

# Thank you for considering DIFC Ireland for your studies abroad.

There are limited places for the International Foundation Year and Pre-Master's programme with DIFC Ireland, therefore we strongly recommend you submit your application as early as possible.

## Where & When Can I Study?

DIFC has two intakes each academic year - October and January. All programmes in 2021/22 will be delivered on-campus in our Dublin centre.

## What is the Application Process?

1. Complete the DIFC Application Form and attach the supporting documents
  - a. Passport (must be valid for at least 12 months after course start date)
  - b. Academic transcripts (high school and/or degree transcripts)
  - c. English Language Certificate (IELTS, TOEFL and Pearson PTE accepted)
2. Email your application form and documents to **info@difc.ie**
3. Applications are reviewed within 2 working days and you will be notified of the decision via email

## How to Accept my Offer?

To accept your offer with DIFC, please

1. Sign and email the Place Acceptance Form included in your offer to **info@difc.ie**
2. Pay the fees as outlined on the Tuition Fee invoice
3. Email a copy of the bank/payment receipt to **info@difc.ie**

## Support for Student Visas

DIFC will assist you to collate your visa application to travel to Ireland. Visas can take up to 10 weeks to be processed in some countries, so please ensure to confirm your place early to allow time for your visa to be processed.

## Need Help?

Contact us on  
**info@difc.ie**  
or Whatsapp  
**+353838534760**  
if you have any  
questions about  
your application  
to DIFC Ireland.



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## 2021/22 Application Form International Foundation Year & Pre-Masters

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| <b>Title:</b>                                  |  | <b>First Name:</b>                    |  |
| <b>Last Name</b>                               |  | <b>Maiden Name:</b>                   |  |
| <b>Gender:</b>                                 |  | <b>Date of Birth:</b>                 |  |
| <b>Email:</b>                                  |  | <b>Mobile Phone:</b>                  |  |
| <b>Citizen of:</b>                             |  | <b>Country of Birth:</b>              |  |
| <b>Country of Residence:</b>                   |  | <b>How long have you lived there?</b> |  |
| <b>Home Address:</b>                           |  |                                       |  |
|  |  |                                       |  |
| <b>Are you currently attending University?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                       |  |
| <b>Emergency Contact Details</b>               |  |                                       |  |
| <b>Contact Name:</b>                           |  | <b>Contact Phone:</b>                 |  |
| <b>Relationship with Emergency Contact:</b>    |  |                                       |  |

**Are you applying through an Agent?**

If yes, please provide details of your Education Agent below.

|                              |  |
|------------------------------|--|
| <b>Agent Contact Details</b> |  |
| <b>Agent Name:</b>           |  |
| <b>Agent Email:</b>          |  |

**Course you are applying for**

|                               |  |   |
|-------------------------------|--|---|
| <b>Undergraduate Pathway</b>  |  |   |
| <b>Course Name</b>            | <b>Stream</b>                                  |   |
| International Foundation Year | <input type="checkbox"/> Business              | <input type="checkbox"/> Engineering & Technology       |
|                               | <input type="checkbox"/> Science               | <input type="checkbox"/> Medicine / Dentistry / Nursing |
| <b>Masters Pathway</b>        |  |   |
| <b>Course Name</b>            | <b>Stream</b>                                  |   |
| Pre-Masters Programme         | <input type="checkbox"/> Pre-Masters Programme |   |

**Start Date**

October 2021  January 2022

### University Placement Preferences

Please state clearly what DIFC Partner University and Degree course you would like to study after completing your foundation course at DIFC. You can search your study options with our University partners on our website here <http://www.difc.ie/difc-entry-directory>

| University | Degree Name |
|------------|-------------|
| 1.         |             |
| 2.         |             |
| 3.         |             |

### Education History (High School and University): *Enclose copies of certificates*

| Institution Name & Country* | Qualification details*<br>(Course Title & Award) | Start Date<br>(mm/yy)* | Finish<br>(mm/yy)* | Grades |
|-----------------------------|--|------------------------|--------------------|--------|
|                             |  |                        |                    |        |
|                             |  |                        |                    |        |
|                             |  |                        |                    |        |

Have you previously studied in Ireland or the UK?  Yes  No

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

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

### Work Experience: *Applicants for Pre-Masters, please enclose a copy of your CV*

| Name of Employer and City | Job Title and Duties | Start Date<br>(mm/yy) | Finish<br>(mm/yy) |
|---------------------------|----------------------|-----------------------|-------------------|
|                           |                      |                       |                   |
|                           |                      |                       |                   |

**Gaps in Study or Work History:** *Please provide details of any periods of time where you were not enrolled in study or employed.*

| Start Date<br>(mm/yy) | Finish Date<br>(mm/yy) | Comments |
|-----------------------|------------------------|----------|
|                       |                        |          |
|                       |                        |          |
|                       |                        |          |
|                       |                        |          |

**Disability:**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you have any health condition or disability which may affect your studies or require the University to make special arrangements for you?<br><i>If yes, please provide details on a separate sheet</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

**Financial Funding**

|  |                             |                              |                             |
|--|-----------------------------|------------------------------|-----------------------------|
| How do you propose to fund your studies* | Agency or Government Funded | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|  | Privately Funded            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|  | Financial Loan              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|  | Other                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Personal Statement**

Write at least 100 words explaining why you are interested in studying in Ireland and your chosen course at DIFC: (Please use additional pages if necessary)

**Checklist for Application Documents**

Please find attached the following supporting documents

- Copy of your Passport
- Academic transcripts and certificates (high school or Bachelor degree))
- Valid English Language certificate (IELTS, TOEFL or Pearson PTE accepted)
- An up-to-date CV (required if there has been any gap in your studies or if you have work experience)

**Acceptance of Terms & Conditions**

- I have read and accept DIFC's standard Terms & Conditions
- I consent to DIFC contacting me by phone or email regarding my application
- I consent to DIFC sharing my details with their approved partners in order to assess my eligibility or secure offers on my behalf

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

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



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## DIFC Terms & Conditions

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### Tuition Fees

The total tuition fees comprise:

- Programme Fee
- NCUK Registration & Examination Fee
- Medical Insurance
- Course Materials
- Bank Charges
- Optional airport/college transfer service
- Optional Accommodation & Arrangement Fees
- Re-booking Fee (if applicable)

### Methods of Payment

Tuition fees should be paid by bank transfer to the DIFC bank account details provided.

### Age

DIFC courses are open to students aged 17 years or 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 €750, including a non-refundable Arrangement Fee of €50 (€850 for students aged under 18 years). If homestay is cancelled two weeks or more in advance of the commencement of accommodation, the Standard Homestay Fee will be refunded. If Homestay is cancelled less than two weeks in advance of the commencement of accommodation, no refund will be made.

### Arrival Airport Transfers

When you confirm your place, 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.

### Refund Policy

Refunds are only permitted in the event of a student's visa application being refused on appeal. The student must present the official refusal letter from the Irish Government to DIFC in order to secure a refund of fees (less €500 administrative fee).

Exceptional cases may be considered for other

circumstances that prevents a student from starting their studies with DIFC; these may include, for example, sudden serious illness or family emergency. In the event, that a refund is approved, the Registration & Placement Fee amount is non-refundable.

No refunds will be permitted once the student has registered in the College and commenced their studies.

### Cancellations Policy

All cancellations and withdrawals should be made in writing to a local DIFC representative office or the DIFC Head Office. In all cases, no refund of tuition fees paid is applicable. These conditions do not affect your rights as defined by the consumer protection laws in Ireland.

### 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 four weeks advance notice of withdrawal is received.

Where a student fails to give four 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, 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 IELTS to meet requirements of the Irish visa application. This test is solely for use in visa application and does not waive the requirement for an English Placement Test upon arrival at DIFC.

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 Foundation course. 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 University or 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

The Placement Guarantee does not apply to students studying Medicine, Dentistry or Nursing.

### **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.