



Return to: The Admissions Dept.
Liffey College
1-4 Swift's Alley, Francis Street,
Dublin 8,
Republic of Ireland.

Tel: +353 1 444 4447
Email: info@liffeycollege.ie



Full-Time Part-Time

APPLICATION FORM

2016/2017

Mr Mrs

First Name: Middle Name:

Miss Ms

Last Name:

Date of Birth:

Nationality:

Passport No.:

Address in your country: (If Applicable)

Street:

Country:

Tel:

For Students already in Ireland only:

PPS no.: (If Applicable)

GNIB no.: (If Applicable)

Address in Ireland

Street:

Mobile:

Email:

Next of Kin Details:

First Name: Surname:

Full Address:

Tel: Email:

In Case of Emergencies, do you wish us to contact your Next of Kin? Yes No

Do you have any medical conditions which may affect your studies ? Yes No

...(if YES).....

Do you have a Criminal Record in any Country? Yes No

Preferred Course/Programme: **Awarding Body:**

Start Date: **Finish Date:**

Study/Class Start Date: **Finish Date:**

Total Weeks/Months of Course: **Total Weeks of Study:**

Course Start Level: **Time:**

Final Exam Level: **Final Exam Date:**

Examination Awarding Body: **Option B:**

How did you hear about us:

ACADEMIC QUALIFICATIONS (Please provide us with copies of all certificates)

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EDUCATIONAL HISTORY IN IRELAND (Please provide copies of results and attendance letters)

| Start/Finish Dates | Qualification/Title of Award | Grade/Classification | Attendance % | College/University |
|--------------------|------------------------------|----------------------|--------------|--------------------|
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IMPORTANT TERMS AND CONDITIONS (please tick the boxes if **Applicable**):

DECLARATION:

- The information that I have given and is contained in this form is true and correct.
- I will observe the conditions of my student visa at all times.
- I will attend the course in which I have enrolled (at least 15 hours per week over 25 weeks over a 7 month period).
- I will sit my course tests and final examination/s whenever they are scheduled, otherwise I may be expelled or other sanctions may be taken against me as deemed necessary by the college.
- I will not enter employment in the State unless I qualify for the concession to engage in any casual employment.
- If I qualify for this concession I will not work more than 20 hours per week during my course term time.
- Should I need to leave the state for any period of time, I will apply to the Department of Foreign Affairs at 13-14 Burgh Quay, Dublin 2 for a Re-Entry Visa before I leave the State (*if applicable*).
- I will leave Ireland upon completion of my studies.
- All documentation (*if applicable*) that I have submitted with my application is authentic and does not contain any false information.
- Where any document is not in English I have included a notarised translation.
- I understand that Liffey College reserves the right to refuse or cancel a student's application anytime without giving any reason.
- I understand that Liffey College may be obliged to inform INIS/GNIB or any other authorities about my attendance record at any stage. I understand that students are expected to **satisfy 85%** class attendance as required by the GNIB. Students, with less than 25% attendance in the first 6 weeks will be expelled by the College without a chance of receiving warnings and/or appeal and the GNIB will be informed of their expulsion.
- 1. The COURSE FEES paid is STRICTLY NOT REFUNDABLE** except the following conditions:
 - Full-Time Students*
 - The full time fee paid is strictly non-refundable except in the circumstance that international student is refused either an entry visa or a student visa in Ireland.
 - If the course for which the student has paid is cancelled by Liffey College with no other alternatives available.
 - **Please Note:** That if a course fee is refunded, €300 (registration fee) of the total course fee paid will be deducted.
 - Part-Time Students*
 - If the course for which the student has paid is cancelled by Liffey College with no other alternatives available. (Part time fees refund include total fees paid in terms of course fee and registration fee)
- 2. Where a course is cancelled by Liffey College:**
 - Students will be shifted to similar courses (if available at Liffey College) at equivalent level within the same discipline.
 - Arrangements will be made with other institutions to provide the same or similar courses at equivalent level within the same discipline. Please Note:
 - Other Non-Refundable fees that are charged as EXTRAS include medical insurance fees, examination fees and/ **E&OE** or registrations, accommodation fees, books, hand-outs, Course Fee Protection fee, etc
 - The fee refund procedure takes approximately **FOUR WEEKS (20 working days max)**.
- I understand that Liffey College is obliged to inform the GNIB and Department of Justice of any refunds made.
- I understand that Liffey College reserves **THE RIGHT TO CHANGE THE TERMS AND CONDITIONS** at any time and I undertake

Student's Signature: Date:

For Office Use Only:

Application approved by: Date: