

**Application and Admissions Procedures for the 2017/2018 Academic Session
commencing in September 2017**

Information Note:

- Admission to DFEi is outside the CAO Points system and places are offered on a first come/first served basis subject to meeting the entry requirements.
- www.dfei.ie is regularly updated with essential admissions updates.

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Introduction

Dún Laoghaire Further Education Institute (DFEI) is an open access centre of Further Education and Training (FET) , which welcomes all learners. DFEi provides a range of educational programmes which support lifelong learning opportunities for all members of the community. It is envisaged that these programmes and services will enable learners to develop to their full potential and to participate fully as members of society and thus contribute to the social, economic and cultural development of the community locally, nationally and internationally.

These procedures are applicable to all applicants who apply for a place on a full-time course.

Entry Requirements

- Entry Requirements for each course are specified on the individual course page.
- **Applicants who fail to make the entry requirements should contact DFEi for advice and guidance.**
- Entry requirements are set in order to ensure that applicants can have a successful and fair attempt at completing the course and progressing to further/higher education courses. In general these are as follows:
 - Leaving Certificate Established
 - Leaving Certificate Applied
 - Leaving Certificate Vocational Programme
 - Any relevant QQI (FETAC) Level 4 or Level 5 Award
 - Mature Applicants are welcome

Specific Entry Requirements

- Garda Vetting may be required for courses with work experience in settings that involve children, young people and/or vulnerable adults.
- Some courses may have additional requirements. Refer to course pages for clarification.

General Information

- DFEi opens for applications in January each year. Applicants are advised to apply early as DFEi courses are very popular and places fill up quickly. Late applications may be accepted up to the end of September subject to places being available.
- As an equal opportunities FET provider DFEi welcomes applications from learners with additional needs. DFEi will endeavour to provide appropriate supports for applicants with disabilities, physical or mental health conditions, and/or specific learning difficulties within the limits of available resources. Applicants are required to complete a Supplementary Application Form. They may be entitled to support under the Higher Education Authority (HEA) Fund for Learners with Disabilities. Applicants who require very specific support may not be able to commence a course if the supports are not or cannot be put in place before course commencement. Further information is available from the Admissions Office or from www.dfei.ie.
- Places will be offered, on a first come basis, following the outcome of the Informal Interview. Offers are made on the assumption that entry requirements will be met.

- DFEi is not subject to the Draft Admission to Schools Bill 2013.
- Applicants are advised that any offer of a place is conditional on DFEi receiving approval and funding, which is subject to review at all times, from the Department of Education and Skills and SOLAS. Course content is also reviewed on an ongoing basis and this coupled with changes in resourcing may result in course modification.
- Additional information for international applicants and applicants who are funded under the Vocational Education Opportunities Scheme (VTOS) or in receipt of the Back to Education Allowance (BTEA) is available from the Admissions Office and on DFEi's website.
- The provision of false or inaccurate information by applicants will render an application null and void.
- Where there are more applicants than places on a course, a waiting list will be formed. Alternatively an applicant may be offered a place on a different course, subject to a place being available. Where an applicant declines a place on the alternative course, the applicant will be placed on a waiting list for their original choice.
- In the event of the cancellation of a course (due to insufficient enrolment numbers, resourcing difficulties etc) the enrolled applicant/s will be notified of the cancellation. Applicants may be offered a place on a different course, subject to a place being available. Where an applicant declines a place on the alternative course, the acceptance fee paid will be refunded to the applicant on request.

Application Process

Step 1: Application

- Applicants can only apply online for their course at www.dfei.ie.
- No application fee is charged

Step 2: Informal Interview

- All applications are called for an informal interview
- If you cannot attend for informal interview contact DFEi for an alternative date on info@dfei.ie
- Failure to turn up may result in your place being offered to another applicant

Step 3: Acceptance of a course place

- Applicants are notified within 10 working days of the information interview results
- Applicants must confirm acceptance by paying a €40 Non-Refundable Acceptance Fee on receipt of this letter
- Fees can be paid online (preferred mode) or by cheque, postal order, draft or credit/debit card. Cash is not accepted for security reasons

Step 4: Registration Process

- All applicants are required to register for their course
- Registration involves the payment of the following fees and the submission of the following documents (see table on next page)
- Fees can be paid on line and documents can either be posted, faxed or scanned and emailed to DFEi at info@dfei.ie. Alternatively fees can be paid by cheque, postal order or bank draft made payable to DDLETB (Dublin and Dún Laoghaire Education and Training Board). Cash will not be accepted for security reasons
- Failure to complete registration may result in your place being offered to another applicant

Fees	Documentation
Examination Fees i.e. QQI/HND/ECDL	Birth Certificate or Passport
PLC Government Levy	Medical Card (in date), Student Grant awarding or grant awaiting letter, VTOS and BTEA confirmation letters
Student Services Fee	Photographs
Additional Fees (if applicable ie non-EU, first aid)	Relevant qualifications i.e. leaving certificate results or QQI transcript or degree transcript

Step 5: Induction and Course Commencement

A: Induction

- Applicants are required to attend for induction
- At induction applicants will receive draft timetable, learner planner, general DFEi information, learner contract and specific course details

B: Course Commencement

- DFEi commencement date is from the 18th September 2017
- Courses will commence as per class timetable

Deferral

- Applicants who have been offered and have accepted a place on a course may defer this place for one year.
- Applicants should submit a written request to defer to the Admissions Office as soon as possible, but no later than the date of course commencement except in exceptional circumstances.
- Applicants who do not accept their place in the subsequent year will forego their acceptance fee and the right of deferral.

A: Deferral prior to Course Commencement

- For agreed deferrals the acceptance fee, paid by the applicant, will be carried forward to the following year. Other fees paid will be refunded in full.

B: Deferral after Course Commencement

- In exceptional circumstances, a learner may submit a written request to the Principal to defer a place after course commencement.

- It may also be necessary for a learner to apply directly to an examining body in order to defer a place. The PLC Government Levy will not be refunded as this levy is not transferrable to the following year.
- Examination fees will only be refunded if the learner has not been registered for exams. Other fees paid will be refunded on a pro rata basis where applicable.

Repeating Learners

- 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.
- Applicants who seek to repeat a course should be aware that all fees must be paid.
- Applicants in receipt of a maintenance grant should note that this may be affected through repeating a year. Applicants in this situation should refer to www.studentfinance.ie.
- 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 and to previous attendance, work input, general attitude and behaviour records.
- Repeat learners must re-apply and pay all relevant fees. A repeat application will be treated as a new application.

Returning Learners

- Returning learners should not assume automatic entitlement to enrolment in a subsequent year.
- An application to a second or subsequent year of a course or to another course will be treated as a new application.
- In addition, the applicant's previous punctuality, attendance and performance record may be taken into consideration.