



Admissions Policy and Procedures

Senior College Dún Laoghaire

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SECTION 1 ADMISSIONS POLICY

SCD is an open access College, which affords an equal welcome to people of all races, backgrounds, genders, beliefs, ages, sexual orientations and those with disabilities and special needs.

The College provides a wide range of educational programmes which offer lifelong learning opportunities for all members of the community. It is intended that these programmes and services will enable individuals 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.

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SECTION 2 APPLICATION PROCESS

Application forms can be obtained by contacting the College directly or by logging on to www.scd.ie.

The application form should be completed and returned to:

The Admissions Office
Senior College Dún Laoghaire
Eblana Avenue
Dún Laoghaire
Dublin
Ireland

Application forms should be returned with:

- €40 deposit payable to SCD (by cheque, postal order, money order or bank draft). Cash will not be accepted by mail and will be returned at no liability to the College. The deposit is only refunded if a place is not offered.
- Two passport photos signed on the back.
- Copies of relevant educational certification. If awaiting results, certification will be required later.
- Other items as requested.

Applications cannot be processed until all the required items are submitted. Incomplete applications may need to be returned for completion and subsequently re-submitted. A re-submitted application will be considered to be a new application.

Places are offered on a first come basis once entry requirements are met. Offers are made on the assumption that entry requirements will be met. Where there are more applicants than places on a course, a waiting list will be formed.

Applicants will have an advisory meeting to offer guidance and to ensure course suitability.

Applicants are advised that any offer of a place is conditional on the College receiving approval and funding, which is subject to review at all times, from the Department of Education and Science. Course content is also reviewed on an ongoing basis and this coupled with changes in resourcing may result in course modification.

When an application is processed, a receipt will be issued along with details of the course registration meeting which will take place in late August or early September.

While applicants are advised to make early application late applications may be accepted up to the end of September subject to the availability of places.

The College endeavours to give all applications equal and fair consideration for a place on the course applied for. In the event that a course is full or the applicant does not meet the entry requirements an alternative course within the College may be offered, subject to the above conditions. Where applicants decline a place on the alternative course they will be placed on a waiting list for their original choice. Alternatively the €40 deposit can be refunded.

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SECTION 3 ENTRY REQUIREMENTS

The entry requirements for each course are outlined in the College brochure and on the College website www.scd.ie.

SECTION 4 ENROLMENT PROCEDURE

Registration meetings are held for all courses in late August or early September. Applicants who cannot attend this meeting should agree an alternative arrangement in writing with the relevant Department Head. Failure to do so may result in the place being offered to another applicant.

A member of staff will meet each applicant individually to complete the registration process using the Registration Checklist (see Appendix). Applicants can use this meeting to seek clarification of any outstanding issues.

Where applicable the following should be supplied

- Non-EU fees (see Section 6).
- Original copies of relevant educational certification.
- Documentation detailing special needs or learning support requirements (see Section 5).
- Documentation detailing VTOS eligibility (see Section 7).

The College Registration fee must be paid prior to course commencement. The fee is currently €250 for non-IT courses and €300 for dedicated IT courses. This fee is normally only refundable upon receipt of written notification of an applicant's wish to forego his or her place on a course prior to course commencement.

Information regarding course content, fees, regulations, timetables, booklists, etc will be distributed at the commencement of the academic year. The onus is on all applicants to receive and familiarise themselves with this information.

Course application is considered complete when all course registration requirements are complete. The provision of false or inaccurate information by applicants may render an application null and void.

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SECTION 5 HEALTH AND SPECIAL NEEDS INCLUDING SPECIFIC LEARNING DIFFICULTIES

The College is an equal opportunities institution and welcomes applications from students with special needs. College policy is to attempt to provide appropriate support and help for students with disabilities or specific learning problems within the limits of available resources. Applicants with special needs should notify the College in writing of any special requirements that they may have. A copy of the information sheet for students with special educational needs is available from the College Admissions Office and on the College website www.scd.ie

Applicants with a learning difficulty or special need will be invited to meet with the College Disability Advisor to assess this need and determine how the College can best meet their requirements. Applicants may be requested to submit details of a professional assessment outlining the learning difficulty/special need.

