

# ATTENDANCE POLICY

- Students must be punctual for each study session.
- Latecomers will be refused admission. No exceptions.
- The use of mobile phones and other electronic devices is strictly forbidden inside the study hall, except for study purposes.
- 'Make-up' sessions will not be given in the case of students' absence. As a courtesy to the Supervisor, we ask that you contact us if a student is to be absent.
- Students must attend all study sessions as booked. Should a student need to be excused, parents must inform the Academy in advance.
- Except at break-times, students will not be allowed to leave the study hall unless granted permission to do so by the Supervisor to use the toilet facilities.
- The student is expected to behave in a respectful and appropriate manner towards the Supervisor at all times.
- The student is responsible for understanding and adhering to the limits of the Supervisor's role.
- Please arrive 5 minutes before study session is due to begin.
- Any breach of the above rules may result in permanent expulsion from the 'Supervised Study' programme without refund of fees. We would ask that study sessions be a 'TALK FREE ZONE'. Silence to be maintained at all times inside the study hall.
- By signing the enrolment form you confirm that you have read and understood the rules, terms & conditions of CTA and that you agree to abide by them.

**If we do have any issue with a student we will proceed as follows:**

- He/She will be given one verbal warning
- We will contact Student's parent
- If the problem persists, the student will be asked to leave the study hall. Any student who is asked to leave will not be permitted to return for the rest of the programme and the Parents will be informed accordingly



Clonmel Tuition Academy

*The Future depends  
on what you do today'  
...Mahatma Gandhi'*



087-1623258



38 Gladstone Street  
Clonmel, Co. Tipperary



Clonmel Tuition Academy

## EASTER SUPERVISED STUDY PROGRAMME (JUNIOR & LEAVING CERT.)

26<sup>th</sup> March - 30<sup>th</sup> March 2018  
2<sup>nd</sup> April - 6<sup>th</sup> April 2018

REGISTRATION CLOSING DATE 14TH FEBRUARY 2018

**2 WEEK  
PROGRAMME**

**8 HOURS STUDY  
PER DAY**



087-1623258



38 Gladstone Street  
Clonmel, Co. Tipperary

**ONLINE BOOKING ALSO AVAILABLE**  
**WWW.CLONMELTUITIONACADEMY.IE**

## EASTER SUPERVISED STUDY PROGRAMME

During the year, and most particularly prior to the Junior & Leaving Cert. exams, supervised study can help a student to maximise their potential. At CTA, Supervised Study over the Easter break will be available for students who are dedicated to their studies. Students participating in the Junior & Leaving Cert. 'Supervised Study' programmes at Clonmel Tuition Academy have the opportunity to study in a completely distraction-free environment, in an atmosphere that is calm and focused on learning. We will not tolerate any form of misbehaviour and students must adhere to strict rules regarding their behaviour and conduct. The Easter break Supervised Study programme for 2018 commences on 26th March 2018 (subject to demand) until 6th April 2018 (inclusive).

**PLACES ARE LIMITED THEREFORE EARLY BOOKING IS ADVISED!**

## LOCATION

The Clonmel Tuition Academy 'EASTER SUPERVISED STUDY PROGRAMME' takes place at The Park Hotel, Clonmel. *(Venue subject to change!)*

## ENROLMENT PROCEDURE

Enrolment for the 'EASTER SUPERVISED STUDY PROGRAMME' requires a completed enrolment form and full payment of fees prior to the programme start date. To secure your place on the programme a non-refundable deposit of €50 is required upon registration.

## FEES

This course is limited to 50 students max. and the fee for the full '2 week programme' (10 days) is €160. Students can opt for just one week (5 days) and the fee is €80. **Fees are non-refundable! – No Allowance for absenteeism.**

## BOOKING & PAYMENT POLICY

- Fees for the 'Easter Supervised Study' Programme are payable in advance to 'Clonmel Tuition Academy'.
- Places are subject to availability.
- NO REFUND OF FEES – Except where CTA needs to cancel the course.
- Fees are non-transferable
- You can book and pay online – [www.clonmeltuitionacademy.ie](http://www.clonmeltuitionacademy.ie)
- Or you can call us at **(087) -1623258** to book over the phone
- You can complete the enclosed application form and send it with full payment, to: **Clonmel Tuition Academy, 38 Gladstone Street, Clonmel, Co.Tipperary**

## BOOKING FORM

Student Name : \_\_\_\_\_  
Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_  
Parent Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
School: \_\_\_\_\_ Year: \_\_\_\_\_  
I enclose payment of € \_\_\_\_\_  
Week 1 ☐ Week 2 ☐ Week 1 & 2 ☐

Credit Card Type: (Tick ☒)  
Visa ☐ Mastercard ☐ Laser ☐  
\_\_\_\_\_  
Cvv No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Card Holder's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TIMETABLE EASTER 2018

TIME	WHAT	WHERE
9:00 AM - 10:20 AM	Supervised Study	The Park Hotel, Clonmel
	<b>BREAK (10 Mins)</b>	
10:30 AM - 11:40 AM	Supervised Study	
	<b>BREAK (10 Mins)</b>	
11:50 AM - 1:00 PM	Supervised Study	
	<b>LUNCH (1 Hour)</b>	
2:00 PM - 3:15 PM	Supervised Study	
	<b>BREAK (15 Mins)</b>	
3:30 PM - 4:45 PM	Supervised Study	
	<b>BREAK (15 Mins)</b>	
5:00 PM - 6:00 PM	Supervised Study	