



IRISH COLLEGES
TRAINING CENTRE

Irish Colleges Training Centre

University Business Complex, Roselawn House,
National Technology Park, Castletroy, Limerick Ireland
Web: www.ictcireland.com Email: info@ictcireland.com
Tel: +353 (0)61 592195 Fax: (0)61 276654

FULL TIME APPLICATION FORM

SECTION ONE – PERSONAL DETAILS (BLOCK LETTERS PLEASE)

Please include two passport photos with your name clearly printed on the reverse

First Name: _____

Surname: _____

Address: _____

Tel. [Home]: _____ [Mobile]: _____

Date of Birth: _____ Nationality: _____

PPS No.: _____ Email: _____

Next of Kin: _____ Telephone: _____

Passport Number: (International Study Visa Holders only): _____ Male: Female:

GNIB Number: (International Study Visa Holders only): _____

Address of Next of Kin (or person to contact in the event of an emergency): _____



SECTION TWO – COURSE CHOICE

Course Code: _____ Commencement Date: _____ Course Title: _____

SECTION THREE – PAYMENT OF FEES

Certain courses may qualify for tax relief. If you are not paying your fees yourself, your fee-payer may be able to apply for tax relief. Please state the name, address and telephone number of the fee-paying agent.

Name: _____

Address: _____

Telephone: _____

SECTION FOUR – EDUCATION

Name of Secondary School attended: _____

Name of Guidance Counsellor: _____

Other Relevant Further Educational Qualifications

Full Title of Qualification: _____

Name of Awarding Body: _____

Name and Address of College Attended: _____

Overall Result: _____

Date of Award: _____

SECTION FIVE – RELEVANT WORK EXPERIENCE

Give full details of all relevant work experience obtained, particularly the duration and nature of the work. Additional information may be supplied on a separate sheet if necessary.

SECTION SIX – TERMS & CONDITIONS OF ENROLMENT

- To ensure a place on the course of your choice, the College strongly recommends that applicants enrol early by completing and signing this application form and returning it to Irish Colleges Training Centre. Application forms which are not signed cannot be processed. Forms will be accepted at the College reception, by fax or by post. Applicants can also enrol online at www.ictcireland.com
- Upon receipt of a successful application, formal notification of acceptance and of programme commencement dates and fees will be sent to applicants by post, e-mail or fax.
- All information contained in College promotional material is intended as a guide for persons seeking admission to Irish Colleges Training Centre and shall not be deemed to constitute a contract or the terms thereof between the College and a student or any third party. The College reserves the right to cancel, suspend, or modify in any way the contents of all promotional material.
- The College makes every effort to avoid altering programme commencement and conclusion dates. However, should any change be necessary, applicants will be notified at the earliest possible opportunity.
- All courses run subject to demand and the formation of a viable class cohort. The College reserves the right not to provide an advertised programme if an insufficient number of students apply. Applicants will be notified of any such changes at the earliest possible opportunity.
- Once a student has enrolled on and commenced a programme of study, no part of any course fee is refundable or transferable. No refund will be made under any circumstance to students who fail to attend classes or who do not complete a course. Fee refunds are not given to any student who has attended lectures or any student who commences a programme of study and subsequently feels the course is not suitable for him/her.
- Examination, registration and courseware fees are payable to external professional and / or awarding bodies and are not included in the tuition fee. All examination, registration and courseware fees are correct at time of going to print. However, applicants should note that such fees are determined by external professional and awarding bodies and are therefore subject to change without prior notice. Students will be required to pay the revised fee should this occur.
- Applicants are required to inform the College of any disability and / or medical condition which may affect attendance at the College or which may require the College to make alternative and / or additional provisions (e.g. ground-floor room, computer facilities for examinations etc.) Any information provided will be treated in the strictest confidence and without prejudice to the application.
- Certain courses are eligible for tax relief. It is the applicant's responsibility to check the details of the tax relief schemes prior to enrolment in the College.
- Discounts applicable for professional programmes/short courses, will be as advised by the school/department that the programme/course is attached to.
- Should a student commence a programme/course and subsequently withdraw or defer from the programme/course at any stage of the programme/course, full fees remain due at that point.
- In the event that a student has to transfer from a programme/course, these are dealt with on an individual basis by the specific department/faculty concerned. Applicable fees may still apply and are assessed students may be required to pay additional fees if required.

