



ICHAS

Irish College of Humanities & Applied Sciences

Please attach 2
Passport-sized
photographs
here

Application Form

Please complete ALL FIELDS in block capitals. Incomplete applications will not be considered.

PPS Number (do **not** leave blank) _____

Forename (as it will appear on parchments) _____

Surname (as it will appear on parchments) _____

Address (for all correspondence) _____

Home Telephone _____ Mobile _____

Date of Birth (dd/mm/yy) _____ Gender (M or F) _____

Email (in block capitals) _____
Please note that it is mandatory for all ICHAS students to have an email address

Country of Birth _____ Nationality _____

Programme(s) for which you wish to be considered (in order of preference):

1. _____ F (Full Time) or P (Part Time) _____

2. _____ F (Full Time) or P (Part Time) _____

3. _____ F (Full Time) or P (Part Time) _____

Preferred Course Location _____

Where did you hear about this programme? Online Info Evening Newspaper

Have you completed/are you currently undertaking any other ICHAS course? Y___ N___

If yes, please provide details

Office use only:	Interviewed by: _____	MIS updated: / / By: _____
Date Received / /	Date: / / Time: _____	Level: Course No: FT/PT
OFE / / OFLP / /	Student No: _____	Fin: _____

Second Level Education

Name and Address of most recent school attended	Years of Study	
	From	To

Please enter the results of the last 2nd level examination you have taken in the table below if applicable (e.g. either Junior/Inter Certificate or Leaving Certificate)

Subject Name	Level H/O	Grade	Subject Name	Level H/O	Grade

Details of Other Educational Qualifications

(E.g. University, Institute of Technology, Post-Leaving Certificate, City & Guilds, FÁS/Solas, etc)

Name of College/Institute	Years of Study		Courses Taken	Qualification or Result
	From	To		

Important: Please enclose certified results for all examinations mentioned above. Results of examinations to be taken/courses yet to be completed should be submitted as soon as possible

Employment Record

Employer (most recent first)	Years Employed		Position Held
	From	To	

Supporting Statement

Please attach, on a separate page, the reasons why you wish to pursue a Degree with ICHAS. You should state all information that may be relevant to your application, e.g. previous experience, volunteer work, reasons for your interest in counselling/psychotherapy, etc. **You may attach as many pages as necessary**

Special Requirements

ICHAS makes every effort to accommodate learners with disabilities, whether physical, learning or otherwise. Such applicants are invited to contact the Administration Office in writing with details of the nature and extent of the disability. The application will be handled in line with ICHAS' Equality Policy and any disclosure will not adversely affect the application. This will allow us to give you the best advice prior to application.

Recognition of Prior Learning (RPL)

Please provide details separately of formal and informal learning experiences relevant to your application that you feel may support your application.

These can be in-company training courses, external general interest courses you pursued of your own accord, or skills acquired from volunteer work. Please indicate what you learned from such experiences and how they contribute to your application. Examples of such personal learning outcomes may include time management skills, study skills, organisational skills, assertiveness, empathy, confidence, numeracy, writing skills, knowledge of particular subject areas, team skills and so on.

Consent and Declarations (ALL SECTIONS MUST BE COMPLETED FOR APPLICATION TO BE PROCESSED)

Garda Vetting Process

It is a requirement that all students consent to current Garda vetting procedures.

Please **tick the box** to indicate your consent to this.

Indicate How You Will Pay your Fees: (Tick as appropriate; see Terms and Conditions below for further information)

1. Initial deposit of €100

2. Payment of fees in full on or before registration day

OR

3. To Complete Standing Order form

Terms and Conditions

I have read the Terms and Conditions attached and agree to the same. **Please tick to agree.**

Interview

Applicants may be contacted for interview based on application form.

Please **indicate your consent** for this.

Online/web based interactive learning

Elements of some modules may be delivered through 'online/web based interactive learning. This means students will engage with some learning through face to face sessions and additional learning will be delivered through a virtual learning environment supported by highly qualified lecturers. In order to use web based interactive learning, you will require access to the Internet, at the minimum specifications listed below. Please **tick the box** above to confirm that you understand this requirement. Please see the online Blended Learning FAQ for further information.

NB Blended Learning Requirements

Operating System: Windows 7, Windows Vista or Windows XP

Browser: Internet Explorer 7 or higher; Firefox 3.0 or higher; Google Chrome

Other Software: Adobe Flash Player, Adobe Shockwave, Adobe Reader (All of these programmes are available as free downloads)

Hardware: Minimum 1GB of RAM; Recommended 2GB

250MB Hard Disk Space,

Soundcard,

Speakers (Built-in, external or headset)

Microphone (Built-in or external)

High-colour Definition Display Monitor, minimum resolution of 800 x 600

NB: Smartphones and products based on Mac OSX or iOS (e.g. iPad, iPhone or iMac) may not be sufficient to access the portal fully.

The ICHAS portal is optimized for use with Windows-based operating systems on laptop or desktop.

Declaration

I declare that the information given by me in this application is true and that if I am admitted as a student I will abide by the regulations of the Irish College of Humanities and Applied Sciences. The ICHAS reserves the right not to consider applications and to cancel any offers of places where requested information has not been supplied or falsified; or misleading information has been supplied.

