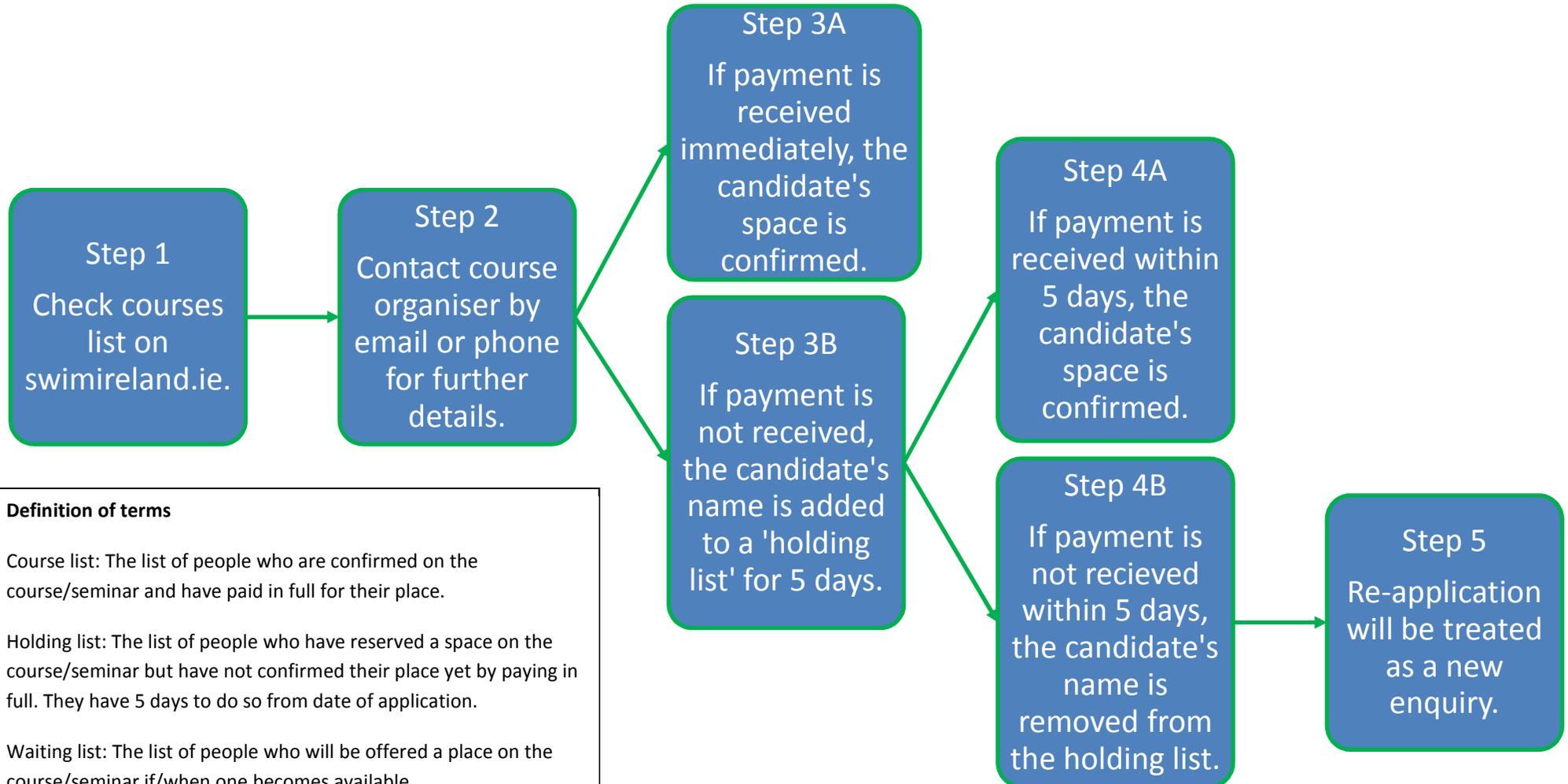


Individual candidate registration procedure for Swim Ireland courses and CPD seminars



Definition of terms

Course list: The list of people who are confirmed on the course/seminar and have paid in full for their place.

Holding list: The list of people who have reserved a space on the course/seminar but have not confirmed their place yet by paying in full. They have 5 days to do so from date of application.

Waiting list: The list of people who will be offered a place on the course/seminar if/when one becomes available

If there are 12 spaces available on a course/seminar, the maximum number of people between the course list and the holding list will be 12. Further applicants will be added to the waiting list and will be offered a place if one becomes available.

Breakdown of steps in booking a Swim Ireland course or CPD seminar

Step 1: A full list of Swim Ireland courses and CPD seminars is available on line from www.swimireland.ie. This list can be found in the 'Courses' section of the website and in the 'Education' section. This list is kept current, and is updated once Swim Ireland receive a new course registration form. All upcoming courses registered with Swim Ireland are included on this list.

Step 2: When you see a course/seminar that interests you, contact the course organiser by phone or by email for more information. You will find the course organiser details on the upcoming courses spreadsheet. Please note that spaces available on a course/seminar depend on a number of factors and will vary depending on course/seminar, tutor and facility.

Step 3A: If the course/seminar is suitable, you can choose to register and pay for it immediately by credit/debit card. In this case, your space on the course will be confirmed. Payments made are non-refundable. Please note that in some circumstances, offering to pay for a course immediately will not guarantee your space, as there may be the maximum number of candidates between the course list and holding list. In this situation your name will be added to the waiting list and you will be contacted as soon as possible to let you know whether you have a space or not. If all candidates on the holding list pay for their place in full, you will not be offered a place on the course/seminar.

Step 3B: If the course is suitable for you but you do not wish to pay immediately, your name will be placed on a holding list. This list will reserve but not confirm your space on the course. You will then have **5 days to pay in full for the course/seminar**. Swim Ireland will need to have received this payment within the 5 day holding period. This payment can be made by credit/debit card over the phone, cheque, postal order, bank draft or bank transfer. This holding list will operate on first come first served basis.

Step 4A: If payment is received within 5 days, your name will move from the holding list to the course list, and your place on the course is confirmed. In all cases, **payment must be received before the course/seminar starts**.

Step 4B: If payment is not received within 5 days, your name will be removed from the holding list. Swim Ireland will not contact candidates on the holding list, or issue payment reminders.

Step 5: Once you are removed from the holding list, re-application will be treated as a new enquiry, and anyone in a higher position on the holding list will receive priority on course spaces, even if you offer to pay immediately.

Regards.

The Swim Ireland Education Team