



# Dublin International Foundation College

## APPLICATION FOR STUDY AT DIFC – Please refer to the notes below

Full Name as on passport (Write your family name in CAPITAL LETTERS):			
Date of Birth:		Phone:	
Gender:		Mobile:	
Nationality:		e-mail:	
Permanent contact address:			

**Previous Education:** Enclose copies of certificates

School / College / University Name and City	Start Date (mm/yy)	Finish (mm/yy)	Qualification	Mark or Grade

**English Language Level:** Enclose copies of certificates

Name of Test (e.g. IELTS)	Date of Test	Result	Certificate Number

**Work Experience:**

Name of Employer and City	Type of Business	Job title and Duties	Start Date (mm/yy)	Finish (mm/yy)

**Courses you are applying for at DIFC**

Course Name	Stream	Start Month	Year
PFE			
IFY/GDP			

Subject (s) you wish to study at university in Ireland	
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## Acceptance of Terms & Conditions

All students are required to accept DIFC's standard Term & Conditions as part of the enrolment process. Please acknowledge your acceptance of DIFC's standard Term & Conditions by signing below and ticking this box

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Personal Statement

Write at least 100 words explaining why you are interested in studying in Ireland and your chosen course at DIFC:



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## DIFC Terms & Conditions

### How to Enrol

Please complete the DIFC Enrolment Form in English and send it, along with certified copies & certified translations of transcripts and qualifications to DIFC's Admissions Office, or our Local Admissions Office in your country.

As soon as DIFC receives your Enrolment Form, your application will be assessed against DIFC's stringent entry requirements. Qualifying applicants will be sent a confirmation, along with an invoice detailing the payment due.

### The Total Fees for Your Course

The total fees comprise:

- Non-refundable Enrolment Fee: €150
- The Programme Fee
- NCUK Registration & Examination Fee
- Optional airport/college transfer service
- Accommodation & Arrangement Fees
- Health Insurance
- Bank Charges
- Re-booking Fee (if applicable)

### Methods of Payment

The Enrolment Fee and the Programme Fee should be paid by bank transfer, or to our local office in your country.

### Re-booking Fee

Each time you request a change of course, or type of accommodation after your initial enrolment, DIFC will charge you a non-refundable re-booking fee of €55 which is payable immediately.

### Age

DIFC courses are open to everyone aged 17 years and over at the time of commencement of courses. Exceptions to this rule cannot be made.

### Accommodation

DIFC offers to assist students with 4 weeks homestay at the start of their courses to allow them to make their own arrangements for the remainder of their time. The fee for 4 weeks Standard Homestay is €660, plus a non-refundable Arrangement Fee of €55. If homestay is cancelled 2 weeks or more in advance of the commencement of accommodation, the Standard Homestay Fee will be refunded. If Homestay is cancelled less than 2 weeks in advance of the commencement of accommodation, no refund will be made.

### Arrival Airport Transfers

When you complete the Enrolment Form, you can indicate if you would like a DIFC Representative to meet you on arrival at Dublin airport and transport you to your homestay, or to another location if organised in advance. This service may be shared and is one way. You will also receive assistance when you travel to DIFC's Campus from

your homestay on your first day. The non-refundable Airport Collection/College Transfer fee is €100.

### Cancellations and Refund Policy

All cancellations and withdrawals should be made in writing to a local DIFC representative office or the DIFC School Administrative Office. In all cases, the Enrolment Fee, Accommodation Arrangement Fee, any Courier Fee and Bank charges are non-refundable. These conditions do not affect your rights as defined by the consumer protection laws in Ireland.

### Cancellations due to Visa Refusal

Cancellation refers to cancellation of the chosen course before arrival in Ireland. A full refund of Course Fees will only be available for cancellation upon production of an Irish Government letter of visa refusal, including the appropriate reference number for independent verification.

### Withdrawals

Withdrawal refers to cancellation of the chosen course after arrival in Ireland. No refunds will be allowed. If you wish to withdraw from your course after arrival at DIFC, you must give the DIFC school office at least four weeks advance notice in writing. For students requiring a visa to enter Ireland, they should be aware that the terms of their visa allow them to study at DIFC only and it is not possible to change to another college. No clearance letter will be issued in these circumstances, however a statement of attendance will be issued where 4 weeks advance notice of withdrawal is received.

Where a student fails to give 4 weeks' notice in writing, a statement of attendance can be requested by paying the Irregular Statement Fee of €60.

### Medical Insurance

All DIFC students are required to have medical insurance. We have negotiated favourable premiums for DIFC students with a reputable health insurance company. The policy protects you against many expenses incurred through accident or illness. The annual cost of this insurance is €200 for all DIFC courses. Please note: this is not a travel insurance policy and does not cover baggage, theft etc. For students requiring a visa to enter Ireland, such insurance is a requirement and must be renewed after 12 months.

### Bank Holidays

DIFC will be closed on all statutory Irish Bank Holidays. Classes not provided on Bank Holidays will not be made up at a later date.

### College Holidays & Duration of Lessons

DIFC will define the academic calendar for the year and students may only take holidays during designated college holidays. DIFC courses follow a defined syllabus and have a defined number of hours, which may include any of the following: English language lessons, lessons in academic subjects, practical laboratory time, computer lab time,



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scheduled reading time, group or individual tutorials and other lessons.

## Late Arrivals and Absences

If you arrive late to a course, or are absent during your course, no refund will be granted.

