

# LCFE Admissions Policy

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## Policy

Limerick College of Further Education is an equal opportunities institution which promotes open access, fairness and transparency in its Admissions Procedures.

## Purpose

The purpose of this policy is to ensure that LCFE Admissions Procedures are open, fair, consistent and transparent.

## Scope

This policy is applicable to all applicants who apply for full time courses in LCFE.

All courses in LCFE are subject to the approval of the Department of Education and Skills and the Limerick and Clare Education and Training Board. All courses offered are subject to minimum enrolment numbers.

## **Section 1 Application Process**

- 1.1 Applications for all daytime courses are invited from the 1<sup>st</sup> January of each academic year.

Applicants are strongly encouraged to apply online through the college website [www.lcfe.ie](http://www.lcfe.ie). It is a fast, user-friendly procedure and the application will be processed quickly.

- 1.2 Receipt of your application will be acknowledged by text message, email and a letter of acknowledgement. Interviews will be held in May and places will be offered at that stage. Interviews will also be held in late August to fill any remaining places. Therefore early application is advisable.

- 1.3 Applicants can also download an Application Form from our website [www.lcfe.ie](http://www.lcfe.ie). Applicants are urged to complete the Application Form in full. All courses have assigned codes which appear on each Course page in the prospectus and on the website. The course code should be entered in the boxes provided in the Application Form.

Applicants must include a passport size photo, a copy of their Birth Certificate and a copy of their PPS number.

- 1.4 Applicants can also phone the Admissions Office on 061 414344 to arrange an Application Form to be posted to them.

- 1.5 **Please note that a Non-refundable Application Administration Fee of €20 applies to all applications.**

## **Section 2 Entry Requirements**

2.1 The entry requirements for each course are outlined in the College prospectus and on the college website [www.lcfe.ie](http://www.lcfe.ie).

The standard entry requirements for courses are as follows:

- Applicants must have Leaving Certificate, LCA or equivalent
- Holders of a QQI Level 4 Award are also eligible to apply
- Mature learners (over 23) may be exempt from the above academic requirements
- In addition applicants will have to undertake an interview

2.2 Applicants are advised to consult the College prospectus or the College website [www.lcfe.ie](http://www.lcfe.ie) to check specific entry requirements for specific courses.

## **Section 3 Interviews**

3.1 Applicants are invited to attend an interview. The purpose of this interview is to determine the applicant's suitability to participate on the course for which he/she has applied. Applicants who cannot attend this interview should contact the Admissions Office to reschedule a late interview.

3.2 Applicants applying for Visual Arts courses are required to bring some samples of relevant personal work to the interview. Applicants applying for Media courses are required to complete a written English report on arrival for interview. Equally, those interested in Childcare, Healthcare, Hairdressing, Beauty Therapy or Creative Media are advised to try to gain some relevant work experience and perhaps bring references along to their interview. Any other evidence of relevant work done is well worth bringing along.

3.3 Interviews for courses are held in May and/or August of each year. Applicants are notified of interviews via text message and email. Applicants are notified of the date, time and venue of the interview and where applicable, what documentation they are required to bring. The interviews for each course will be conducted by an Interview Panel composed of teaching staff associated with that course. Each interview panel will follow the College Interview Panel Guidelines when conducting interviews.

## **Section 4 Notification**

4.1 Applicants are notified in writing of the decision of the interview panels within five working days of the interview.

4.2 Applicants are advised that any offer of place is conditional on the applicant fulfilling outstanding criteria such as successful completion of examinations. **The onus is**

**on the applicant to supply the college with evidence of their examination results.** Applicants are also advised that any offer of place is conditional on the College receiving approval and funding, which is subject to review at all times, from the Department of Education and Skills. Applicants are also advised that any offer of place is conditional on the College having sufficient numbers to run the course. Course content is also reviewed on an ongoing basis and this coupled with changes in resourcing may result in course modification.

Any applicant hoping to obtain BTE (Back to Education ) approval must ensure they meet the Department of Social Protection criteria prior to commencing any full time course at LCFE. It is the responsibility of the applicant to ensure they are fully compliant with current requirements.

## **Section 5 Registration**

5.1 Applicants who are offered a place on a course are required to formally register with the College. Please see College Programme Fee Payment and Refund Policy for full details of course fees.

## **Section 6 Applicants with Special Needs**

6.1 Limerick College of Further Education is an equal opportunities institution and welcomes applications from individuals with special needs.