Applicants with a long-term illness or medical condition should submit a letter from their medical consultant detailing the illness and how it may affect their progress and ability to undertake the course. The letter should also advise of any treatments/activities not to be undertaken by the applicant. The College must also be notified in writing, by the student, of any change to this situation during the course.

The needs of each applicant will be assessed by the College Disability Advisor and depending on relevant examining bodies regulations, College resources, and the judgement of the Disability Advisor he or she may be granted concessions in an examination. Common exam concessions include:

- extra time
- a reader (a person reads the exam paper aloud to the candidate)
- a scribe (the candidate dictates his or her answers to another person)
- spelling and/or grammar waiver
- the use of a computer
- the use of special assistive technology

Some examining bodies require a professional assessment before a concession will be granted; in addition the assessment must be no more than two years old.

In addition to the above, a student may apply through the College to the National Office for Equity of Access to Higher Education for equipment or services to assist in accessing his or her course. The deadline for application varies from year to year but is usually the middle of October. For more information visit www.heai.ie.

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SECTION 6 INTERNATIONAL APPLICANTS

The information 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 to determine updated requirements.

Minimum standard of English required for SCD courses

The College has an obligation to ensure that each applicant has the necessary language skills to successfully undertake the course he or she has applied for.

The minimum standard of English required for admission to the College is Higher Intermediate (First Certificate) or equivalent.

Applicants whose first language is not English and who has not achieved Higher Intermediate (First Certificate) may be required to undertake written and oral examinations to demonstrate his or her proficiency in English.

Documentation to accompany application

All applicants must adhere to the application and enrolment procedures, outlined in Sections 2 and 3 above.

Applicants who have obtained an internationally recognised language certification, e.g. Cambridge certificate, TEFL or IELTS, should enclose a copy of the certificate with his or her application form.

Additional documentary evidence which must be submitted, if applicable, is outlined in the table below.

Course fees and other charges for International applicants

Each applicant is required to pay the following:

- Deposit
- College Registration Fee
- Tuition fees, where applicable. The following table outlines tuition fees requirements:

Type of Applicant	Tuition Fee	Documentation Required
Refugee Status	Nil	Proof of status
Asylum Seeker with the right to work	€3653	Proof of status
Parent of an Irish Child --Under review--	Nil	Copy of the child's birth certificate
Married to an Irish Citizen	Nil	Copy of marriage certificate

EU citizens may qualify for financial assistance from the Irish Government. Further information is supplied at the course registration meeting.

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Upon successful completion of the admissions process the following charges may be incurred:

- Examination fees
- Membership fees for professional bodies
- Textbook and equipment costs

See Sections 2, 3 and 4, above, for further details.

Points to note for International applicants

If a letter is required from the College stating that a person is a registered student that person must have fully completed the enrolment process. Course enrolment is considered complete when all charges are paid in full and all information and supporting documentation requested by the College has been submitted and successfully processed.

It is the applicant's responsibility to make arrangements with the visa authorities with regard to obtaining a student visa. The College will not communicate with the visa authorities on the applicant's behalf.

International students who leave the College before completing the academic year may be entitled to a partial refund of the non-EU fee. College policy is to notify the immigration authorities of early leavers.

Each applicant must meet immigration requirements in order to live and study in Ireland. For details contact the Department of Justice, Equality and Law Reform (www.justice.ie).

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SECTION 7 VTOS AND BTEA FUNDING APPLICATION PROCEDURE

The College welcomes Vocational Education Opportunities Scheme (VTOS) and Back to Education Allowance (BTEA) students. Both schemes assist those who wish to return to full-time education without loss of Social Welfare benefit or allowances. There are a limited number of places which are allocated on a first-come basis. In the case of VTOS students, the cost of textbooks and exam fees are paid, subject to certain limits. Meal and travel allowances are paid and an additional allowance is paid to those more than one year on the live register. Further details are available from Dún Laoghaire VEC Tel. (01) 214 7200 (www.dlvec.ie) or Social Welfare (www.welfare.ie).