## Language Level

Students' language level may be tested locally using a test of General English to meet requirements of the Irish visa application. This test is solely for use for use in visa application and does not waive the requirement for a full test of English for Academic Purposes upon arrival.

On arrival you will take a full test of English for Academic Purposes to determine your language level and underlying skill set before you begin your studies.

Please note: in the case of a student having an insufficient level of language for their course, DIFC reserves the right to transfer a student to a Pre-Foundation English Course until such time as the student's language level is sufficient to warrant entry to the chosen course. Supplementary invoices will be issued in respect of the additional costs incurred.

In the case of students at beginners', elementary or pre-intermediate level, DIFC may, at its discretion decline to offer classes at these levels and students may be placed with a local language school until their language level is sufficient to permit them to follow the course of study as permitted by the terms of their visa. Supplementary invoices will be issued in respect of the additional costs incurred.

## Attendance

DIFC requires its students to attend all scheduled lectures, classes, labs, tutorials and computer sessions. Students who fail to attend will be subject to DIFC's disciplinary code which can, in serious cases, lead to removal from courses, without recourse to refund. Students who require a visa to enter Ireland are also required, as a condition of their residence in Ireland, to maintain high levels of

attendance – and this is subject to inspection by the Irish Government authorities.

## NCUK Placement Guarantee

Non-EU students who study at DIFC are eligible for guaranteed placement at a third level college in Ireland or the UK, solely providing they have met all of the following conditions:

- All invoices have been paid in full
- Class attendance in excess of 90% is achieved
- All tutorials are attended
- All required course work is submitted on time
- All university/college application deadlines are met, as advise by DIFC's placement office
- The student is deemed to have received a passing grade in all subjects on their course

## Damage to Property

Students, or those responsible for them, must pay the full cost of any damage they cause to property, whether at the College, their accommodation or elsewhere.

## Force Majeure

DIFC will not be liable in any way to the student in the event of any service contracted to be supplied by DIFC, becoming impossible to supply by reason of industrial dispute, natural disaster, contagion or force majeure. DIFC will not be liable for loss, damage, or injury to persons or property howsoever caused, save where the liability is expressly imposed beyond exclusion by statute.

In the event that the World Health Organization (WHO), or an Irish governmental authority issues advices relevant to the temporary closure of educational institutions, DIFC reserves the right to suspend the college timetable until such time as it is appropriate to safely reinstate it. In such cases, every reasonable effort will be made to provide self-study plans for students.

## Enforcement

All contracts and agreements with DIFC will be governed by Irish law. Non-enforcement of any of these Term & Conditions does not waive our right to enforce them.



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## DIFC Application Form Notes

**Name:** Give your full name as it appears on your passport. Write your family name in CAPITAL Letters

**Date of birth:** Spell out the month – e.g. 10<sup>th</sup> August 1985

**Gender:** Circle one

**Contact address / e-mail / phone / mobile:** If you are using an agent you can give the agent's contact address. Otherwise give your personal contact details.

**Previous Education:** List your High School and all education after that. Include any course, including language courses that were longer than 3 months. Add more lines if needed. Possible qualifications include: High School Graduation, HSSC, F.A., B.A., etc. If your qualification is in a specific subject give details, e.g. B.Sc. in Physics, M.A. in Finance. Include copies of your certificates and diplomas, and your transcripts (the list of courses and grades). If you are sending documents electronically, scanned copies are preferred to faxed copies.

**English Language Level:** List any International Language Tests, such as IELTS or TOEFL that you have done. Include a copy of the certificate. Add more lines if needed.

**Work experience:** Work experience improves your chances of being offered a place on a course. Add more lines if needed to include all of your work experience. Between your work experience and your previous education you should account for all of your time since finishing High School.

**Subject to study at university:** We need to know what you are interested in at university in order to offer you the appropriate course at DIFC. You can be very specific, e.g. B.Sc. Sport Science and Health at DCU, if you know exactly what you want, or you can be more general and give more than one area of studying, e.g. Business or Accounting or Computing.

**Personal Statement:** Your personal statement should explain why you want to study in Ireland, in contrast to either staying in your own country or going to another English-speaking country. It should explain the reasons behind your choice of university subject. How did your life or career to date affect your choices of country and course? How will your choices affect your career? What do you want to do after university?

**Courses at DIFC:** See the next page for details of courses and start dates.



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Course Name	Streams	Subjects	Minimum language level	Start time	Finish time
IFY (Standard)	Business Science Engineering	EAP, Maths, Business Studies, Economics EAP, Maths, Chemistry, Biology EAP, Maths, Further Maths, Physics	IELTS 5.0	Mid-September	Early June
IFY (Fast Track)	Business Engineering Science	EAP, Maths, Business Studies, Economics EAP, Maths, Chemistry, Biology EAP, Maths, Further Maths, Physics	IELTS 5.0	Early January	Early August
IFY (Intensive)	Medicine	EAP, Maths, 2 or 3 of Chemistry, Biology, Physics	IELTS 6.0	Mid-September	Early June
GDP Route A	Management	EAP, Research Methods, International Business	IELTS 5.0	Late September	July
GDP Route B	Management	EAP, Research Methods, International Business	IELTS 5.5	Early January	July
PFE		General English for IFY or GDP entry	IELTS 4.5	June	August
PFE		General English for IFY or GDP entry	IELTS 4.5	September	December
PFE		General English – 3 months to improve by IELTS 0.5		Any time	