6.2 Applicants are encouraged to inform the College of any special needs that they may have, in order to plan the provision of appropriate facilities to enable the applicant to participate in their course safely and effectively. LCFE makes every effort to provide appropriate support and help for learners with special needs within the limits of available resources. Applicants with special needs are asked to disclose their disability/learning difficulty on the College Application Form. Applicants are informed that disclosure of a special need will not adversely affect their application in any way. Applicants with a special need who are offered a place will be invited to meet with the College Guidance Counsellor Margaret O'Connor and requested to submit details of a professional assessment outlining their disability/learning difficulty.

6.3 A learner may apply through the College to the Higher Education Authority (HEA) for equipment or services to assist in accessing his or her course. The deadline for application is Friday 15<sup>th</sup> September 2017 to facilitate group submissions to HEA by October 6<sup>th</sup> 2017. For more information visit [www.heai.ie](http://www.heai.ie). All applications must be accompanied by relevant documentation as required by the HEA.

For further information, please consult LCFE Procedure on Learning Support which is available from the LCFE Guidance and Counselling Service.

## **Section 7 International Applicants**

7.1 Limerick College of Further Education welcomes applications from international learners. The College has a long standing tradition of welcoming learners of different nationalities and cultures. LCFE embraces diversity and greatly values the enrichment that a variety of nationalities and cultures brings to the College community.

7.2 The information presented in this section is presented only as a guideline to assist international applicants. The Irish Government may, at any time, make changes to the regulatory requirements addressed in this document. Each applicant is therefore advised and obligated to consult with the local Irish Embassy or Consulate or the Irish Naturalisation and Immigration Service website [www.inis.gov.ie](http://www.inis.gov.ie) to determine updated requirements.

### **7.3 International Applicants who are EU Nationals**

- The Irish Government Department of Education and Skills, with the assistance of the European Social Fund, funds all courses. There are **no tuition fees** for EU nationals. Applicants, however, are liable for registration and examination fees. Additionally, applicants are expected to supply prescribed class and study materials.
- EU citizens may qualify for financial assistance. While the College will endeavour to provide information, the onus will be on individual learners to obtain the necessary information.
- The college will send the confirmation letter of registration to the address supplied.
- Applicants, on arrival at the College:
  - must produce their original passport/identity card (which will be returned). The College reserves the right to request and copy the original passport/identity card at any time.
  - pay the appropriate course registration fee.

### **7.4 International Applicants from non-EU Countries not Resident in Ireland**

- Applicants must meet Irish Government immigration requirements in order to live and study in Ireland. Further information is available on the Irish Naturalisation and Immigration Service website [www.inis.gov.ie](http://www.inis.gov.ie). Irish Embassies or Consulates will also provide details. It is the applicant's responsibility to deal with the visa authorities with regard to obtaining a student visa. Under no circumstances can LCFE intervene with the visa authorities on any applicant's behalf.
- A **course tuition fee** applies. This fee is payable to Limerick College of Further Education. The annual course tuition fee, determined by the Irish Government is €3653.00. This fee is subject to an annual increase; therefore, it is advisable that you contact the college to confirm the exact amount for each academic year. This fee is **only refundable** where the applicant fails to secure a student/resident visa and produces the letter of refusal to the college authorities.

- The college will send receipts and the confirmation letter of registration to the address supplied.
- Applicants are liable for registration and examination fees. Additionally, applicants are expected to supply prescribed class and study materials.
- Applicants, on arrival at the College:
  - must produce their original passport/identity card (which will be returned)
  - must present their student/resident visa and provide a copy to the college. The College reserves the right to request and copy the original passport/identity card at any time.
  - pay the appropriate course registration fee.
- PLEASE NOTE that it is College policy to notify the Irish Visa/Immigration authorities where an applicant leaves a course early.

## 7.5 International Applicants from non-EU Countries currently Resident in Ireland

This section of information is for non-EU applicants who fall into one of the following categories:

- Refugee status
- Asylum seeker with the right to work
- Parent of an Irish Child
- Married to an Irish citizen

PLEASE NOTE that college applicants who have made an application for asylum but **do not have the right to work are not permitted** by the Irish Government to enrol on any course at LCFE.

- Applicants must meet Irish government immigration requirements in order to live and study in Ireland. Further details are available from the Irish Naturalisation and Immigration Service website [www.inis.gov.ie](http://www.inis.gov.ie).
- It is the applicant's responsibility to deal with the immigration and visa authorities with regard to obtaining a student visa. Under no circumstances can the College intervene with the visa authorities on the applicant's behalf.
- Non-EU applicants with special leave to remain in Ireland should refer to the table below regarding the appropriate course tuition fee payable and the documentation to be submitted with their application. All applicants are liable for registration and examination fees. Additionally, applicants are expected to supply prescribed class and study materials.

Category	Tuition Fee	Documentation Required
Refugee Status	None	1.Copy of Registration Book 2.Copy of Blue Travel Book

Asylum Seeker with “right to work” who entered the country <b>before</b> 26 <sup>th</sup> July 1999	None	1.Copy of Passport with a current visa or Registration Book  2.Notification of their right to work from D/JLR or Health Service Executive
Asylum Seeker with “right to work” who entered the country <b>after</b> 26 <sup>th</sup> July 1999	€3653	1.Copy of Registration Book  2. Notification of their right to work from D/JLR or Health Service Executive
Asylum Seeker who entered the country after 26 <sup>th</sup> July 1999 and have been granted the “leave to remain”	None	1.Copy of Passport with a current visa or Registration Book
Asylum Seekers who do not have an entitlement to work	€3653	1.Copy of Passport with a current visa or Registration Book
Parent of a Child born in Ireland	None	1.Copy of passport with a current visa or Registration Book  2. Letter from the D/JLR granting them “leave to remain”  3. Copy of the child's birth certificate
Married to an EU National	None	1.Copy of passport with a current visa or Registration Book  2.Copy of marriage certificate

In general:

- Holders of Stamp 0 must pay an economic fee.
- Holders of Stamp 2 or Stamp 2a must pay an economic fee.
- Holders of Stamp 4 **may** be exempt from an economic fee.

***Disclaimer:***

- *This information is presented as a guide to assist applicants. The Irish Government may, at any time, make changes to any of its visa requirements as detailed in this document. Applicants are strongly advised to consult with their local Irish Embassy or Consulate or the Irish Naturalisation and Immigration Service website to determine updated requirements.*



- *While every effort is made to ensure that the information given here is accurate, the College cannot accept responsibility for errors and omissions, or for changes to regulations or procedures imposed by third parties.*

## **7.6 Minimum standard of English required for LCFE courses**

The College endeavours to ensure that each applicant has the necessary language skills to undertake the course he or she has applied for. All courses in LCFE are conducted through English. Therefore, all applicants whose first language is not English will be asked to undertake a written assessment to demonstrate their proficiency in English. This assessment takes place each year in:

- May for May interviews
- August for August interviews

The purpose of this assessment is to ascertain the applicant's general competence level. Limerick College of Further Education has links with ESOL courses at Limerick Adult Education College, Sexton Street, Limerick. This may assist referral and progression for learners. LCFE may provide a module of English as a Second Language as well as course support.

Applicants who have sat the Leaving Certificate in Ireland and who have taken English as a subject are exempt from the English Language Assessment. A copy of their Leaving Certificate must be provided.

## **Section 8 Garda Vetting**

- 8.1 Learners applying for a place on certain courses in LCFE are subject to receipt of satisfactory Garda Vetting.

## **Section 9 Appeals Process**

- 9.1 An applicant may wish to appeal the decision of the interview panel.
- 9.2 Appeals must be lodged in writing to the Director within five working days after receipt of the College's letter, specifying:
- The applicant's full name, address and telephone number and name of course applied for.
  - The decision being appealed.
  - The grounds on which the decision is being appealed.
- 9.3 The Director will establish an Appeals Panel to consider the appeal. The Panel will comprise:
- The Deputy Director.

- Guidance Counsellor.
  - A member of the teaching staff on the original interview panel.
- 9.4 The applicant may address the Appeals Panel in person. The applicant may bring one person with them to the meeting. Requests to address the Appeals Panel must be submitted in writing to the Director at the time of the appeal.
- 9.5 The Director will inform the applicant of the decision of the Appeals Panel within five working days.

### **Section 10 Repeat Learners**

- 10.1 Repeat learners must re-apply and pay all the relevant fees. A repeat application will be treated as a new application.

### **Section 11 Year 2 Learners**

- 11.1 Second year learners must apply for year two of their course and pay all the relevant fees. A year two application will be treated as a new application.