



# Senior College Dún Laoghaire

## College of Further Education

COLÁISTE SINSEARACH DHÚN LAOGHAIRE

# Application Form 2011/2012



### 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 with a disability, significant health condition and/or a specific learning difficulty must complete the relevant section on the application form. It is College policy to endeavour to provide appropriate support and help. Applicants may not be able to commence a course if the supports are not in place. After course commencement students are asked to inform the College, in writing, of any change to their health and/or special needs.
7. 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.
8. If you have any questions about completing this form, or require assistance, please contact the College Admissions Office.
9. SCD's Admission Policy is available on the College website. ([www.scd.ie](http://www.scd.ie))

# APPLICATION FORM 2011/2012



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) .....  
 Date of Birth         
 Age at last birthday ..... Gender .....  
 Country of birth .....  
 Second Level school last attended .....  
 Nationality .....  
 PPSN (Personal Public Service Number) .....  
 Number of years in Second Level education   
 Name of Guidance Counsellor .....  
 Medical Card Number .....

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	

Two  
Passport-size  
Photographs  
and  
€40  
Deposit

**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, DISABILITY, SPECIFIC LEARNING DIFFICULTIES**

SCD endeavours to provide appropriate supports and services for all students accessing our courses. All information provided in this section will be treated with sensitivity and in as confidential a manner as possible.

Do you have a disability, a significant health condition and/or a specific learning difficulty that may have a bearing on your studies?    Yes                       No

If yes, please specify: .....

To apply for appropriate supports on the grounds of a disability, a significant health condition and/or a specific learning difficulty, you are required to complete a Supplementary Application Form.

Please tick this box to request the Supplementary Application Form.

Forms completed early will facilitate the College to access appropriate supports for the academic year.

**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:

.....

- 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](http://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](mailto: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](http://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. From September 2011 the Government will apply a €200 PLC Levy on learners. Further Education students are eligible for full third-level maintenance grants, details of which are available from the Department of Education and Skills 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.



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Dún Laoghaire**  
College of Further Education  
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Dún Laoghaire  
Telephone: 280 0385  
Fax: 280 0386  
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Website: [www.scd.ie](http://www.scd.ie)



Dun Laoghaire  
VEC

