

**Application and Admissions Procedures for the 2021/2022
Academic Session commencing in September 2021**

Information Note:

- Admission to DFEi is outside the CAO Points system and places are offered on a first come/first served basis subject to completion of the admissions process.
- www.dfei.ie is regularly updated with essential admissions updates.

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Introduction

Dún Laoghaire Further Education Institute (DFEI) is an open access centre of Further Education and Training (FET), which welcomes all students. DFEi provides a range of educational programmes which support lifelong learning opportunities for all members of the community. It is envisaged that these programmes and services will enable students 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.

DFEi does not discriminate in its admission of a student on any of the following grounds: Gender, civil status, family status, sexual orientation, religion, disability, race, membership of the traveller community or special educational needs of the applicant.

These procedures are applicable to all applicants who apply for a place on a full-time course.

Entry Requirements

- Entry Requirements for each course are specified on the individual course page.
- **Applicants who fail to make the entry requirements should contact DFEi for advice and guidance.**
- Entry requirements are set in order to ensure that applicants can have a successful and fair attempt at completing the course and progressing to further/higher education courses. In general, these are as follows:
 - Leaving Certificate (Established, Applied or Vocational)
 - Relevant QQI (FETAC) Level 4 or Level 5 Award
 - Other equivalent Certification (Irish or international, e.g. City & Guilds)
 - Mature Applicants with relevant experience (21 years of age and over)

Specific Entry Requirements

- Garda Vetting may be required for courses with work experience in settings that involve children, young people and/or vulnerable adults.
- Some courses may have additional requirements. Refer to course pages for clarification.

General Information

- DFEi is subject to the *Education (Admissions to Schools) Act 2018*.
- DFEi opens for applications in December each year. Applicants are advised to apply early as DFEi courses are very popular and places fill up quickly. Late applications may be accepted up to the end of September subject to places being available.

- As an equal opportunities FET provider, DFEi welcomes applications from students with additional needs. DFEi will endeavour to provide appropriate supports for applicants with disabilities, physical or mental health conditions, and/or specific learning difficulties within the limits of available resources. Applicants are required to complete a Supplementary Information Form. They may be entitled to support under the SOLAS Fund for Students with Disabilities. Applicants who require very specific support may not be able to commence a course if the supports are not or cannot be put in place before course commencement. Further information is available from the Admissions Office or from the Disability & Guidance Officer at DFEi.
- Places will be offered, on a first come basis, subject to the applicant completing the admissions process. Applicants whose first language is not English may be required to take an English Language Competency test to ascertain their English language competency before an offer will be made.
- Applicants will be required to confirm acceptance of their place by providing additional information and paying a non-refundable €40 acceptance fee. Fees can be paid online using a debit or credit card. Alternatively, they can be paid by cheque, postal order or bank draft made payable to DDLETB. Cash will not be accepted for security reasons. Failure to confirm acceptance of a place by the notified deadline will result in the applicant not securing a place on the course.
- Applicants are advised that any offer of a place is conditional on DFEi receiving approval and funding, which is subject to review at all times, from the Department of Education and Skills, and SOLAS. Course content is also reviewed on an ongoing basis and this coupled with changes in resourcing may result in course modification.
- Additional information for international applicants and applicants who are funded under the Vocational Education Opportunities Scheme (VTOS) or in receipt of the Back to Education Allowance (BTEA) is available from the Admissions Office.
- The provision of false or inaccurate information by applicants will render an application null and void.
- Where there are more applicants than places on a course, a waiting list will be formed. The applicant's application number will be used to generate position on the waiting list, as each number is a unique identification number. Alternatively, an applicant may be offered a place on a different course, subject to a place being available. Where an applicant declines a place on the alternative course, the applicant will be placed on a waiting list for their original choice.
- When a course is full, applicants who are still interested in the course can opt to be placed on a waiting list based on their application number. When a

vacancy occurs on a course, applicants will be contacted in order of the waiting list number.

- In the event of the cancellation of a course (due to insufficient enrolment numbers, resourcing difficulties etc) the enrolled applicant/s will be notified of the cancellation. Applicants may be offered a place on a different course, subject to a place being available. Where an applicant declines a place on the alternative course, the acceptance fee paid will be refunded to the applicant on request.
- Applicants who fail to complete registration by the required date should note that their accepted place will be lost.

