



**DÚN LAOGHAIRE COLLEGE OF FURTHER EDUCATION
Colaiste Breisoideachais Dún Laoghaire**



**ACCESS, TRANSFER AND PROGRESSION
B4**

**POLICIES AND PROCEDURES
2012 – 2013**

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(1) Introduction

This Admissions Policy and Procedures document is intended to establish the basic philosophy and ethos that underpins the admission of learners. It also aims to provide the general admission information needed by learners, their parents or guardians, staff and the wider community.

This policy and procedures document communicates in an open and transparent manner how learners can apply, enroll and register with ease on a course of their choice at DCFE. DCFE is an “open access college”, which affords an equal welcome to people of all races, backgrounds, genders, beliefs, ages, sexual orientation and those with disabilities and special needs.

Admission to DCFE is outside the CAO Point System and places are offered on a first come/first served basis subject to meeting the entry requirements.

DCFE was established under Dún Laoghaire Vocational Educational Committee (DLVEC) and is governed by the terms of the 1930 Vocational Educational Act, the VEC Amendment Act (2004) and the Education Act, 1998 (including all subsequent legislation).

Applicants are admitted to a course subject to places being available. Admission to DCFE is governed by three basic principles.

- 1.1: That in the professional judgment of the college and following an interview the applicant is suitable for the course.
- 1.2: That in the professional judgment of the college, the applicant, because of previous education, training or experience, is considered likely to benefit from attendance.
- 1.3: That their participation will contribute positively to the course and in no way infringes upon the opportunities or rights of other learners or staff.

Policy

It is the policy of DCFE to facilitate an applicant's entry and successful participation in courses.

DCFE endeavours to inform applicants, as part of course information, about the transfer and progression options which may be open to them on receipt of an award.

Purpose

The purpose of this policy is to ensure that DCFE admissions procedures are open, fair, consistent and transparent.

Scope

This policy is applicable to those who apply for full-time courses at DCFE.

Mission Statement

To provide a holistic approach where the value of each person is recognised, fostered and nurtured in our educational environment.

(2) Department of Education and Skills (DES) Approval and Minimum Enrolments Numbers

- 2.1: All courses at DCFE are subject to the approval of the Department of Education and Skills and DLVEC.
- 2.2: All courses are offered subject to minimum enrolment numbers being achieved, as defined by DCFE.
- 2.3: All course content is subject to ongoing review and DCFE reserves the right to amend both content and award titles.
- 2.4: There are additional DES regulations governing the admission to courses for applicants who are not citizens of the EU. Refer to section on International Applicants below.

(3) How places are offered

- 3.1: Places on courses are offered on a first come/first served basis where each of the following requirements are met.
- 3.2: There is a place available. (Applicants may be put on a waiting list where there are more applicants than places on offer).
- 3.3: The applicant completes a satisfactory interview and meets the entry requirements for the course as outlined in the college prospectus and www.dlcf.ie.
- 3.4: As a result of previous education, training or experience, the applicant is considered likely to benefit from attendance.
- 3.5: Participation by the applicant will contribute positively to the course and in no way infringes upon the opportunities or rights of other learners or staff.
- 3.6: The website will be updated regularly to identify which courses are full. Applicants are then advised that they are applying for a place on a waiting list and can make an informed decision on whether to proceed with the application under these conditions.

(4) Relevant Legislation

This admissions policy has been derived in conjunction within the main provisions of the following and subsequent legislation.

