

COURSE FEES

2016-2017

REGISTRATION FEE (Non Refundable)	\$50.00	1 YEAR
CSEC SUBJECTS		
1 Subject	\$300.00	1 YEAR
Additional Subject	\$150.00	1 YEAR
FOOD & NUTRITION	\$450.00	1 YEAR
COMPUTER-BASED SUBJECTS		
EDPM	\$450.00	1 YEAR
INFORM. TECHNOLOGY	\$900.00	1 YEAR
JANUARY SUBJECTS	\$150.00	1 TERM
CAPE SUBJECTS	\$600.00	1 YEAR

TIME TABLE

2016-2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI.
ENGLISH A GROUP A 5:30 – 7:30	OFFICE ADMIN. 5:30 – 7:30	MATHS GROUP B 5:30 – 7:30	INFO. TECH. 5:30 – 7:30	
SOCIAL STUDIES 5:30 – 7:30	PHYSICS 5:30 – 7:30	ENGLISH A GROUP B 5:30-7:30	H & S BIOLOGY 5:30 – 7:30	
MATHS GROUP A 5:30 – 7:30	JANUARY MATH 5:30 – 7:30	PRINCIPLES OF BUSINESS 5:30 – 7:30	PRINCIPLES OF ACCOUNTS 5:30 – 7:30	
CAPE ACCOUNTS 5:30 – 8:00	CAPE TOURISM 5:30 – 7:30	JANUARY ENGLISH A 5:30 – 7:30	EDPM 5:30 – 7:30	
CAPE ENVI. SCI. 5:30-7:30	CARIBBEAN STUDIES 5:30 – 7:30	CAPE TOURISM 5:30 – 7:30	TECHNICAL DRAWING 5:30 – 7:30	
		CAPE ENVI. SCI. 5:30 – 7:30	FOOD & NUTRITION 5:30 – 7:30	
		CAPE COMM. STUDIES 5:30-7:30	CAPE SOCIOLOGY 5:30-8:00	



CHRIST CHURCH FOUNDATION SCHOOL

CONTINUING EDUCATION PROGRAMME

Your Partner For Success!!!

Addressing the Needs of individuals interested in upgrading their qualifications or advancing their careers.

We provide a well trained staff who deliver quality instruction at an affordable cost.



SUBJECTS OFFERED INCLUDE CSEC - 1 YEAR COURSES

- English A
- Mathematics
- Social Studies
- Office Administration
- Principles of Accounts
- Principles of Business
- Information Technology
- Human & Social Biology
- EDPM
- Technical Drawing
- Physics
- Food and Nutrition

CAPE SUBJECTS

- 1 YEAR COURSES**
- * Caribbean Studies
 - * Communication Studies
- 2 YEAR COURSES**
- * Accounts
 - * Environ. Science
 - * Sociology
 - * Tourism

REGISTER NOW!!!

2016 -2017

ACADEMIC YEAR

Visit our website:

theccfs.weebly.com



Classes will be determined by the number of students registered for each subject.

For further information please call: 428-9323

Office Hours: 5:00 pm – 7:00 pm

From July to August call between 10:00 am – 3:00 pm

GENERAL INFORMATION

- Classes will commence on Monday, September 12, 2016
- ALL classes begin at 5:30 pm each evening.
- Registration for courses will begin **August 3, 2016**.
- Classes will be cancelled if the number of students registered is too small for those classes to be feasible.
- There are a limited number of places in the EDPM and Information Technology classes. Students will be allocated to these classes on “**first paid up**” basis.
- Orientation will be held on Thursday, September 8, 2016.
- **Examination fees** are **NOT** included in the tuition fees.
- Half of the tuition fees for students registering for one subject plus the registration fee is due at registration and the other half on or before **Thursday, December 8, 2016**.

GENERAL INFORMATION CONT'D

- Students registering for Information Technology, EDPM or more than 2 general subjects **MUST** pay the registration fee plus 1/3 of the course fee at registration, a further 1/3 by December 9, 2016 and the remaining 1/3 by March 28, 2017. Monitoring of classes will **NOT** be permitted.
- A discount of 10% will be given to **ALL** students who complete payments by September 23, 2016.
- We are an Examination Centre and can process your registration for both January exams and May/June exams. The deadline for registration for January exams is usually the middle of **October** and for the May/June exams is usually the end of **November**, however students are encouraged to register for exams during the month of September.
- Students **MUST** ensure that the correct spelling of their names and their correct dates of birth are written on their entry forms.

GENERAL INFORMATION CONT'D

- This office **WILL NOT** be responsible for incorrectly entered data if students confirm that the data entered for them is correct.
- Refunds of tuition fees will **ONLY** be granted in cases where a student discontinues classes before one month has passed and requests a refund or can no longer continue classes for medical or psychiatric reasons. In all cases a charge of \$10.00 per class attended will be charged for subjects not including Information Technology and EDPM, where the fees of \$15.00 will be charged.
- Notwithstanding the above, any student who has attended at least three classes after registering for the programme is liable for the full amount of the course unless a satisfactory explanation is given
- No official documents (**pass slips or certificates**) will be given to students who are in arrears.