



D U N B O Y N E  
C O L L E G E  
O F F U R T H E R E D U C A T I O N

## **Admissions Policy**

Dunboyne College of Further Education is a constituent college of the Louth and Meath Education and Training Board (LMETB) and is committed to being an inclusive institution. Fundamental to the implementation of the college's Admissions Policy is the principle of equality, in particular, equality of access, equality of participation and equality of outcome. In placing the student at the centre of the learning process, Dunboyne College of Further Education is committed to creating an appropriate learning environment in which individual differences are accepted and embraced.

**All courses in Dunboyne College of Further Education are subject to the approval of the Department of Education and Skills and Louth and Meath ETB. All courses offered are subject to minimum enrolment numbers. All enrolments are subject to the Rules and Regulations of Louth and Meath Education and Training Board.**

Places on courses are offered on the basis of the professional judgement of the college authority and where each of the following requirements is met:

1. There is a place available to be offered, i.e. the course is not full.
2. The applicant demonstrates at interview and by a short educational assessment that they have the capacity to effectively participate on the course for which they have applied. This includes the academic, practical and work experience elements of the course. The applicant's academic ability may be further demonstrated by evidence of completion of any of the following:

- i. Leaving Certificate/Leaving Certificate Vocational Programme/Leaving Certificate Applied
  - ii. Any relevant FETAC/QQI Award
  - iii. Other equivalent award
3. In the case of mature students, i.e. 23 years and over, there are no formal academic entry requirements. The applicant's academic ability is determined using the principle of Recognition of Prior Learning (RPL). However all other criteria still apply.
4. Some courses may have specific subject requirements in addition to the above. In some cases, a pre-course assessment may be required e.g. in Music and Art courses.
5. As part of the processing of an application, an applicant may be referred for EAL assessment, careers information session or to the learning support department for further advice in determining their course choice. If deemed appropriate, applicants may also be referred for a more detailed educational assessment.
6. The applicant will contribute positively on the programme and in no way infringe upon the opportunities or rights of other students and staff.

Subject to meeting the above requirements, places are offered on a first-come first-served basis upon full completion of the enrolment process.

Students completing a one-year course over two years must have successfully completed and passed all modules being taken in Year 1 before progressing to Year 2.

Late enrolment to courses may be allowed. However, only in cases which are deemed by the college to be exceptional circumstances will an applicant be permitted to commence a course after 4 weeks of lessons have taken place. This applies equally to students who wish to switch from one course to another.

**Programme enrolment is complete only when:**

1. Programme charges are paid in full by the student no later than the commencement date of programme classes, except in a case, which is deemed by the college, to be an exceptional circumstance.
2. All information and supporting documentation requested by the college has been submitted.
3. Students will not be enrolled after the 30th September, except in a case, which is deemed by the college to be an exceptional circumstance.

4. The college will not be responsible for any inability to complete the enrolment process by the above closing date, if all necessary information and supporting documentation have not been provided. The provision of false or inaccurate information by the applicant may render the applicant's application null and void.
5. All students must sign that they have read and agree to abide by the policies and procedures of the college. The period from the commencement of the academic year until the mid-term break is considered to be a probationary period for all students. Only on satisfactory completion of this period is enrolment fully complete.

### **Repeating a Course**

There is a repeats policy which is available on the college website [www.dunboynecollege.ie](http://www.dunboynecollege.ie).

### **Application Procedure**

Applications can be made on-line at [www.dunboynecollege.ie](http://www.dunboynecollege.ie) from the November preceding the commencement of the course. Applicant's PPS number is required on application.

After registering online, students will receive a text and email to notify them that they have pre-registered and can log in to view and track their application.

Applicants will be invited by text and email for interview and short educational assessment in the college. The purpose of this process is to determine the applicant's capacity to participate on the course for which he/she has applied. In some cases, applicants may be required to complete an English as an Additional Language (EAL) assessment or more detailed educational assessment.

