



Sligo College  
of Further Education

# **Enrolment & Admissions Policy**

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## Introduction

Sligo College of Further Education is a co-educational college in Mayo Sligo Leitrim E.T.B. providing further education at PLC level.

The school is committed to the successful implementation of the Education legislation in particular the Education Act (1998), the Education Welfare Act (2000) and the Equal Status Act (2000). The college fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity and equality.

## Programmes

The college supports the principles of inclusiveness, equality of access and participation in the school, including respect for diversity of traditions, values, beliefs and ways in life in society.

PLC students follow courses according to the regulations of QQI, ITEC, Dept of Education & Skills and City and Guilds. Modules on these courses can change at the discretion of the college.

## Enrolment Procedures

- Students who have completed Leaving Certificate and Leaving Cert Applied are eligible. Students presenting NFQ Level 4 certification may also apply. Students without educational qualifications but with relevant experience/interest in an area will be considered. Mature students and students presenting alternative qualifications are welcome. *(A copy of results will be required on enrolment)*.
- PLC students wishing to enrol in Sligo College of Further Education must complete an online Application Form. Code of Behaviour must be read and accepted by all students wishing to enrol. Acceptance will be based on interview to determine suitability for the course.
- In the event of excess applications, places will be allocated on the basis of a waiting list.
- In order to progress from Level 5 to a Level 6 programme all applicants must provide evidence of their Level 5 qualifications. Applicants who wish to have exemptions considered must provide original copies of certificates at interview.
- Decisions made in relation to admission are made by Management in accordance with the college's Admission Policy.
- The final date for students to enrol on a course is **30<sup>th</sup> September, 2019**.

## International Applicants

This college welcomes applications from **eligible** international students. It is the responsibility of the applicant to ensure that they meet Immigration and Visa requirements prior to applying for a place on a course.

To qualify for free tuition fees, applicants must meet criteria with regard to nationality and immigration status as follows:

- Be a citizen of an EEA member state (see above) or Switzerland or
- Have official refugee status or
- Be a family member of a refugee and have been granted permission to live in the State or
- Be a family member of an EU national and have permission to live in the State, with a stamp “4EUFAM” on your residence card or
- Have been granted humanitarian leave to remain in the State or
- Have been granted permission to remain in the State by the Minister for Justice and Equality, following a determination by the Minister not to make a deportation order under Section 3 of the Immigration Act 1999.

All other **eligible\*** international applications are subject to tuition fees of **€3,653**. This fee must be paid in advance of a student starting the course.

*\*Since Ireland has opted into the EU (recast) Reception Conditions Directive (2013/33/EU), the government has allowed access to the labour market for International Protection Applicants (ref. Dept. Justice & Equality). Applicants with a Letter of Permission to enter the workplace may access Further Education & Training courses. While access to the majority of these courses is free, participation in Post Leaving Certificate and Higher Education Programmes will continue to be subject to the payment of fees.*

## Garda Vetting

All students attending a course at Sligo College of Further Education are required to undertake Garda Vetting procedures.

## Criminal Convictions

All applicants are required to disclose any relevant conviction when applying to the college. If information relating to offences is not given or is given in incomplete form, then the college reserves the right at any stage (including after an offer of a place has been made, or after registration) to reject the application.

Applicants also agree where required to submit to additional criminal record checks and submit to the ETB's policy on Garda Vetting.

A relevant Criminal Conviction is:

- (a) Any conviction in Ireland or abroad for an offence against the person, whether of a violent or a sexual nature (whether or not a custodial sentence was imposed in respect of such conviction); or
- (b) Any conviction in Ireland or abroad for an offence involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (whether or not a custodial sentence was imposed in respect of such conviction).

Where an applicant has declared or disclosed a relevant conviction to the college, the applicant's case will be considered initially by the college management and the relevant academic staff. If the applicant's case is straightforward it may be decided at that stage that an offer will not be refused because of the relevant conviction.

## **Exceptional Circumstances**

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances.

Such an exceptional case could arise when either:

- The student has special needs such that, even with additional resources available from the Department of Education and Science/HEA, the college cannot meet such needs and/or provide the student with an appropriate education
- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to college property.

### *Right of Appeal*

Parents and students over 18 years of age have the right to appeal a refusal by a school to enrol a student under Section 29 of the Education Act 1998 as restated in Circular Letter M48/01 of the Department of Education & Skills.

## **Academic/Learning Support**

Sligo College of Further Education welcomes students with Special Educational Needs to enrol on courses. A dedicated member of staff attends to the needs of students enrolling and entitled to learning support. The guidelines for accessing support within the college are laid down by the Higher Education Authority and

students may access supports by fulfilling the criteria set out. Students may attend a learning support class and may also be entitled to services and supports deemed suitable by Sligo College of Further Education.

An excellent communication network exists on the teaching staff whereby teachers are alerted to the specific needs of individual students. Students are advised to discuss needs with their co-ordinator and to furnish the college with the relevant documentation on enrolment



*Policy Ratified: June 2014*

*Most recent review: February 2019*