

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 Further and Higher Education, Research, Innovation and Science 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 early January of each academic year.

Applicants are strongly encouraged to apply online through the college website at 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 on your online account (login details are available on email). Applications will be processed in May and places will be offered at that stage. Applications will also be processed in late August to fill any remaining places. Therefore early application is advisable.

1.3 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.

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

- 2.2 Applicants are advised to consult the College prospectus or the College website at www.lcfe.ie to check specific entry requirements for specific courses.

Section 3 Processing of Applications

- 3.1 An **Information Letter** will be sent out to all the relevant applicants informing them of the enrolment process and asking them to provide certain information to LCFE by a deadline date. This letter will be sent by email and applicants will also receive a text asking them to check their email.
- 3.2 Applicants may be requested to supply supplementary information in relation to their application.
- 3.3 Applicants under 18 years of age will be required to submit a Parental/Guardian Consent form which is available [here](#) on our website.
- 3.4 The Head of School/Head of Department and Course Coordinator will be informed of the information which has come in about his/her course.
- 3.5 The Guidance Counsellor will be informed about any applicant who has reported a disability, a significant ongoing illness or learning difficulty. The Guidance Counsellor may request additional information before the College make a decision on offer of a place. **(Please see Section 6 Applicants with Additional Needs).**
- 3.6 The Head of School/Head of Department and Course Coordinator will be consulted if there are any questions on eligibility for course in terms of course requirements. For certain courses, if additional information is required by the staff member, the College may contact the applicant to obtain such information.

Section 4 Notification

- 4.1 Applicants are notified in writing of the decision of the Applications Processing Panel within two weeks of the final date for applications. Applicants can also check their status online by clicking [here](#).
- 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 Further and Higher Education, Research, Innovation and Science and SOLAS. 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 in the About Us section of the College website, www.lcfe.ie.

Section 6 Applicants with Additional Needs

- 6.1 Limerick College of Further Education is an equal opportunities institution and welcomes applications from individuals with additional needs.
- 6.2 Applicants are encouraged to inform the College of any additional 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 additional needs within the limits of available resources. Applicants are informed that disclosure of an additional need will not adversely affect their application in any way. Applicants with additional needs who are offered a place will be invited to meet with the College Guidance Counsellor and requested to submit details of a professional assessment outlining their disability.
- 6.3 A learner may apply through the College to the SOLAS Fund for Learners with Disabilities (FLD) for equipment or services to assist in accessing his or her course. All applications must be accompanied by relevant documentation as required by SOLAS. Further information is available from the LCFE Guidance and Counselling Service.
- 6.4 LCETB provides an Active Inclusion Support Service for all LCETB Further Education and Training learners. Further information and registration for this service can be found at learningandskills.ie/learner-supports.

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 to determine updated requirements.

7.3 International Applicants who are EU Nationals

- The Irish Government Department of Further and Higher Education, Research, Innovation and Science and SOLAS 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. 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

- 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.
- 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.
- Applicants may have to pay an economic fee

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 may be asked to undertake a written assessment to demonstrate their proficiency in English.

The purpose of this assessment is to ascertain the applicant's general competence level. Applicants may be enrolled for an English as a Foreign Language Module.

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 Applicants for a place on certain courses in LCFE are subject to Garda Vetting. Garda Vetting is mandatory for the Work Experience module on particular courses and applicants will receive more information following admission.

Section 9 Appeals Process

- 9.1 An applicant may wish to appeal the decision of the Applications Processing Panel.

- 9.2 Appeals must be lodged in writing to the Principal 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 Principal will establish an Appeals Panel to consider the appeal. The Panel will comprise:
- The Deputy Principal.
 - Guidance Counsellor.
 - Course Coordinator
- 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 Principal at the time of the appeal.
- 9.5 The Principal 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.