Registration: Involves paying all relevant course fees in full, and uploading all relevant documentation prior to the specific date notified to you at Acceptance.	
Fees <ul style="list-style-type: none"> • Examination Fees (i.e. QQI/HND) • PLC Government Levy • Student Services Fee • Additional Fees (if applicable e.g. non-EU, first aid etc.) • Fees to be paid online (preferred method) or by cheque, postal order, drafts or credit/debit card. Cheques, postal orders or drafts must be made payable to the DDLETB • Cash is not accepted for security reasons 	Documentation (to be uploaded through applicants online account) <ul style="list-style-type: none"> • Birth Certificate or Passport • Medical Card (if applicable and must be in date) • Student Grant letter (if applicable) • Proof of VTOS or BTEA (if applicable) • Relevant qualifications i.e. leaving certificate results or QQI transcript or degree transcript

Application Process (5 Step)

Step 1: Apply

- Applicants can only apply online for their course at www.dfei.ie. Basic information is gathered in order to process the application.
- No application fee is charged.

Step 2: Offer

- Applicants will be notified by DFEi of a place on their chosen course, where available.

Step 3: Acceptance

- Applicants must confirm acceptance by paying a €40 Non-Refundable Acceptance Fee on receipt of notification of a place on course. Additional information is also gathered which is required for statistical returns

to DES and SOLAS. This is done through the applicants individual online account.

- Fees can be paid online (preferred mode), by cheque, postal order, draft (payable to the DDLETB), or credit/debit card.
Cash is not accepted for security reasons

Step 4: Registration

- Registration involves the payment of the relevant course fees and the submission of the relevant documents (see table below).
- Fees can be paid online through the students' individual online accounts. Alternatively, fees can be paid by cheque, postal order or bank draft made payable to DDLETB (Dublin and Dún Laoghaire Education and Training Board). Cash will not be accepted for security reasons
- Documents required for registration can be uploaded to the student's individual online account.
- Failure to complete registration by the required date will result in the applicants course place being lost.

Fees	Documentation
<ul style="list-style-type: none"> • Examination Fees (i.e. QQI or HND) • PLC Government Levy • Student Services Fee • Additional Fees, if applicable (e.g. non-EU, first aid) 	<ul style="list-style-type: none"> • Birth Certificate or Passport • Medical Card (if applicable and must be in date) • Student Grant letter (if applicable) • Proof of VTOS or BTEA (if applicable) • Relevant qualifications i.e. leaving certificate results or QQI transcript or degree transcript

Step 5: Induction and Commencement

A: Induction: Students are required to attend for induction

- At induction students will receive draft timetable, student planner, general college information, specific course details and computer/IT login details.
- Students will also receive a copy of the Student Contract and Code of Conduct.
- Students may be required to complete an online "Learner Detail Form" for SOLAS.

B: Course Commencement

- DFEI's courses commence mid-September. All students will be notified of relevant dates.
- Courses will commence as per class timetable (received at induction).
- Students are expected to sign the Student Contract including the acceptance of the Code of Conduct at course commencement.

Deferral

- Applicants who have been offered and have accepted a place on a course may defer this place for one year.
- Applicants should submit a written request to defer to the Admissions Office as soon as possible, but no later than the date of course commencement except in exceptional circumstances.
- Applicants who do not accept their place in the subsequent year will forego their acceptance fee and the right of deferral.

A: Deferral prior to Course Commencement

- For agreed deferrals the acceptance fee, paid by the applicant, will be carried forward to the following year. Other fees paid will be refunded in full.

B: Deferral after Course Commencement

- In exceptional circumstances, a student may submit a written request to the Principal to defer a place after course commencement.
- It may also be necessary for a student to apply directly to an examining body in order to defer a place. The PLC Government Levy will not be refunded as this levy is not transferrable to the following year.
- Examination fees will only be refunded if the student has not been registered for exams.
- Other fees paid will be refunded on a pro-rata basis where applicable
- No refunds are processed after the 1st November of each academic year (please refer to the Fee Refund Policy).

Repeating Students

- There is no automatic right to repeat an award or component. Approval must be obtained from the Principal/Deputy Principal and Department Head in writing. This is also subject to a place being available and to previous attendance, work input, general attitude and behaviour records.
- Applicants who seek to repeat a course must pay all relevant fees.
- Applicants in receipt of a maintenance grant should note that this may be affected through repeating a year. Applicants in this situation should refer to www.studentfinance.ie
- Repeat students must re-apply and pay all relevant fees. A repeat application will be treated as a new application.

Returning Students

- Returning students should not assume automatic entitlement to enrolment in a subsequent year.
- An application to a second or subsequent year of a course or to another course will be treated as a new application.
- In addition, the applicant's previous punctuality, attendance and performance record may be taken into consideration.
- If the applicant has displayed unacceptable or unreasonable behaviour in the past, they may be asked to sign a Contract of Behaviour. In some cases, admission to the course may be reserved until a certain period of time has passed (other students have completed course cycle).