- 4.1: The Vocational Education Act, 1930
- 4.2: The Education Act, 1998
- 4.3: The Qualifications (Education and Training) Act, 1999
- 4.4: Education (Welfare) Act, 2000
- 4.5: Equal Status Act, 2000
- 4.6: The Vocational Education (Amendment) Act, 2001
- 4.7: Education for Persons with Special Educational Needs Acts, 2004
- 4.8: Qualifications and Quality Assurance (Education and Training) Bill 2011

(5) It is the Applicant's Responsibility to

- 5.1: Ensure that course content and progression links of the course they select matches their expectations for further and higher education and/or employment. Refer to current prospectus and www.dlcfe.ie.
- 5.2: Ensure they satisfactorily match the prescribed entry requirements in order to be offered a place on their course of choice.
- 5.3: Read the Admissions and Fee Payment and Refund Policy as posted on www.dlcfe.ie prior to application.
- 5.4: Seek clarification on queries relating to admissions through the administration office or at open days.
- 5.5: Ensure that the information provided is accurate and truthful. False information will render the application null and void.
- 5.6: Disclose a learning or special need on the application form. This is imperative so that DCFE can assess if the course choice is suitable, what supports are needed and if there is a health and safety risk.
- 5.7: Attend for scheduled interviews. The applicant must contact DCFE to reschedule if they cannot make the scheduled interview. Failure to contact DCFE could result in their name being withdrawn from the course list.
- 5.8: Notify DCFE immediately in relation to changes in personal details i.e. address, telephone number etc.
- 5.9: Abide by the code of conduct and behaviour so that entry to second year will not be jeopardised.
- 5.10: Adults returning to education should seek guidance from the DLVEC Adult Education Guidance Service at 100-101 Mulgrave Street, Dún Laoghaire, 01 – 2365190.

(6) Department of Social Protection Fraud Controls

- 6.1: Applicants are reminded that Institutes of Education are required to provide details of enrolments to the Department of Social Protection.
- 6.2: Applicants should note that they are not entitled to receive a Social Welfare payment while attending a full-time course of study unless they have received prior approval from the Department under the terms of the scheme.
- 6.3: It is the Department of Social Protection's policy to consider for prosecution **ALL** cases of fraud and abuse of the Social Welfare system.

6.4: All information is treated as confidential and is subject to the provisions of the Data Protection Act and the Freedom of Information Act.

(7) Admissions Procedures

There are four steps in the admission procedure at DCFE.

- Application
- Interview
- Register
- Commencement

STEP 1 Application

7.1: It is the applicant's responsibility to investigate each course choice thoroughly by attending the college's Open Day to ensure that the course on offer at DCFE meets progression, certification and employment expectations. Refer to the prospectus or www.dlcfce.ie for further information.

7.2: Applications for all daytime courses are invited from the 1st February of each Academic year with the exception of the Advanced Certificate in Animal Health Care and the HND in Music Production. Applications for both of these courses open in April.

Online Applications

7.3.1: Applicants are strongly encouraged to apply online through the college website www.dlcfce.ie. This is DCFE's preferred mode of application, it is fast, user-friendly and applications are processed quickly.

7.3.2: Each applicant will automatically receive an email acknowledgment, which is also a receipt. The applicant needs to retain this receipt as evidence of application. **Applicants who have not received an email acknowledgement within 10 days of application should re-submit their application.**

Online applicants are required to:

- Complete the application form online
- Provide the correct details
- Pay non-refundable deposit online using either credit/debit card
- Keep email acknowledgement receipt as evidence of application and payment of non-refundable deposit

Hard copy Applications

7.4.1: Hard copy application forms are available in the college prospectus, through Guidance Counsellors or by contacting DCFE directly or by download from www.dlcfce.ie.

- 7.4.2: Applicants are required to post or bring in completed application form to the administration's office, Monday – Friday 9am to 4.00pm.
- 7.4.3: Payment can be made through debit/credit card, cheque, draft or postal order. Cash is not accepted.
- 7.4.4: Receipt of hard copy application forms will be acknowledged by letter, which is also the receipt. This needs to be retained as evidence of application. **Applicants who have not received an email acknowledgement within 10 days of application should re-submit their application.**

Hard copy applicants are required to:

- Complete the application form in full
- Provide legible information
- Include passport photograph
- Provide a hard copy of Birth Certificate
- Enclose non-refundable deposit

Unique Application ID Number

- 7.5.1: Every application to DCFE receives a unique application ID number.
- 7.5.2: This number is assigned automatically through the online application system.
- 7.5.3: All hard-copy applications are inputted to the online system once received.
- 7.5.4: It is imperative that applicants are aware that all course places are offered on a first come/first served basis subject to meeting the entry requirements and completing the interview.

