance

Attendance for full-time students is compulsory. Persistent poor attendance, as defined by the faculty head or such faculty regulations as are set down from year to year and communicated to the student body, may lead to the College informing the fee payer of same and may also necessitate the College sending a formal written warning to the student's home address and the taking of subsequent disciplinary action by the College.

Privacy

That the College may inform the person responsible for discharging their fees (if the fee-payer is someone other than the registered student) of any breaches of the College's student regulations committed by the student on the basis that the student receives notice (by telephone, e-mail or letter) of such an intention by the College to communicate with the person responsible for discharging their fees five days prior to such a communication being effected.

I also grant permission to Griffith College to release my name, date of birth and examination registration number to the Professional Body to obtain exam results. I also understand that it is my responsibility to apply to the relevant Professional Body to register for the appropriate examination(s).

I also grant permission to Griffith College to release my name and certain academic information, i.e. exam results, to the relevant lecturer for my course.

Complaints Procedure

Griffith College Dublin has a policy of dealing with all complaints in a professional manner. We always appreciate complaints as a constructive input into the development of all future courses. We encourage all learners to immediately bring any problems to our attention.

Details of Griffith College Complaints Procedures and access to the Complaints Form can be found on our website at <https://www.griffith.ie/about/quality-assurance-enhancement>

Note from ACCA:

If our ACCA Students *have exhausted both your learning provider complaint's process and ACCA's, you can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link: <https://www.accaglobal.com/gb/en/footer/toolbar/contact-us/connect/unhappy.html>*



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Intellectual Property

That the intellectual property in all work completed as part of my programme of study at Griffith College shall be vested in the College and no part of same may be reproduced, stored or transmitted, in any form or by any means, without the prior written permission of the College. The College shall be entitled to utilise the said intellectual property as it deems fit.

In particular, and without prejudice to the generality of the foregoing statement, the College claims property of the following forms of intellectual property made, or created, by students in the course of or incidentally to their studies:-

- 1) Works generated by computer hardware or software owned or operated by the College.
- 2) Films, videos, multimedia works, typographical arrangements, and other works created with the aid of College facilities.
- 3) Patentable and non-patentable inventions
- 4) Registered and unregistered designs, plant varieties and topographies.
- 5) All College commissioned works, including assignments.
- 6) Databases, computer software, courseware and related material but only if they may reasonably be considered to possess commercial potential.
- 7) Know-how and information associated with the above.

Conditions of Discount and Deferrals

The main course fees include all course materials and the revision course.

Students registering for the re-sit courses must provide a copy of their exam results on enrolment.

Students who wish to defer attending their revision courses are required to notify the College in writing at least 10 days prior to commencement of the course.

Computer Based Exams

- I confirm that I am eligible to sit the exams I have applied for and that I have satisfied all ACCA and/or CPA regulations as to eligibility, registration, exemptions and time limits.
- Griffith College does not accept any liability for a student presenting for a CBE who is not eligible to sit the exam.
- Admission to the CBE does not imply any acknowledgement on behalf of Griffith College that the student is eligible to sit that exam.
- Payment must be made online. I understand that my place in the exam session cannot be confirmed until payment is received and that, by submitting the registration form, I am agreeing to pay the exam fee.
- I understand that the exam fee is not refundable. Students who cancel an exam at least one week before the exam date may request to transfer their fee credit to a later sitting.
- All requests for deferrals must be received in writing or by e-mail and are granted at the discretion of the Course Director.
- I confirm that I will present valid and current identification at the exam, i.e. a current passport, driving licence and an ACCA and/or CPA registration card.
- I understand that I will not be permitted to sit the exam(s) without this identification.
- I understand that Griffith College will make every effort to allocate the exam at the preferred timeslot indicated on the registration form. However, this cannot be guaranteed.

Data Protection

Details of data protection at Griffith College can be found at <https://www.griffith.ie/offices/data-protection>

Declaration:

I declare that the information given on this online registration is correct and complete to the best of my knowledge. I understand that failure to complete the registration truthfully, fully and accurately may make me ineligible for admission to Griffith College or may result in the termination of my programme of study with the College.

I accept responsibility for payment of all fees in connection with the programme of study on which I am enrolling (except where any other sponsor has agreed in writing to accept such responsibility) and the course fees will not be refunded once a course has commenced; as it is the College policy not to refund fees irrespective of circumstances.

I acknowledge that fee payment alone does not constitute registration and that I must pay fees and register in full before course commencement.

By clicking here please confirm that you accept the above terms and conditions