

Course Booking



3 Easy Steps to Book Online

Step 1:

Complete all parts of the Online Booking form in full and press submit button.

Step 2:

A 300euro deposit must accompany the booking within 5 working days of receipt of booking otherwise, the booking will be cancelled and your place allocated to someone else. **Methods of Payment:** Visa & Laser Card payment is accepted over the phone. Cheque and cash payment is also accepted. A special 5% discount applies to all cash payments.

Step 3:

Upon receipt of your online booking and deposit, you will receive notification within 5 working days of whether you have been accepted on your chosen course.

Step 4: Terms & Conditions

(A) The Course Fee must be paid before commencement of CMI courses, unless a payment plan has been agreed with CMI. See point (E) below. A special 5% discount applies to all cash payments.

(B) Course Deposits are non refundable upon acceptance on your course. If you decide not to do your chosen course, the deposit paid will remain as a credit on your account to be offset against any other CMI course for up to one year from date of booking. No deposit is required if your employer is sponsoring you, in which case an Employer Sponsor form must be submitted by email at the same time of your online booking.

(C) Course Fees are non refundable upon commencement of classes. They do not include exam fees or core textbooks but do include extensive course handouts which are made available online each week. In the event CMI, cancels the course due to lack of students, a full refund will be offered.

(E) Installment Plan: An instalment plan is offered to part-time workers (whose work does not exceed 24 hours per week) in which case evidence from an employer is required (a letter by fax) to support the fact you work part-time. The instalment plan requires you to pay the deposit, then the 1st instalment at start of course, 50% of course fee, and 2nd instalment of 50%, prior to start of second semester.

F) Unemployed persons: FAS funding from 50-85% of the course fee is available for unemployed persons. See FAS funding part of CMI website.

CMI, Communications & Management Institute

CMI Admissions Office
Unit 14A, Cashel Business Centre,
Cashel Road,
Dublin 12.

CMI
Regus House,
Harcourt Road,
Dublin 2

Course Queries: info@cmi-ireland.com Tel: 01 492 7070

CMI courses are held off Dame St, Dublin 2. Close to all buses, trains, Luas and Dart services.