Entry Requirements

- 7.6.1: The entry requirements for each course are outlined both in the prospectus and also on www.dlcf.ie. The entry requirements for most courses are as follows:
- Leaving Certificate (at least five passes in subjects at either Ordinary or Honours Level)
 - Leaving Certificate Applied (will be assessed individually)
 - FETAC Level 4 Award
 - Mature Applicants (over 23) with relevant experience
 - Foundation Level Maths accepted, except where otherwise stated
- 7.6.2: It is the applicant's responsibility to ensure that they check the entry requirements for each course prior to application to make sure that they can meet these requirements.
- 7.6.3: Each applicant must ensure that they are competent in spoken and written English. Failure to acquire a competent level of English prior to course commencement could result in difficulties during the course and result in a failure to achieve the award.

STEP 2 Interview

7.7.1: All applicants are invited to attend for a suitability interview. The purpose of this interview is to determine the applicant's suitability to participate on the course for which s(he) has applied.

7.7.2: Applicants will be advised by letter of their scheduled interview date, time and what documentation they are required to bring. The following are the scheduled interview dates for 2012 applicants.

Scheduled Interview Dates

- Wednesday 22 February 2012 1.30pm - 4.00pm
- Wednesday 18 April 2012 1.30pm - 4.00pm
- Wednesday 30 May 2012 10.00am - 1.00pm
- Wednesday 5 September 2012 10.00am - 1.00pm

7.7.3: The interviews for each course will be conducted by a member of the teaching staff associated with that course.

7.7.4: Applicants who cannot attend this interview should contact the Admissions Office to reschedule at info@dlcfe.ie or telephone (01) 2809676.

7.7.5: Applicants who do not show for interview may be removed from the course list as the assumption will be made that they are no longer interested in the course.

Notification of Offer of Place

7.8.1: Subject to meeting the above requirements, places are offered on a first come/first served basis.

7.8.2: Applicants are notified in writing of the result of the interview within 10 working days.

Applicants are advised that any offer of a place is conditional on

7.8.3: Applicants fulfilling outstanding criteria such as supplying evidence of achieving the entry requirements.

7.8.4: DCFE receiving approval and funding, which is subject to review at all times, by the Department of Education and Skills, www.des.ie. Applicants are also advised that course content is also reviewed on an ongoing basis and this may also result in course modifications.

7.8.5: DCFE enrolling sufficient numbers to run the course.

STEP 3: Registration

7.9.1: All applicants must register their intention to accept the offer of a place.

7.9.2: All applicants will receive a letter from the college specifying a variety of details including registration date.

7.9.3: At registration the following fees must be paid. Refer to the DCFE Fees Schedule at www.dlcfe.ie.

- Examination Fees i.e. FETAC/HND/ECDL

- PLC Government Levy
- Student Services Fee

7.9.4: Applicants are advised that they need to bring all relevant documentation (birth certificate, medical card and previous qualifications) and fees so that they can successfully register for their chosen course.

7.9.5: Failure to complete registration could result in the applicant's place being forfeited.

7.9.6: Late applicants may be considered if a place becomes available.

STEP 4 Commencement

7.9.7: Course fees are paid in full by the applicant no later than the commencement date of class, except in a case, which is deemed by DCFE to be an exceptional circumstance.

7.9.8: All information and supporting documentation requested by DCFE has been submitted.

7.9.9: The applicant signs the Learner Contract and agrees to abide by the Code of Conduct of DCFE.

7.9.10: In the case of full-time courses, applicants will not be enrolled after the 30th September.

7.9.11: DCFE is not responsible for any inability on behalf of the applicant to complete the enrolment process by the course commencement date, if all necessary information and supporting documentation has not been provided.

7.9.12: The provision of false or inaccurate information by the applicant may render the application null and void.

(8) Applicants with Special Needs

8.1: DCFE is an equal opportunities college and welcomes applications from individuals with special needs.