People over 21 and who are 6 months on the live register may apply for VTOS funding. Qualifying categories are those receiving:

- Unemployment Assistance
- Unemployment Benefit
- Lone Parent Allowance
- Disability Allowance
- Credits
- Invalidity Pension
- Dependent spouses of long term unemployed adults

Once an applicant has been offered a place on a course they may begin the process of applying for VTOS funding:

- Applicants must inform the College Admissions Office that they wish to avail of VTOS funding. The VTOS application form must be completed by the applicant and returned to the College Admissions Office who will then forward it to Dún Laoghaire VEC offices.
- Dún Laoghaire VEC processes all VTOS applications. Places are allocated on a first come basis provided that all the criteria for VTOS have been met.
- Dún Laoghaire VEC informs the College's VTOS co-ordinator of students who are have been accepted on the scheme.
- The College's VTOS co-ordinator then handles all issues that arise during the academic year.

Applicants who fail in their attempt to receive VTOS funding may apply for the Back to Education Allowance Scheme through the Social Welfare Department.

Applicants may only avail of the VTOS scheme for a two year period. After this applicants may apply for the Back to Education Allowance.

Funding entitlements under VTOS and BTEA are subject to change.

Dún Laoghaire VEC Crèche

Crèche facilities are only available to VTOS students. Applicants wishing to avail of VEC crèche facilities must provide a letter from the College stating that they have been accepted onto their course and a letter stating that they have been accepted as a VTOS student. Appointments can be made directly with the crèche manager. Admission to the crèche will be decided between the crèche manager and DLVEC. Applicants who fail to secure a crèche place may apply for funding for child-care from DLVEC.

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SECTION 8 APPEALS PROCEDURE

When an applicant is deemed unsuitable for the course he or she will be informed of this in writing by the College. The applicant may be offered a place on an alternative course. If the applicant is unwilling to accept the alternative place he or she may lodge an appeal.

Returning students should not assume automatic entitlement to enrolment in a subsequent year.

Appeals must be lodged in writing to the Principal within at most five working days after receipt of the College's letter, specifying:

- The applicant's full name, address and telephone number
- The decision being appealed
- The grounds on which the decision is being appealed

The Principal will establish an Appeals Panel to consider the appeal. The Panel will comprise:

- The Principal or Deputy Principal
- A Department Head other than the Department Head of the course applied for
- Another member of the teaching staff from the relevant department who was not involved in the original decision

The applicant may address the Appeals Panel in person. Requests to address the Appeals Panel must be submitted in writing to the Principal at the time of the appeal.

The Principal will inform the applicant of the decision of the Appeals Panel. If the applicant is not happy with the outcome of the appeal, he or she may appeal the decision of the Appeals Panel to Dún Laoghaire VEC; details of the procedure are available at:
http://www.education.ie/servlet/blobServlet/ppc_s29_vec_appeal_procedure.doc.

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SECTION 9 DEFERRALS AND REPEAT STUDENTS

Applicants who have been offered a place on a course may normally defer this place for one year. Applicants should submit a written request to defer to the Admissions Office as soon as possible and no later than the end of September. Applicants who wish to defer a place offer after course commencement must submit a written request to the Principal. It may also be necessary for a student to apply directly to an examining body in order to defer his or her place. It is the student's responsibility to confirm requirements in writing with the relevant Department Head.

For agreed deferrals the applicant's €40 deposit is carried forward to the following year. Applicants who do not accept their place in the subsequent year will forego their registration fee and right of deferral.

Examination or College Registration refunds will be issued by the Admissions Office. A student should put his or her request for a refund (if applicable) in writing directly to the Admissions Office. After the closing date for exam entries, any pre-paid examination fees are non-refundable by the College.

