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Applications & Offers

How do I apply?

You apply for your chosen LCFE course online, by clicking the “Full-Time Apply” button on our homepage. You will need a valid email address, your PPS number and a mobile phone number.

What email address do I use on the online application form?

A valid personal email address must be used as the majority of correspondence will be by email.

What is the closing date of receipt of applications for Sept 2021?

May 10th is the closing date for receipt of applications for first round offers. However, applications will be accepted and processed on courses where places are available following this date and second round offers will be made to eligible applicants who apply after that date.

How will I know if my application has been received?

All applicants receive a text message to check their email for acknowledgement of their application.

Can I change my application after it has been submitted?

You will need to contact apply@lcfе.іe.

How can I fix a mistake I made on my application?

You will need to contact apply@lcfе.іe

Is it possible to change my course choice?

Once an application has been submitted you will need to contact apply@lcfе.іe if you wish to make a change your course choice on your application.

Do I have to attend an interview as part of the application process?

Presently, prospective learners do not have to attend for interview to obtain a place at LCFE. Non-standard applicants, who do not meet the requirements as set out on our website, may be required to take a language assessment or other form of assessment. All learners attend general and class induction on commencement of their course in September.

The “status” section of my application has changed, what does this mean?

As your application is being processed, the “status” section of your application will change. This status will continue to change according to the progression of your application.

When will I be offered a place on the PLC course?

LCFE process the first round offers the end of May with a second round happening in August and a third in September of any given year.

How different is college to school?

Limerick College of Further Education offers a more adult environment than school. You get to study the things that really interest you and you will meet people of all ages and backgrounds who are interested in the same things. There are no bells or uniforms and there are free sports clubs and societies that you can get involved in.

Entry Requirements

What are the points for PLC courses at Cavan Institute?

There are no points required for any PLC courses at LCFE. You must simply meet the minimum entry requirements as listed on the individual course pages on our website or in our prospectus.

Do I need to have studied a particular subject in the Leaving Cert in order to be eligible to apply for a place on a PLC course?

In order to obtain a place on a PLC course, you must simply meet the minimum entry requirements as listed on the individual course pages on our website or in our prospectus.

What is the minimum age I must be in order to apply for a PLC course?

Participants must be at least 16 years of age by the date on which the course starts. They must also have completed one of the following programmes:

- Leaving Certificate
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied (LCA)
- QQI Level 4 major award or equivalent.

Applications will be considered from those aged over 23 who do not have one of the above qualifications but who can demonstrate their capacity to study at Level 5 or Level 6.

What are the entry requirements for a level 5 PLC course?

The PLC (Post Leaving Certificate) courses on offer in LCFE cater for:

- learners who have completed senior cycle education and want to pursue further vocational education and training to enhance their prospects of employment or progression to other studies.
- adults returning to education who may not have completed the senior cycle but are deemed by the provider to have the necessary competencies and capacity to undertake the programme.

Participants must be at least 16 years of age by the date on which the course starts.

If you are aged under 23, you should have completed one of the following programmes:

- Leaving Certificate
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied (LCA)
- QQI Level 4 major award or equivalent.

Applications will be considered from those aged over 23 who do not have one of the above qualifications but who can demonstrate their capacity to study at level 5.

What are the entry requirements for a level 6 PLC course?

You should have completed a QQI Level 5 award or equivalent in a discipline related to the course you would like to study.

We will also give equal consideration to mature applicants (those aged over 23) who do not meet this entry requirement but can demonstrate relevant industry/life experience.

Fees & Sources of Funding

How much are the fees for PLC courses at LCFE?

The overall fee payable varies by course, but for all courses, students must pay:

Booking Deposit	50.00
Registration Fee	200.00
Student PLC Govt Levy*	200.00
QQI Exam Fee**	<u>50.00</u>
	500.00

* refundable to those in receipt of a SUSI grant and medical card holders

** refundable to medical card holders

There may be other fees relating to your course, e.g., kit, uniform, equipment, so please check the exact “course-specific fee” payable for your course on the Programme Information Sheet you have received. NOTE: All fees are payable online only, by debit or credit card, or bank transfer (electronic funds transfer).

Can I pay my fees by cash or cheque?

No. We don't accept cash or cheques.

How do I pay my fees to secure my place?

You can pay your fee to secure your place through our website. Access your application details via the LCFE website using your LCFE ID number and password.

You can also pay fees through online banking using the BIC and IBAN numbers for LCFE's bank account, provided to you on your conditional offer letter.

Are there any exemptions in relation to payment of fees?

You may be exempt from paying some fees if you are:

- **A Medical Card holder**

- If you have an in-date medical card, you will be eligible to have the €200 PLC Government Levy and QQI exam fees of €50 refunded to you.
- Your medical card does not entitle you to exemptions from registration fees, course fees, fees charged by other awarding bodies, etc.
- In order to verify you are eligible for the PLC Government Levy and QQI exam fees exemption, you must upload a copy of your medical card to your LCFE account using your LCFE ID number and password.
- Registration fees, course fees and other exam fees (check your course details on the website) are payable by all applicants.

- **In receipt of a SUSI grant**

- Your SUSI grant exempts you from the €200 PLC Government Levy. You are liable for all other fees relating to your course.
- In order to verify you are eligible for the PLC Government Levy exemption, a copy of your grant approval must be uploaded to your LCFE account using your LCFE ID number and your password.

I am unemployed/in receipt of a social welfare allowance, am I entitled to any exemptions from fees?

Even if you are unemployed or in receipt of another form of social welfare allowance, all registration fees, course fees and other exam fees are payable to LCFE for PLC courses. You are advised to contact your local Department of Social Protection to enquire about whether you may be eligible for the Back to Education Allowance.

You are also advised to apply to SUSI for a grant which would entitle you to an exemption from payment of the €200 Government PLC Levy. If you have an in-date medical card, you will be eligible to have the €200 PLC Government Levy and QQI exam fees of €50 refunded to you. Your medical card does not entitle you to exemptions from registration fees, course fees, fees charged by other awarding bodies, etc.

Are the fees refundable if I do not take up my course place?

Refunds are made in respect of the registration fee (€200) plus any other fees paid to LCFE in relation to your course, if you do not take up your place. You will need to complete a Refund of Fees form. Please note that the €50 booking fee is non-refundable.

What funding is available for PLC courses?

If you are unemployed, please contact your local Department of Social Protection Office to enquire about whether you may be eligible for the Back to Education Allowance.

Registration

When do I register for my course?

Registration details for your course are provided will be provided in your offer of course letter.

Why do I need to register with www.fetchcourses.ie?

All applicants to Further Education and Training programmes are required to provide some detailed information about themselves such as your education status, economic status, etc. so that we can assist you in selecting the most appropriate course to take at this point in your career.

By joining FETCH you keep your application data in a single location for ease of update and submission each time that you make an application. This means that you do not have to complete a course registration form each and every time that you take a course and you do not have to remember to bring all the details with you each time you start a course.

Furthermore, you will be able to see and track progress on all applications and course attendance records from within your account including any previous records in the national Programme and Learner Support System (PLSS), after your FETCH account identity has been verified

How do I join/register with FETCH?

Separate step-by-step guides are available to assist with joining FETCH with either a mobile number (Irish only) or an email address. Please request a copy from your local FET Centre or course tutor

Progression

Where can I obtain information on progression following the completion of my course at LCFE?

Our guidance department are happy to discuss your progression options with you.

Information about progression options is available on the [CAO](#) and the [Qualifax](#) websites.