



MA in Adult Learning & Teaching 2018-19

Summer, 2018

Dear Applicant,

Congratulations and welcome to our Master of Arts; Adult Learning and Teaching. We welcome you to the programme and wish you every success in the pursuit of your professional development.

NB: Registration - You will receive instructions for online registration in August. It is imperative that you follow these online instructions BEFORE attending orientation (registration opens late August 2018)

Orientation Day and First Workshop

Orientation and the first module **Social Science Research** are combined; all students are required to attend this session in Galway. Course content and course delivery will be discussed for the coming year.

Date: Wednesday, 12th September, 2018
Venue: CALPD, Nuns' Island, Galway
Time: 9:30am to 5.00pm.

Your Workshop Schedule for the year is included. During the year you will have a total of 3 workshops to attend. Our workshop locations are all in Galway.

You will receive further course information at orientation.

• Course Fee

The fee for this course is €5,000.00 which includes the €400 deposit already paid when you accepted your place online. **50% of the remaining course fee must be paid at or before orientation on September 12th, 2018. The remaining 50% will become due at the end of January, 2019.** Invoices will be sent to all students from mid-August.

Fees are paid directly to Adult Training and Education Studies and Cheques/money or postal orders should be made payable to the Adult Training and Education Studies, NUI, Galway and addressed to: **Accounts Administrator, Adult Training and Education Studies; NUI Galway; Nuns' Island; Galway**

Should you wish to pay in more than 2 instalments please complete the Payplan form and return to me.

Sponsorship: If your employer is funding your participation on the course, please ensure that your completed sponsorship letter has been submitted.

Scholarship: Some of you may intend to apply for the scholarship programme. Please note you must complete a Scholarship application form and email or post it together with the relevant document from Social Welfare as directed, further information and relevant form at this link:-

http://www.nuigalway.ie/courses/adult-and-continuing-education-courses/training-education.html#course_fees

If you would like to discuss any aspect of the programme with me please do not hesitate to contact me on my direct line 091-494061 or by email: tara.prendeville@nuigalway.ie. You can also contact our main number at 091-494055.

I look forward to working with you this year.



Adult Training and Education Studies

Flexible Payment option 2018/19

Name _____

Address _____

Email _____

Mobile number _____

Year of Study _____

I agree to pay my fees in a number of instalments as follows;

NB: first payment due Sept 2018, last payment due by May 2019

Amount : _____ per month over _____ months

Start date _____ End Date _____

Please indicate the method of payment;

Cheque*	<input type="checkbox"/>
Postal Order*	<input type="checkbox"/>
Bank Draft *	<input type="checkbox"/>
Standing Order**	<input type="checkbox"/>

*Please make cheques/PO/Draft payable to the Adult Training and Education Studies, NUI, Galway.

**If you have selected the standing order Option, bank details are as follows:-

Bank of Ireland, 43 Eyre Square
IBAN IE42 BOFI 9038 1628453773
BIC: BOFIE2D

NB: Please reference payment with your Name and Student Id number. The accounts office will need to trace the payment so these details are essential. Complete and return this form to the programme administrator and email our accounts administrator tara.prendeville@nuigalway.ie to inform her when your money is being transferred.

Signed : _____ Date _____