







# Certificate in Payroll Techniques

This will not apply to students who have made alternative payment arrangements with IPASS or whose employer has agreed to pay their fees. Student fees can be paid by direct debit. To avail of this scheme or find out further information please contact IPASS on the number below.

## Course Fees

Student Registration – valid for the academic year in which you enrol	€200
Course Fee (Classroom Learning) includes student registration	€1,2000
Course Fee (Online Learning) includes student registration	€950
Revision Day (Optional – per stage)	€100

## Payment Options

Direct Debit Plan Available

1. Pay in full on enrolment.
2. Pay by Direct Debit. An admin fee of €25 will be added to your total fees payable. You must pay €500 on enrolment and the remaining balance will be deducted via Direct Debit over 5 months.

## Additional Information

Student Registration is valid for the year the student is registered to complete the course and any student who falls outside this period will be required to pay the student registration fee at a reduced rate before continuing with the course or completing examinations. This will only occur where a student defers their examination or does not successfully complete their examinations within the initial year of study. Additional study (outside of classes) will be required for students successfully complete this course. Students should aim for a minimum of 3 hours study a week, which may increase in the weeks prior to the exam.

## Exam Information

Examinations are held in May & December with repeat/deferral examinations being held in February & August. Students who are unable to sit their examination at the May or December sitting may opt to sit in February or August by submitting an Examination Deferral Form accompanied by the Examination Deferral Fee in advance of any deadline specified before the examination.

Students will be required to attend an examination centre. Exams centres will be in Dublin, Cork, Limerick and Athlone. Exam time is 9.30am - 11.30am.

Students can progress from one semester to the next without having completed their examinations; however, no certificate will be issued until all examinations have been successfully completed.

## Revision Course

An optional Revision Day is also available and will be held prior to the examination. Details of the Revision Day will be communicated to all students. A separate fee is payable if you wish to attend.

# Irish Payroll Association

## CERTIFICATE IN PAYROLL TECHNIQUES

Student ID

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PLEASE USE BLOCK LETTERS WHEN COMPLETING

### PERSONAL DETAILS – Must be completed in full

First name:		Surname:	
Address:			
Email Address:			
Date of Birth:		Nationality:	
PPS Number:		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Phone No:	Mobile:	Home:	

### ENGLISH PROFICIENCY - Must be completed in full

Is English your first language?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If English is not your first language, how long have you been living in, or working in, an English-speaking environment?					Years

### COURSE FEES/LEARNING MODE

### PAYMENT OPTIONS - Conditions Apply

I would like to study by (please select)	Distance/Online	<input type="checkbox"/>	Classroom	<input type="checkbox"/>
I would like to attend (please insert venue)				
Distance/Online Learning	€950.00	<input type="checkbox"/>	Paying in full on enrolment	<input type="checkbox"/>
Classroom	€1,200.00	<input type="checkbox"/>	**Paying by Direct Debit	<input type="checkbox"/>
Revision Day Stage 1 (optional)	€100.00	<input type="checkbox"/>	Are you applying for funding?	Yes/No
Revision Day Stage 2 (optional)	€100.00	<input type="checkbox"/>	Total Fee Due:	

**\*\* If you are paying by direct debit an additional charge of €25 applies. Direct debit forms are available by emailing [ask@ipass.ie](mailto:ask@ipass.ie) An initial payment of €500 must accompany your enrolment with the balance payable by direct debit.**

### PAYMENT DETAILS

Payment Method:	Cheque: <input type="checkbox"/>	Credit/Debit Card <input type="checkbox"/>	Invoice Employer <input type="checkbox"/>
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### INVOICE – enter details of where to send your invoice if Employer is to be Invoiced

Company Name:	
Address:	
Email for Invoice	

Employers Signature: (required if your employer is paying for your fees) \_\_\_\_\_

**FEES ARE NON REFUNDABLE AND PAYABLE IN ADVANCE UNLESS PREVIOUSLY AGREED WITH IPASS**

### Credit/Debit Card Details

Expiry Date:	MM / YYYY		CVV Number:												
Cardholders Name:															
Signature of Cardholder:															

## REFER A FRIEND

If you were referred by a past student, they will receive a voucher for €50 once your fees have been paid in full. Please enter their details below so we can forward their voucher to them.

Name:

Student ID Number:

## APPLICATION REQUIREMENTS / CHECKLIST

1. All sections must be completed unless marked as (Optional). Incomplete forms will be returned to you for completion and may result in delays in processing your application.
2. If your employer is paying for your course fees, then your employer must confirm this by signing the appropriate section.
3. Your application must be signed by you. Applications that are not signed will be returned.

## PRIVACY POLICY – Must be completed in full

IPASS respects your privacy. The information collected on this application form is only used by IPASS in conjunction with your course of study. IPASS may be required by law to share your information with a third party in relation to accreditation and/or learner protection. IPASS will send you correspondence relevant to your field of study via email, post and mobile. Full details of our Privacy Policy can be found at [www.ipass.ie](http://www.ipass.ie).

I agree to IPASS processing personal data contained in this form or other data which IPASS may obtain from me or from other people whilst I am a student. I also agree to be bound by the rules and regulations set out in the IPASS Student Handbook.

You must sign and tick the Privacy Confirmation box to confirm your understanding of this.

Applicants Signature:

Date:

Privacy Confirmation

## OTHER COURSES COMPLETED - Optional

Course Completed	Year	Course Completed	Year

## OTHER INFORMATION – Where did you hear about the course?

Google Advert <input type="checkbox"/>	Friend/Colleague <input type="checkbox"/>	Internet Search <input type="checkbox"/>	Facebook Advert <input type="checkbox"/>
Email from IPASS <input type="checkbox"/>	Job Advert <input type="checkbox"/>	Other <input type="checkbox"/>	

## FOR OFFICE USE ONLY

### PAYMENT RECORD:

Amount Paid: €	Date Paid: €
Payment Method:	If paying by Direct Debit - Form Received: <input type="checkbox"/>
Confirmation Letter/Email Sent: <input type="checkbox"/>	Invoice Number: <input type="text"/> ONS23

Return your application form to:

IPASS, 9 Western Parkway Business Centre, Ballymount Drive, D12 K259 or email to [ask@ipass.ie](mailto:ask@ipass.ie)

Tel: (01) 408 9100 Email: [ask@ipass.ie](mailto:ask@ipass.ie)



Irish Payroll Association

Direct Debit Instruction (DDI)  
Instruction to your Bank to pay Direct Debits

**Originators Identification No. (OIN) IE 9ZZZ309010**

IPASS Reference Number:

Please complete in full to instruct your Bank to make payments directly from your account. Then return the form along with your application to: **Irish Payroll Association, 9 Western Parkway Business Centre, Dublin D12 K259**

1. Please write the name and full address of your Bank/Building Society and branch. (Block Letters)

2. Bank \_\_\_\_\_

Branch \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

IBAN Number \_\_\_\_\_

Type of Payment

Recurrent

Or One-Off Payment

Please tick as appropriate

3. Your instructions to the Bank, and your signature.

- I instruct and authorise you to pay direct debits from my account at the request of the Irish Payroll Association (IPASS)
- I confirm that the amounts to be debited are variable and may be debited on various dates
- I shall duly notify the Bank if I wish to cancel this notification. I shall also notify the Irish Payroll Association of such cancellation.

Signature: \_\_\_\_\_

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

**The Direct Debit Guarantee**

- This is a guarantee provided by your own Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debit.
- Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
- Your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- You are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected subject to requesting your Bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.