Non-EEA Student Refund Policy

Refund Policy (Note: GNIB – Garda National Immigration Bureau):

Grounds for a refund or partial refund of fees:

- a. Irish Study Visa extension refusal** (for students who are not successful in obtaining their visa). Any application for a refund must be made in writing and must be accompanied by both a copy of the rejection letter from the GNIB and a copy of their passport stamped. Please note: the rejection letter issued by the GNIB will be evaluated by the College in-order to assess grounds for any refund. All original letters issued by the College along with the student's GNIB card must be returned to ICTC administration before any refund can be considered.
- b. Illness or disability suffered after the student's enrolment has been confirmed.** In any such instance, a doctor's certificate would be required to confirm.
- c. Upon arrival to Limerick, should any student be refused access into Ireland for any reason,** any application for a refund must be made in writing and be accompanied by both a copy of the rejection letter from the GNIB and a copy of their passport stamped. Please note: the rejection letter issued by the GNIB will be evaluated by the College in order to assess grounds for any refund.
 1. A refund will only be granted in respect of fees which have been paid for the most recent year in which (a) or (b) occurs. There is no automatic right to a refund of fees if at any time, a student changes his/her mind about studying at ICTC.
 2. After course commencement, any student requiring to submit a refund request for any reason other than those specifically detailed above (a, b or c) will be required to have achieved a minimum attendance of 80% in accordance with GNIB (student visa requirements) at the time of request.
 3. If a student withdraws after course commencement no refund will be given.
 4. All course cancellations must be made in writing using the College's "Tuition Fees Refund" form before course commencement date.
 5. If a student changes their course of study during their semester, no refunds would be given where the revised course involves fewer subjects.
 6. Students that are found to have provided incorrect information, resulting in their visa being refused shall be exempt from any form of refund.
 7. Whilst course commencement and completion dates are not expected to change, the College reserves the right to alter any previously detailed dates in order to facilitate or improve the provision of any course and any associated examination. Those changes will in no way affect the other terms and conditions of the student's contract with the Administration. Should a change be necessary, the administration will not be liable to provide any form of compensation or refund.
 8. Please note an Administration fee of €250 will be deducted from all refunds given.

ATTENDANCE POLICY

1. Attendance is a provision of the student's visa and non-attendance may result in loss of a student's permission to study and work in Ireland.
2. Should students attendance fall below the requirement laid down by the GNIB and ICTC at any time, disciplinary action will be taken against them which could result in them having their enrolment with ICTC terminated.
3. In the event that a student is unable to attend their class for any reason, written confirmation giving reason for non-attendance is required and should be given to the administration at the students earliest opportunity. This requirement is mandatory for International students in order to comply with both ICTC and GNIB regulations.

Please note: non-attendance certificates or letters cannot and will not replace the actual attendance of a student.

A student's attendance will be submitted to the GNIB for review along with any letters or certificates provided to the administration by the students. It will then be the role of the GNIB and not ICTC to assess the validity of the student's reasons for non-attendance and decide whether a student's visa will be extended.

4. Please be advised the minimum attendance required by GNIB is 80%.

It is an encumbrance of the student to ensure they have read and understand the above terms and conditions. They accept that by completing the signatory information below, they are agreeing to adhere to and be governed by them.

They also understand that failure to do so could result in their enrolment with ICTC being terminated

DECLARATION

I certify that the information given here is correct and that I have read and agree to abide by the College Terms and Conditions of enrolment. I hereby undertake, if admitted to Irish Colleges Training Centre, to comply with the regulations of the College.

Signature: _____ Date: _____

All data provided will be treated in the strictest confidence and will be held in accordance with current Data Protection Legislation

PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED WITHOUT A SIGNATURE

Completed Application forms, photographs and deposit should be returned to:



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Roselawn House,
National Technology Park,
Castletroy, Limerick Ireland
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