1.0 Purpose of Policy

It is the policy of the College to ensure that applicants meet with the published and clearly defined entry criteria as set down by the College or external authorities.

2.0 Scope

This procedure covers the enrolment of students onto all courses offered by the College.

3.0 Responsibilities

The Office Administrator has responsibility for the enrolment procedure; however the Academic Registrar is responsible for the final allocation of places.

4.0 Related Documentation

(a) Application Form
(b) Interview Process (if applicable)
(c) Computerised analysis of course choices
(d) Letter of Acceptance
(e) Booking Deposit Receipt
(f) Provisional Course Listing
(g) Subject Option Form
(h) Book List
(i) Letter of Offer

5.0 Procedure

5.1 On receipt of applications each form is stamped with the date received and checked to ensure that the deposit has been included. The Office Administrator ensures that all forms have been fully completed.

5.2 Should an application form be incomplete, the applicant is contacted by phone / e-mail by the Office Administrator who requests the required information and enters same on the applicant's form.

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5.3   On receipt of a completed application form some applicants are required to meet the Academic Registrar and/or relevant Course Leader for an interview in order to ascertain their suitability for their chosen course. In this case a student will be offered a place on their chosen course on completion of a successful interview and having fulfilled all other entry requirements. The application forms are reviewed by the Academic Registrar to ensure that entry requirements have been met.

5.4   The Office Administrator will forward a letter of acceptance, an invoice for payment of balance of fees and a booking deposit receipt to the applicant and then enters the details of the application forms onto the computer. The College Administrator compiles an analysis of course choices and a provisional course listing is prepared for each course.

5.5   Applicants, where relevant, are requested to submit two passport photographs and original copies of their qualifying examination results for copying (e.g. Leaving Certificate results). In the event of results not being received, the Office Administrator contacts the applicant by phone / e-mail requesting same or seeking confirmation that he/she will not be attending a course.

5.6   The qualifying examination results are attached to the application form by the Office Administrator and these are filed in the Administration Office for the duration of the course. The Office Administrator then updates the provisional course listing and each application form is signed and dated by the Academic Registrar where the applicant has been successful.

5.7   A letter of offer is sent to all successful applicants detailing the course, which is being offered, the start date, a book list, details of the student induction programme and requesting the payment of balance of fees. Applicants are required to submit the balance of their fees by a specified date.

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