Signature: _____

Date: _____

All applications must be accompanied by a deposit of €100 and an indication of agreement with the Terms and Conditions (see previous page and tick box)

ICHAS APPLICATION FORM SUBMISSION CHECKLIST

1. I have fully completed all sections of the application form in block capitals.
2. I have enclosed my **PPS number**.
3. **€100 admin deposit** enclosed. Applications without a deposit will not be processed.
4. I have attached **2 passport photos**.
5. I have completed the **Consent and Declarations** section above. Please note that applications that are incomplete cannot be processed.
6. I have indicated how I will pay my fees
7. I have a valid **email address**, which I have written in BLOCK CAPITALS.
8. **Applications for L8 B. A. (Hons) and L9 Masters must enclose transcripts with application**

(Please note that a large proportion of correspondence from ICHAS is via email. For this reason, an application form cannot be processed without a valid email address. By making an application to ICHAS, you are indicating you understand this & that you have access to an email address that will be checked regularly)

9. I understand that some elements of **part-time** programmes are delivered through online, web based, interactive learning, and have access to the equipment necessary to engage with blended learning.

Applications Forms to be returned to:-
ICHAS, Walton House, Lonsdale Road, Castletroy, Limerick.
Tel. 061 216288
Email: info@ichas.ie

TERMS AND CONDITIONS

Please read this document carefully, and indicate your consent to its conditions on your application form.

To ensure a place on the course of your choice, the College strongly recommends that you enroll by filling out the necessary forms and returning it with a deposit of €100 (see Fee and Refund Policy below). Application forms which are not completed fully and signed cannot be processed. Application forms will be accepted at the College Reception or by post. Upon receipt of a successful application, you will be required to attend an interview. formal notification of acceptance and programme enrolment form / Stage progression form will be sent to you by post or email.

The College makes every effort to avoid altering course commencement and conclusion dates. However, should any changes be necessary, you will be notified at the earliest possible opportunity.

Students are requested to provide two passport photographs (signed at the back) with the application form. These photographs are used for the ICHAS Student ID Card, and a card will only be issued if the photographs are supplied. Students are advised that valid photo ID (passport, driver's license, college ID) must be presented at all formal examinations in the College. It is the responsibility of the applicant to ensure that he/she fulfils the minimum entry requirements for a chosen course, and to ensure that the chosen course is suitable for his/her needs and ability level.

EXEMPTIONS:

In order to apply for an exemption, an applicant must furnish the College with a transcript of course subject results and a syllabus when submitting the application form. The College will then submit this information to the relevant examining body and the applicant will be informed of the outcome. This process may incur a fee from the examining body. (Ref. Procedures in APL/RPL). **Applicants to the B.A (Hons) Programme and Masters Programme must enclose transcripts with their application.**

FEES

A deposit of €100 is required to accompany the application form (this is offset against course registration fees)

Registration fees cover the cost of tuition only. There is an extra payment of €300 approx (varies depending on course and subjects; repeat fees are extra) for Academic Administration Fees which is payable directly to the college in November. Students will be advised of examination details on course commencement. Failure to pay this fee by notified dates will result in students not being eligible to sit examinations. A deposit of €100 is required to secure a place on your chosen programme, which will be offset against fees.. Student's marks will be withheld from the examination board if their accounts are not in good standing.

Students have 2 options for the payment of their fees (Please tick as appropriate):

1. **Payment of Fees in full on or before registration day**
2. **Initial deposit of €100 & completed Standing Order form which will be sent to your bank by the Finance Department**

- **Initial deposit of €100 to be paid on application which is offset against academic registration fees**
- **Academic Registration fees are payable as per option 1 or 2 above**
- **Academic Administration fee is payable separate to registration fees and invoiced in November of the academic year.**
- **Please note that ICHAS does not accept cash payments**
- **Please refer to the website www.ichas.ie for further information in relation to fees**
- **Where a learner fail to meet their fee payment requirement the college reserves the right to terminate the student with immediate effect.**

REFUND POLICY

All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that a class does not proceed or if their programme application is unsuccessful. A refund of Fees, less an administrative fee of €100, will be given to candidates who withdraw their application in writing up to seven working days prior to class commencement. Once a student has enrolled on and commenced a programme of study, no part of any course fee is refundable or transferable. No refund will be made under any circumstances to students who fail to attend classes or who do not complete a course. Course commencement and start dates are dependent upon a viable cohort formation. The college reserves the right to make amendments to programmes, contents and schedules.

Fee refunds are not given to any student who has attended lectures or for any student who commences a course and subsequently feels that the course does not suit him/her. Failure to ensure fees are paid by the required dates could result in the suspension of student services.

For students who are having their fees paid by a third party, it is the participant's responsibility to liaise with these bodies and to furnish our college a letter of approval of fees prior to commencement of the course and to request any necessary documentation from ICHAS.

TAX RELIEF

It is the responsibility of the prospective student to check the details of the relevant tax relief scheme prior to enrolment in the College. Receipts are issued by ICHAS once payment has been received.

FINANCING YOUR STUDIES

- Consider the money spent on your continuing education as an investment in your future. Visit your bank or credit union and convince them of this.
- In some cases, students have received help in paying fees from Partnership Boards, Enterprise Boards, Chambers of Commerce, the Department of Social and Family Affairs, FÁS (those on CE schemes) and the Society of St. Vincent de Paul and it is the responsibility of the student to apply for this.

EXAMINATIONS

Prospective students should note that all final examinations are scheduled to take place during the day. Registration with the relevant bodies (QQI) can only be done on receipt of the full academic administration fee. There will be no registered examination position available on the day of the exam for any candidate who has not paid the examination fee.

Protection of Learners

QQI require protection of learners and transfer arrangements to be in place for QQI applicants.. At ICHAS College this is currently provided by Griffith College Dublin and Dublin Business School. This is subject to change by the college and any changes will be notified to students in due course as and when they arise.