



Senior College Dún Laoghaire

COLLEGE OF FURTHER EDUCATION

In 2011 becoming

**BLACKROCK INSTITUTE
OF FURTHER EDUCATION**

THE APPLICATION PROCESS

1. Complete this form and return to the Admissions Office, Senior College Dún Laoghaire, Eblana Avenue, Dún Laoghaire, Dublin.
2. Return 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.**
 - 2 passport photographs attached as indicated and signed on the reverse.
 - Copies of relevant educational certification. If awaiting results, certification will be required later.
 - 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.

This application cannot be processed until all the required items are submitted.
3. 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.
4. Where there are more applicants than places on a course, a waiting list will be formed.
5. Applicants will have an advisory meeting to offer guidance and to ensure course suitability.
6. 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.
7. Applicants are asked to supply the College with details of health and/or special needs requirements. After course commencement students are asked to inform the College, in writing, of any change to their health and/or special needs.
8. When an application is processed, a receipt will be issued with details of the course registration meeting which will take place in late August or early September. Applicants who cannot attend this meeting should make an alternative arrangement in writing. Failure to do this may result in the place being offered to another applicant.
9. If you have any questions about completing this form, or require assistance, please contact the College Admissions Office.
10. SCD's Admission Policy is available on the College website. (www.scd.ie)



Senior College Dún Laoghaire

COLLEGE OF FURTHER EDUCATION

Two
Passport-size
Photographs
and
€40
Deposit

PLEASE COMPLETE IN BLOCK CAPITALS

PERSONAL DETAILS

Last Name First Name

Local Address Phone Number

..... Mobile Number

..... E-mail

Contact name and number in case of emergency: Name Tel No.:

COURSE DETAILS

First Choice Course (See Prospectus)

Title Year Code

Second Choice Course (See Prospectus)

Title Year Code

Home Address (if different from above)

.....

.....

.....

.....

Second Level school last attended

.....

.....

PPSN (Personal Public Service Number)

.....

.....

d d m m y y

Date of Birth

Age at last birthday Gender

Country of birth

Nationality

Number of years in Second Level education

Name of Guidance Counsellor

.....

Please notify SCD if any of the above details change.

SECOND LEVEL EDUCATION – LEAVING CERTIFICATE – YEAR COMPLETED

Enter grades (e.g. D1, C1, B2 etc.) achieved, or tick (✓) subjects to be taken.

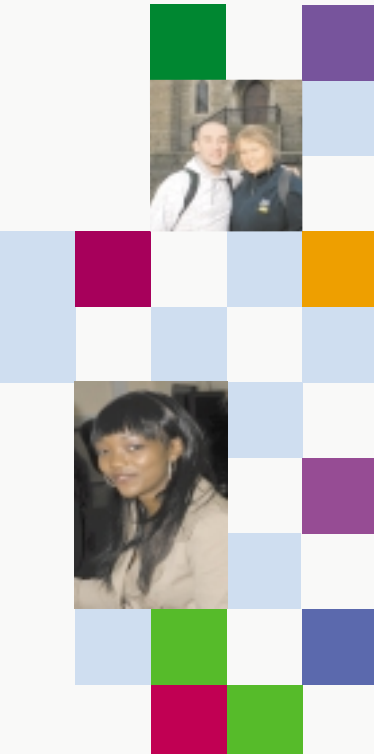
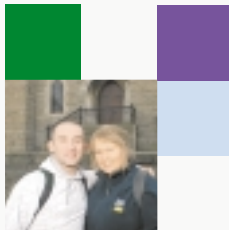
Leaving Certificate								Leaving Certificate Applied
	High	Ord.	Alt.		High	Ord.	Alt.	Please attach copy of credits awarded or a copy of the final results of the LCA if available.
Irish				Business				
English				Accounting				
Maths				Economics				
French				Biology				
History				Other(s)				
Geography								
Art								

FURTHER AND HIGHER EDUCATION (IF APPLICABLE)

Starting with the most recent, list details of Further/Higher Education.

Note: Photocopies of qualifications and transcripts of results *should* be attached. Originals may be required later.

Dates (From/To)	College/University	Qualification Title & Result	Awarding Body
Final Year Subjects and Grades		First Year Subjects and Grades	
Dates (From/To)	College/University	Qualification Title & Result	Awarding Body
Final Year Subjects and Grades		First Year Subjects and Grades	



COMPUTER EXPERIENCE (IF APPLICABLE)

Please enter details of computer experience (programming languages or applications used e.g. Word, Excel, Access). State level of ability in each i.e. basic, intermediate or advanced.

Programming Languages, Applications and Version	Level of Ability

RELEVANT WORK EXPERIENCE (IF APPLICABLE)

Dates	Employer	Job Title	Duties

INTERNATIONAL STUDENTS – LANGUAGE COMPETENCE

First Language	Second Language	Speak	Read	Write
		<i>Tick box</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH AND SPECIAL NEEDS INCLUDING SPECIFIC LEARNING DIFFICULTIES

Information in this section is requested to enable SCD accommodate learners’ needs. Applicants should make direct contact with the College Disability Advisor prior to course commencement. Email office@scd.ie for an appointment.

1. HEALTH Please state any health condition which could have a bearing on your studies and which requires the provision of appropriate facilities:

2. SPECIAL NEEDS/SPECIFIC LEARNING DIFFICULTIES Please give details of any facilities/resources that you may require:

HOW DID YOU HEAR OF SCD?