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

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APPENDIX REGISTRATION CHECKLIST AND ADVISORY MEETING FORMS



SCD REGISTRATION CHECKLIST SEPTEMBER 2009

Name: _____

Course: _____

Application Form:

Results checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(If no results, bring on induction day)
2 Photos	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(If no, bring on induction day)
Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Mobile Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Email Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date of Birth	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
PPSN	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Address for Correspondence:	_____		

Student Diary Received? Yes No

Course Commitment:

Aware of amount of study required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Aware onus on you to get here on time despite difficulties with transport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will purchase required textbooks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did you receive a timetable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you aware it is subject to change?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a part-time job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you intend to work part-time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Special Requirements:

Health (e.g. sight, hearing difficulties) Learning (e.g. Dyslexia) Other

Details: _____

Please notify your Course Coordinator, in writing, **within 2 weeks** of any problems that you foresee.

Fees:

Inform learners of funding available (VTOS/BTEA/Grants - Info at Reception)	<input type="checkbox"/> Yes	
College Registration Fee Paid (€250/€300)	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if No, remind to pay on induction day)
Non-EU Fee (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if No, issue documentation)

Exam Fees: Beauty Department - all fees payable on registration/induction.

Other Departments - notification will be issued at course commencement - fees are payable in October.

Signed: Tutor: _____ Learner _____ Date: _____

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Advisory Meeting Form

SECTION 1 - PERSONAL DETAILS

Name of Applicant:		Date:	
Course Applied for:			

SECTION 2 - GENERAL COURSE QUESTIONS

Why are you interested in this course?

What do you know about the course (syllabus, qualifications, and career options)?

What other similar courses have you applied for?

What personal characteristics do you possess that make you suited to this course?

Do you have any relevant work experience/previous qualifications/relevant project or portfolio work? If yes, give details

SECTION 3 - COURSE SPECIFIC QUESTIONS

Beauty Department

Question:	

Response:	

Auctioneering Department

	Satisfactory Answer	Comments
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What is your understanding of the work/role of an auctioneer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Do you know what factors influence the sale of residential property (house/apartments)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Teacher Training Diploma

	Satisfactory Answer	Comments
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Do you have any prior teaching experience? If yes provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
--	--	--

Evidence of IT qualifications or letter from employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
--	--	--

Do you have access to a computer at home? (Advise applicant that access to a computer is essential)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Design Department		Comments
Did you study Art for the Leaving Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Evidence of artistic ability submitted? Portfolio/drawings/paintings/technical sketches/photos/crafts	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever designed a garden? If yes provide description.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you understand the difference between landscape and garden design?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SECTION 4 - OTHER RELEVANT INFORMATION		
Discuss the following		Comments
Cost of course (fees, textbooks etc.)	<input type="checkbox"/>	
Full-time course (time commitment, duration, coursework)	<input type="checkbox"/>	
Mornings only option (if available) preferred	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If there is no second option filled in on application form advise applicant to do so	<input type="checkbox"/>	
Inform applicant that application forms for grants are available at Local VEC office	<input type="checkbox"/>	
Inform applicant of course registration meeting date	<input type="checkbox"/>	
International applicant? Yes <input type="checkbox"/> No <input type="checkbox"/>	Eligible for VTOS/BTEA? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	Special Needs? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes provide relevant information and advise learners to contact International Student Officer, VTOS Coordinator, Disability Advisors</i>		
Do you have any questions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SECTION 5 - OUTCOME		
Accepted on course <input type="checkbox"/> Not accepted on course <input type="checkbox"/> Recommend for another course <input type="checkbox"/> Waiting List <input type="checkbox"/>		
BUSINESS/IT/DESIGN DEPARTMENT APPLICANTS – Please remind applicants that a place has been reserved for them on the course they applied to, subject to satisfying entry requirements, as per the letter they were issued by the Admission office with the receipt for the €40 deposit. They should keep this letter as it contains September registration dates and information.		
BEAUTY DEPARTMENT APPLICANTS – Please advise that successful applicants will be formally offered a place in writing within two weeks of this advisory meeting and will be required to confirm their acceptance in writing and pay the non-refundable College Registration fee of €250.		
Staff Signature:		