8.2: It is the applicant's responsibility to inform the college, on application, of any special needs they may have, in order to plan for the provision of appropriate facilities to enable the applicant to participate in their course safely and effectively. DCFE makes every effort to provide appropriate support and help for applicants with special needs within the limits of available resources.

8.3: Applicants with special needs are asked to disclose their disability/learning difficulty on the application form.

8.4: Applicants are advised that the disclosure of a special need will not adversely affect their application in any way.

8.5: Applicants who specify that they have a special need will be sent a supplementary discovery form. This form is designed to provide specific knowledge to the college in relation to the exact individual

needs of the applicant. It is the applicant's responsibility to complete this form correctly and return to the college immediately.

- 8.6: Applicants who have a medical condition or who are on medication that may affect their performance in the college are also obliged to disclose this information on the application form.
- 8.7: Applicants with a special need who are offered a place will be invited to meet the college Guidance Counsellor to assess this need and to determine how the college can best meet their requirements.
- 8.8: Applicants may be requested to submit details of a professional assessment outlining their disability/learning difficulty.
- 8.9: Applicants may apply through the college to the National Office for Equity of Access to Higher Education for equipment or services to assist in accessing their course. The deadline for application varies from year to year, but is usually the first week in October. For more information visit www.hea.ie. All applications to this fund must be accompanied by relevant documentation as required by the HEA.

(9) International Applicants

- 9.1: DCFE welcomes applications from international learners; i.e. EU and Non-EU. The college has a long standing tradition of welcoming applicants of different nationalities and cultures. DCFE embraces diversity and greatly values the enrichment that a variety of nationalities and cultures brings to the college community.
- 9.2: 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 international applicant is therefore advised and obligated to consult with the local Irish Embassy or Consulate of the Irish Naturalisation and Immigration Service website www.inis.gov.ie to determine updated requirements.
- 9.3: All international applicants are requested to meet the college administrator individually to check documentation to determine whether they are liable for the course tuition fee. DCFE will contact applicants directly to set up this interview time and date.

International Applicants who are EU Nationals

- 9.4: The 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 applicants to obtain the necessary information. DCFE will send a confirmation letter of registration to the address supplied.
- 9.5: Applicants, on arrival at the college must:
- Produce original passport/identity card (which will be returned). The college reserves the right To request a copy of the original passport/identity card at any time
 - Pay the appropriate course registration fee.

International Applicants from non-EU Countries not Resident in Ireland

- 9.6: Applicants must meet the 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 will DCFE intervene with the visa authorities on any applicant's behalf.
- 9.7: A **course tuition fee** applies. This fee is payable to Dún Laoghaire College of Further Education. The annual course tuition fee, determined by the Irish Government is €3,653.00. 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.
- 9.8: This fee is **non-refundable** except where the applicant fails to secure a student/resident visa and produces the letter of refusal to the college authorities.
- DCFE 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)
 - Present their student/resident visa and provide a copy to the college. DCFE reserves the right to request and copy the original passport/identity card at any time.
 - Pay the appropriate course registration fee.
- 9.9: It is college policy to notify the Irish Visa/Immigration authorities where a Non-EU applicant leaves a course early.

International Applicants from non-EU Countries currently Resident in Ireland

9.10: This section 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

9.10: 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 of DCFE courses.

- 9.11: 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 DCFE 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 before 26th 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 after 26th July 1999	€3,653	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 26th 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

9.12: In general:

- Holders of Stamp 2 or Stamp 2a must pay the course tuition fee.
- Holders of Stamp 4 **may** be exempt from the course tuition fee.

9.13: 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.

(10) Garda Vetting

- 10.1: Applicants for certain courses should note that because of the nature of work placement, all applicants on these courses must agree to make an application for Garda Síochána vetting.
- 10.2: Applicants are responsible for completing this application form correctly. Failure to complete the Garda Vetting Form correctly and on-time could result in the loss of a work experience place.
- 10.3: A sample Garda vetting form with instructions is available from www.dlcfе.ie. Applicants should note that the official form is available from DCFE at course commencement. The Garda vetting unit will only accept the official form signed by the DLVEC nominee.