Applicants should dress appropriately for interview and bring with them the following:

- Copy of most recent school report or examination results
- Reference from teacher, employer or coach. Management reserves the right to verify references and/or contact applicant's previous educational institutions.
- 100-word statement: "Why this course is right for me"

Successful applicants will then be able to pay fees online at [www.dunboynecollege.ie](http://www.dunboynecollege.ie)

Late applicants can apply online for vacant places at any time before the September of the academic year for which they are applying. Where an applicant is successful at interview but the course is full,

his/her name will be placed on a waiting list. Places which become available will be offered to successful applicants on the waiting list.

Where a student does not achieve the minimum required score at interview, their name may be put on a waiting list and they may be called for a second interview to further ascertain their suitability for the course.

Applicants should note that those who do not attend for course registration or for the first day of the course, may forfeit their place unless prior written notice is received by the college authorities.

### **Applicants with learning support needs or disabilities**

The college recognises the ability and talents of students with disabilities and aims to provide them with appropriate supports and information to facilitate their participation. The college requires that students who have a learning-support need, medical condition or physical disability register with the college support service by ticking the relevant box on the online application, and provide relevant verification of their physical, medical or learning disability at the time of interview. A meeting with the applicant may be required to further ascertain their support needs. Applicants who require a personal assistant must make this known to the college on or before the April preceding the course. This information is required in order to ensure that the information, equipment, buildings and materials are fully accessible to the student. Any information provided is treated confidentially and will not prejudice the application. Applicants must bear in mind that, while the college will make every effort to accommodate their needs, the resources available are limited and much of the college is not currently wheelchair-accessible.

### **Deferral of Places**

In some exceptional circumstances, a student may be able to defer a place until the following year.

### **Fees**

A list of course fees is available on the college website. Additional costs may apply on a course by course basis where additional certification or specific resources are required.

## Grants

The Department of Education and Science provides maintenance grants to eligible students attending full-time further education courses in the college. The grants are paid through the Student Universal Support System (SUSI) and are means tested. This payment is made subject to satisfactory attendance on the course. For further information check out [www.studentfinance.ie](http://www.studentfinance.ie).

## Procedure for International Students

There are additional DES regulations governing the admission to courses of applicants who are not citizens of the EU.

## **Refusal of Admission / Right of Appeal**

The formation of courses is subject to a minimum enrolment. The LMETB and the college reserve the right of admission to any course provided through the LMETB and Dunboyne College of Further Education. All appeals against a refusal to admit should be made in writing to the Principal of Dunboyne College of Further Education.

Appeals must be lodged in writing within 5 working days of receipt of the college's letter specifying:

- The applicant's full name, address and telephone number
- The decision being appealed as well as the grounds on which it is being appealed

The Principal will establish an Appeals Board to consider the appeal. The board will comprise;

1. The Principal or Deputy Principal
2. A course co-coordinator other than the course co-coordinator of the course applied for
3. A member of the Board of Management

The applicant may address the Appeals Board in person. Requests to address the board must be submitted in writing to the Principal at the time of the appeal.

The Principal will inform the applicant of the decision of the Appeals Board. If the applicant is not happy with the outcome of the appeal, s/he may appeal to the CEO of the LMETB.

## **Relevant Legislation**

Education Act 1998 in particular, Section 15 (2) Student Council, Section 27.6(<http://www.irishstatutebook.ie/1998/en/act/pub/0051/sec0027.html>)

Education (Welfare) Act 2000 (aspect of apply) Section 19, Section 23 (see: <http://www.irishstatutebook.ie/2000/en/act/pub/0022/sec0019.html>)

Equal Status Act 2000, Section 4 and Section 7 (2) Section 7 (3) (see:

<http://www.irishstatutebook.ie/2000/en/act/pub/0008/sec0007.html>) and the VEC (Amendment) Act, 2001