

**Application and Admissions Procedures for the 2019/2020 Academic Session  
commencing in September 2019**

**Information Note:**

- Admission to DFEi is outside the CAO Points system and places are offered on a first come/first served basis subject to meeting the entry requirements.
- [www.dfei.ie](http://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
  - Leaving Certificate Applied
  - Leaving Certificate Vocational Programme
  - Any relevant QQI (FETAC) Level 4 or Level 5 Award
  - Mature Applicants with relevant experience are welcome

## 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 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 Higher Education Authority (HEA) 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 [www.dfei.ie](http://www.dfei.ie).

- Places will be offered, on a first come basis, following the outcome of the Informal Interview, subject to the applicant meeting the entry requirements for the course. Offers are made on the assumption that entry requirement will be met. 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 €40 acceptance fee. Fees paid to confirm acceptance of a place are non-refundable. 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 place being offered to another applicant where courses are over-subscribed.
- 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, 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 and on DFEi's website.
- 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, online applications are suspended. Applicants who are still interested in the course should contact DFEi to indicate that they want 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 may be offered to another applicant (refer to specific course documentation for details and date).

**Registration:** Involves paying relevant course fees and supplying documentation prior to course commencement

**Fees**

- Examination Fees (i.e. QQI/HND)
- PLC Government Levy
- Student Services Fee
- Additional Fees (if applicable i.e. non-EU, first aid etc.)
- Fees can 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 required**

- Birth Certificate or Passport
- Medical Card (in date)
- Student Grant awarding or grant awaiting letter
- Proof of VTOS or BTEA
- Relevant qualifications i.e. leaving certificate results or QQI transcript or degree transcript

## Application Process

### Step 1: Application

- Applicants can only apply online for their course at [www.dfei.ie](http://www.dfei.ie). Basic information is gathered in order to process an interview.
- No application fee is charged

### Step 2: Informal Interview

- All applications are called for an informal interview
- If you cannot attend for informal interview contact DFEi for an alternative date on [info@dfei.ie](mailto:info@dfei.ie)
- Failure to turn up may result in your place being offered to another applicant

### Step 3: Acceptance of a course place

- Applicants are notified within 10 working days of the informal interview results
- Applicants must confirm acceptance by paying a €40 Non-Refundable Acceptance Fee on receipt of this letter. Additional information is also gathered which is required for statistical returns to DES and SOLAS
- Fees can be paid online (preferred mode), by cheque, postal order, draft (payable to the DDELTB), or credit/debit card. Cash is not accepted for security reasons

### Step 4: Registration Process: All applicants are required to register for their course

- Registration involves the payment of the following fees and the submission of the following documents (see table on next page)
- Fees can be paid online through the students' individual accounts. In addition, any documents required for registration can be uploaded to the student's account along with student photograph. Documents can either be posted, faxed or scanned and emailed to DFEi at [info@dfei.ie](mailto:info@dfei.ie). 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

- Failure to complete registration by the required date may result in your place being offered to another applicant

<b>Fees</b>	<b>Documentation</b>
Examination Fees i.e. QQI/HND/ECDL	Birth Certificate or Passport
PLC Government Levy	Medical Card (in date), Student Grant awarding or grant awaiting letter, VTOS and BTEA confirmation letters
Student Services Fee	Photograph as per online instructions
Additional Fees (if applicable ie non-EU, first aid)	Relevant qualifications i.e. leaving certificate results or QQI transcript or degree transcript

### **Step 5: Induction and Course Commencement**

#### **A: Induction: Applicants are required to attend for induction**

- At induction applicants will receive draft timetable, student planner, general DFEi information, student contract and specific course details
- Applicants will receive a copy of the Student Contract and Code of Conduct

#### **B: Course Commencement**

- DFEi's course commencement date is the 17th September 2018
- Courses will commence as per class timetable
- 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.

### **Repeating Students**

- It is important to note that applicants are not permitted to repeat a course. However, in exceptional cases, the Principal may permit such a repeat. Applicants must write to the Principal outlining the reasons for wishing to repeat a course.
- Applicants who seek to repeat a course should be aware that all fees must be paid.
- 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](http://www.studentfinance.ie).
- There is no automatic right to repeat an award or component. Approval must be obtained from the Principal/Deputy Principal and Department Head. This is also subject to a place being available and to previous attendance, work input, general attitude and behaviour records.
- 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).