

ENROLMENT INFORMATION

- **ENROLMENTS FOR COURSES COMMENCING IN JANUARY 2019 OPEN 10 December 2018. CLOSING DATE Friday 11 January 2019**
- **TIMETABLES ARE SUBJECT TO CHANGE UP UNTIL THE START OF TERM. IF A CHANGE OCCURS AFTER YOU HAVE ENROLLED, YOU WILL BE NOTIFIED AND YOUR FEE WILL BE REFUNDED IF REQUESTED.**
- **PLEASE NOTE:** There are a limited number of places on many of these courses and places are allocated on a first-come-first-served basis. Unfortunately, when a course is full, late applications cannot be accepted. Online applications will close as soon as a course is fully booked. In this instance, the course will not be available on the drop-down payment menu. Late applications received by post will be returned to the applicant.

Enrolling by the cut-off date does not guarantee that a place will be available. If the course is full you will be notified as soon as possible. *** Places may be available after this date on some courses***

HOW TO APPLY

Online: Payments may be made by debit/credit card at:
www.histories-humanities.tcd.ie/shortcourses

By post: Cheque/draft/money orders should be **made payable to TRINITY COLLEGE NUMBER 1 ACCOUNT** (Please note that cash payments are no longer accepted)

Post to: Dr Patricia Stapleton, Evening and Short-Courses Programme Coordinator, School of Histories and Humanities, Room 3141 Arts Building, Trinity College, Dublin 2

By telephone: Phone: **01 896 8589** (please note that phone lines are often busy at this time of year. Please leave your details and your call will be returned)

In person:

Applications may be made in person at the above address from 10 December 2.30pm to 4.30pm - - **please make appointment outside of these times.**

***If you are paying by card there is no need to call into the office, simply enrol online or by phone (details above) ***

CONCESSIONS

Concessions are available to full time students or people whose primary source of income is Social Welfare pension, disability pension, Jobseekers payment, other Social Welfare payment or a government-sponsored employment scheme.

LECTURES

Unless otherwise stated, all courses are lecture-only and do not have any follow up seminars. All classes and lectures take place in the Arts Building.

When lectures fall on bank holidays or when undergraduate examinations take place during a scheduled lecture, subject matter is generally integrated into other lectures rather than a replacement lecture taking place. **In these cases, no refunds will be given.**

LIBRARY ACCESS

As all of our lectures are audit only and do not carry any academic credit, people enrolled on our evening and short-courses DO NOT have Library access apart from Saturday mornings where they can consult, but not borrow, books and sources.

TERM DATES

Hilary Term (January 2019)

Teaching term starts: Monday 21 January 2019

Reading Week **4 - 8 March 2019 (NO LECTURES)**

Teaching term ends: Friday 12 April 2019