

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.