(11) Deferrals

- 11.1: Applicants who have been offered a place on a course may normally defer this place for one year.
- 11.2: Applicants should submit a written request to defer to the admissions office as early as possible and no later than the 30th of September.
- 11.3: It is the applicant's responsibility to confirm requirements in writing with the relevant Department Head. The admissions office will discuss the request for deferral with both the Principal/Deputy Principal and Department Head.
- 11.4: For agreed deferrals the applicant's €40 non-refundable deposit is carried forward to the following academic year.
- 11.5: If the applicant has made the deferral request prior to the 30th September, the €200 PLC Government Levy will be refunded along with all fees. Applicants are advised to refer to the Fee Payment and Refund Policy which is available at www.dlcfе.ie.
- 11.6: Applicants who do not accept their place in the subsequent year will forego their registration fee and the right of further deferral.
- 11.7: If applicant is in receipt of the student grant, it is the applicant's responsibility to liaise with the grant awarding body in relation to grant approval for deferrals.

(12) Repeating an Award or Component Certificate

- 12.1: It is important to note that applicants are not permitted to repeat a course. However, in exceptional cases, the Principal may permit such a repeat. Applicants must write to the Principal outlining the reasons for wishing to repeat a course.
- 12.2: Applicants who seek to repeat a course should be aware that all fees must be paid.
- 12.3: Applicants should also note that if they are in receipt of a maintenance grant this may not be paid for repeating a course. Applicants in this situation should refer to their local VEC for advice and guidance.
- 12.4: There is no automatic right to repeat an award or component. Approval must be obtained from the Principal/Deputy Principal and Department Head. This is also subject to a place being available.

(13) VTOS and BTEA Funding Application Procedure

- 13.1: DCFE welcomes Vocational Education Opportunities Scheme (VTOS) and Back to Education Allowance (BTEA) applicants on all courses.
- 13.2: DLVEC administers the VTOS Scheme and the Social Welfare Office administers the Back to Education Scheme.
- 13.3: Both schemes assist those who wish to return to education without the loss of Social Welfare benefits or allowances.
- 13.4: There are a limited number of VTOS places which are allocated on a first come/first served basis.
- 13.5: In the case of VTOS applicants, the cost of textbooks, exam fees and some materials are paid, subject to certain limits.
- 13.6: Meal and travel allowances are paid and an additional allowance of €20.00 is paid to those more than one year on the live register. The travel allowance is only paid to those applicants who are residing more than three miles from the College while attending.
- 13.7: Further details are available from DCFE VTOS Co-ordinator or Dún Laoghaire VEC Tel. (01) 2147200 (www.dlvec.ie) or Social Welfare (www.welfare.ie).
- 13.8: If an applicant drops out of a course they will automatically forfeit the VTOS allowance.

New VTOS Applicants

- 13.9: All new applicants must fill in both DCFE's application and the VTOS application forms.
- 13.10: All applicants must be over 21 years of age and in receipt of one of the following for at least 6 months to qualify:
- Jobseekers Allowance or Jobseekers Benefit
 - One Parent Family Benefit
 - An Adult dependent of a person in receipt of Jobseekers Allowance or Jobseekers Benefit

- Disability Allowance
- Illness Benefit
- Invalidity Benefit
- Blind Person
- Those signing on for Credits

13.11: Return both forms to DCFE.

13.12: An applicant must be accepted onto a DCFE course before a VTOS place can be allocated.

13.13: Applications should be made early as places are limited.

13.14: VTOS application forms must be completed in full to be processed and a copy of birth certificate must be attached. Forms will be returned to the applicant if they are not filled in correctly.

13.18: The completed VTOS form will then be sent to DLVEC. DLVEC will make the allocation decision.

13.19: If an applicant fails to obtain a VTOS place they can apply for a place on the BTEA scheme through their local Social Welfare Office.