Tick box Past Student(s) College Prospectus

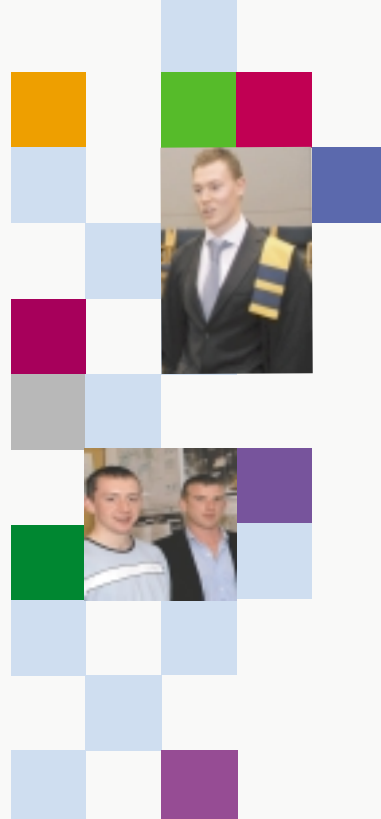
Careers Office/Counsellor Employer

Newspaper SCD Website

Careers Talk in your school by SCD Staff Other *Please specify*

Careers Exhibition

CORRESPONDENCE LOG		
DATE	STAFF INITIALS	DETAILS



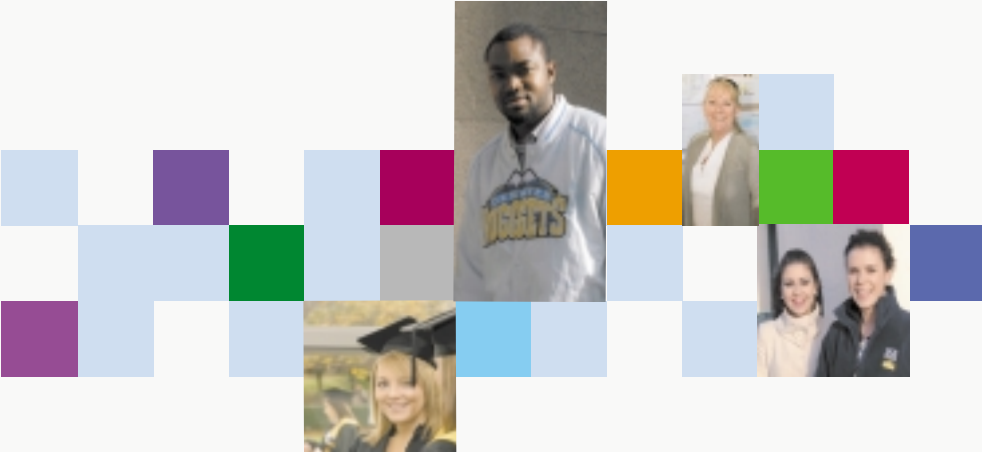
DECLARATION
 I confirm that the information supplied by me is correct.

If I am admitted as a student I will abide by the Rules and Regulations of SCD and Dún Laoghaire VEC.

I accept that SCD may, if necessary, make adjustments to timetables and course content.

Signed:

Date:



Senior College Dún Laoghaire

- SCD is an open access College, which welcomes students of all races, backgrounds, gender, beliefs, ages, sexual orientations and those with special needs.
- Please read course information and entry requirements in the prospectus or on the website carefully. In some cases, entry requirements are determined solely by the College and in others in conjunction with professional bodies. Applicants who do not meet entry criteria should make direct personal contact with the College to explore their application on an individual basis. Mature students may be exempt from standard entry requirements.
- Students taking the Leaving Certificate Applied (LCA) option are welcome on all courses. However, in some cases there may be specific grade or subject requirements set by the examining/professional body which must be satisfied.
- Prospective students may visit the College on Open Days. Check www.scd.ie for dates. Alternatively, an appointment to visit the College can be made by contacting the College Admissions Office, telephone (01) 280 0385 or email office@scd.ie.
- SCD welcomes VTOS and BTEA students. To qualify, an applicant must be over 21 years of age and in receipt of unemployment assistance for at least 6 months prior to course commencement. Further details are available from VECs or Social Welfare (www.welfare.ie).
- While SCD does not charge tuition fees, other charges are payable, such as examination fees, professional bodies membership fees, a registration charge and other miscellaneous charges. Further Education students are eligible for full third-level maintenance grants, details of which are available from the Department of Education and Science and VECs.
- Non-EU nationals are charged a tuition fee determined by the Irish Government.
- It may be possible to assist students for whom English is not a first language by providing English language classes.
- Students may defer an offer of a place to a subsequent year. Permission to defer must be requested and agreed in writing.

All information on this form is subject to change.



SENIOR COLLEGE
DÚN LAOGHAIRE
COLLEGE OF
FURTHER EDUCATION
COLÁISTE SINSEARACH
DHÚN LAOGHAIRE

Eblana Avenue
Dún Laoghaire
Dublin
Ireland

Telephone: (01) 280 0385
Fax: (01) 280 0386
Email: office@scd.ie
Website: www.scd.ie



Dún Laoghaire
VEC



NATIONAL DEVELOPMENT PLAN

YOUR PLAN - YOUR FUTURE
Funded by the Irish Government
under the
National Development Plan
2007-2013



All courses
are assisted by the
European Social Fund