



Institúid Bhreisoideachais  
na Carraige Duibhe

Blackrock Further  
Education Institute

# **Applications and Admissions Procedures**

**January 2024**

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## Introduction

Blackrock Further Education Institute (BFEI) is an open access College of Further Education, which welcomes all learners.

The Institute provides a range of educational programmes which support lifelong learning opportunities for all members of the community. It is envisaged that these programmes and services will enable students to develop to their full potential and to participate fully as members of society and thus contribute to the social, economic and cultural development of the community locally, nationally and internationally.

These procedures are applicable to all applicants who apply for a place on a full-time course.

## Entry Requirements

The entry requirements for each course are outlined in the Institute's brochure and on the Institute's website [www.bfei.ie](http://www.bfei.ie). In some cases, entry requirements are determined solely by the Institute and in others in conjunction with professional bodies.

**Applicants who do not meet entry criteria should make direct contact with the Institute to explore their application on an individual basis.** Mature students may be exempt from standard entry requirements.

## Application Process

1. The Institute opens for applications in January each year. While applicants are advised to apply early, applications will be accepted up to the end of September subject to places being available.
2. Courses are delivered in English, therefore, applicants whose first language is not English may be required to take an English Language Competency test to ascertain their English language competency.
3. Applicants are required to fully inform themselves about the course for which they are applying. Information on our courses is available in our College Brochure and on our website. Information is also provided at our Open Days.
4. Additional information for applicants with disabilities, physical or mental health conditions, and/or specific learning difficulties, international applicants and applicants who are funded under the Vocational Education Opportunities Scheme (VTOS) or in receipt of the Back to Education Allowance (BTEA) is available from the Admissions Office and on the Institute's website.

5. Applications are made online at [www.bfei.ie](http://www.bfei.ie). Applicants are not charged an application fee.
6. The Institute endeavours to provide appropriate supports for applicants with disabilities, physical or mental health conditions, and/or specific learning difficulties within the limits of available resources. **Applicants, requiring supports, are required to complete a Supplementary Application Form.** They may be entitled to support under the SOLAS Fund for Students with Disabilities. Applicants who require very specific support may not be able to commence a course if the supports are not or cannot be put in place before course commencement. Further information is available from the Admissions Office or on the Institute's website.

*Please note: BFEI welcomes assistance dogs that are trained by an organisation accredited by Assistance Dogs International (ADI) and guide dogs trained by an organisation that is accepted by, and affiliated to, the International Guide Dog Federation (IGDF). In order to protect the welfare of the animal and the safety of students and staff, no other animals or pets may be brought to the college.*

7. The provision of false or inaccurate information by applicants will render an application null and void.
8. Applicants will initially receive an email acknowledgement of their application. This email will contain a username and password which allows access to BFEI's online admissions system, eNROL. Access to eNROL is required to proceed with an application.
9. Places will be offered, on a first come basis, subject to the applicant meeting the entry requirements for the course and subject to a place being available.
10. Applicants will be required to confirm acceptance of their place by paying a non-refundable €50 acceptance fee. Early acceptance of an offer is advisable. Acceptance of an offer implies adherence to the regulations and requirements of the certifying body. The acceptance fee can be paid online using a debit or credit card. BFEI's Fee Payment and Refund Policy is available on our website.
11. In the event that an applicant does not meet the entry requirements or is deemed unsuitable for a course, an alternative course within the Institute may be offered, subject to a place being available.
12. In the event of the cancellation of a course (due to insufficient enrolment, resourcing difficulties etc.) the enrolled applicant/s will be notified of the cancellation of the course as soon as is practicable. Applicants may be offered a place on a different course, subject to a place being available.

Where an applicant declines a place on the alternative course, any fees paid will be refunded to the applicant on request.

## **Registration Process**

1. All applicants who have accepted their place will be provided with details, in writing, of the registration process and will be invited to register online.
2. Early registration is advisable. Applicants who complete the registration process will secure their place on their chosen course subject to places being available. Completing the registration process on eNROL involves:
  - Completing the remaining section of the application form
  - Completing the PLSS Learner Detail Form
  - Uploading relevant documentation
  - Uploading a photograph
3. In the event that a course becomes over-subscribed, it will be deemed that places will have been secured by applicants who have completed registration on a first come basis. A waiting list will be formed and over-subscribed applicants will be advised of their place on this waiting list. Waiting list applicants may be offered a place on an alternative course, subject to a place being available and subject to meeting the entry requirements. Where an applicant declines a place on the alternative course, the applicant will be placed on a waiting list for their original choice or will receive a refund of the acceptance fee.

**Only those who have fully completed the registration process will be considered registered BFEI students. Letters confirming registration on a course and student cards will only be issued to registered students.**

## **Student Card**

Registered students will be provided with a student card. This card allows contactless access to the building and to printing services on photocopiers. Further information will be provided to students at induction.

## **Induction**

Induction will take place in September prior to course commencement.

## **Deferral Applicants**

1. Applicants who have been offered and have accepted a place on a course may defer this place for one year.

2. Applicants should submit a written request to defer to the Admissions Office as soon as possible but no later than the date of course commencement except in exceptional circumstances.
3. Applicants who do not accept their place in the subsequent year will forego their acceptance fee and the right of deferral.
4. Deferral prior to Course Commencement  
For agreed deferrals the acceptance fee, paid by the applicant, will be carried forward to the following year.
5. Deferral after Course Commencement  
In exceptional circumstances, a student may submit a written request to the Principal to defer a place after course commencement. It may also be necessary for a student to apply directly to an examining body in order to defer a place.

### **Repeating Students**

Repeat students must re-apply and pay relevant fees. A repeat application will be treated as a new application. Repeating may have implications for VTOS and BTEA payments.

### **Returning Students**

Returning students should not assume automatic entitlement to enrolment in a subsequent year. An application to a second or subsequent year of a course or to another course will be treated as a new application. In addition, the applicant's previous punctuality, attendance and performance record may be taken into consideration.