VTOS Applicants already in the college

13.20: VTOS application forms will be sent to the VTOS Coordinator in the college and given to all first year students before the Easter break.

13.21: If a first year VTOS applicant decides to continue onto second year, this form must be completed and returned to head office by the end of April.

13.22: Applicants who are not taking up a VTOS place for the second year must also complete the form and indicate that they are no longer taking a place.

13.23: VTOS applicants who are progressing to second year will be paid through the summer as normal, but will not be paid the subsistence and travel allowance.

13.24: All VTOS applicants who are exiting will be issued with a letter to take to their social welfare office.

13.25: If an applicant drops out of a course they will automatically forfeit the VTOS allowance.

BTEA (Back to Education Allowance Scheme)

13.26: The BTEA allows those in receipt of certain social welfare payments to retain these payments whilst participating in approved BTEA full-time courses in the college.

13.27: The following applicants are eligible for BTEA

- Those over 21 years of age

Or

- Those aged between 18 and 20 who have not been within the formal education system for at least two years

And

Have been receiving one of the following benefits for six months or more

- Job seekers Allowance/Benefit or
- Signing for credits

13.28: Applicants need to complete the four step admission process as outlined above.

13.29: Applicants apply separately to their local Social Welfare Office for BTEA.

13.30: Once the applicant successfully secures BTEA funding they must inform the admissions office to gain exemptions from certain fees. Refer to DCFE's Fee Payment and Refund Policy at www.dlcf.ie.

(14) Dún Laoghaire VEC Crèche

14.1: A limited number of places in the Willows Crèche, run by DLVEC, are provided to the children of VTOS applicants. Places are not guaranteed.

14.2: Applicants wishing to avail of the VEC's crèche facilities must provide a letter to the crèche from the college stating that they have been accepted onto their college course. The student also must have completed their VTOS application form. The applicant must then contact the crèche by contacting Susan Mitchell (The DLVEC crèche manager) Tel: (01) 2024846.

14.3: Places will be allocated by the crèche manager and DLVEC.

(15) Entry from a L5 to a L6 course including the HND in Music Production

15.1: The Course Teacher will notify classes as to when applications will open.

15.2: In particular, applications for the Advanced Certificate in Animal Health care and the HND in Music Production will open in April.

15.3: Applicants must complete Steps one to four as outlined above.

15.4: Applicants are advised to refer to the prospectus or www.dlcf.ie for specific entry requirements.

15.5: Applicants must pay all fees including:

- Non Refundable Deposit
- Student Services Fee
- PLC Government Levy
- Examination Fee i.e. FETAC
- Training Fees

- 15.6: Applicants are advised to check availability of grants for any course to which they progress to with their grant provider.
- 15.7: Applicants are advised that they should not assume automatic entitlement to admission in a subsequent year. The Principal reserves the right to refuse entry in cases where it would be detrimental to the health, safety and well-being of the learners and staff to allow the applicant to progress.
- 15.8: Returning applicants are advised that all aspects of the previous year's work/attendance/behavior/attitude and results are central to the decision to allow access to second year.

(16) Appeals Process

- 16.1: When an applicant is deemed unsuitable for the course he or she will be informed of this in writing by the College.
- 16.2: The applicant may be offered a place on an alternative course.
- 16.3: If the applicant is unwilling to accept the alternative place he or she may lodge an appeal.
- 16.5: Appeals must be lodged in writing to the Principal within seven working days after receipt of the college's letter, specifying:
- The applicant's full name, address and telephone number and the name of the course applied to
 - The decision being appealed
 - The grounds on which the decision is being appealed
- 16.6: The Principal will establish an Appeals Panel to consider the appeal. The Panel will comprise:
- The Principal/Deputy Principal
 - Guidance Counsellor
 - Member of the teaching staff who conducted the interview OR
 - The course team involved in teaching the applicant
- 16.7: 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.
- 16.8: The Principal will inform the applicant of the decision of the Appeals Panel.
- 16.9: If the applicant is not happy with the outcome of the appeal, s(he) may appeal the decision of the Appeals Panel to the College's Board of Management.