



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

Tel: 00353 1 444 4447
 Email: info@liffeycollege.ie
 Website: www.liffeycollege.ie

APPLICATION FORM
2018/2019

Please affix (2) two recent photos here

Mr Mrs First Name : Middle Name:
 Miss Ms Last Name:

As per Passport

Date of Birth:

Nationality:

Passport No.:

Address in your country:

.....

Country:

Tel:

For Students already in Ireland only:

PPS no.: (if applicable)

GNIB no.: (If Applicable)

Address in Ireland:

.....

Mobile:

Email:

Next of Kin Details:

Full Name: Relationship:

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 please give details:

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

Preferred Course/Programme: Awarding Body:

Course Start Date: Finish Date:

Study/Class Start Date: Finish Date:

Total Weeks of the Course: Total Weeks of Study:

Course Start Level: Timings:

Final Examination Level: Final Examination Date:

Examination Awarding Body: Option B:

How did you hear about us:

ACADEMIC QUALIFICATIONS (Please provide us with copies of all certificates

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

Start/Finish Dates	Qualification/Title of Award	Grade/Classification	Attendance %	College/University
.....

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).
- I will sit my course tests & 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 for a Re-Entry Visa before I leave the State (if applicable).
- I will leave Ireland upon completion of my studies (if applicable).
- All documentation 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 Dept: of Justice. Students, with less than 25% attendance in the first 6 weeks will be expelled by the college with out giving the chance of receiving warnings and/or appeal and INIS/GNIB will be informed of their expulsion.
- Students who cannot make it back to 85% by the end of their course will be expelled and INIS/GNIB will be informed of their expulsion.
- This information is gathered for administrative purposes only and by signing this form you consent to give us this information.
- 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/or registrations, accommodation fees, books, hand-outs and Course Fee Protection Policy, etc.
 - The fee refund procedure takes approximately FOUR WEEKS (20 Working Days Max).
- I understand that Liffey College is obliged to inform the 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 to observe any new or altered terms and conditions (for example class timings, date and days).
- I understand that I am also bound by the regulations of Liffey College as documented in the Student Handbook and/or website.

E&OE
Dec 2017

Student's Signature: **Date:**

For Office Use Only:

Application Approved By:

Date: