

Admissions FAQ's

What are the fees and how do I pay?

Payments can only be made online. No cash will be accepted. There is a €300 registration fee. All other fee details are available on www.cavaninstitute.ie

If I do not take my place in Cavan Institute, is the €300 registration fee refundable?

€250 of the €300 registration fee is refundable if you do not take your place.

I have been offered a place and have been asked to pay €300 registration fee before a given date. Will I lose my place if I do not pay?

Yes. As many courses are oversubscribed, your place will automatically be offered to another applicant in the next round of offers, if you do not pay the registration fee on time. This system is there to allow all applicants a fair chance of gaining a place.

I do not have a credit card. Is there any other way of paying?

Yes. Go to www.3v.ie and you can get a prepay credit card. You can also get 3v cards from local shops.

What is the PLC Student Contribution?

Budget 2011 provided for a reduction in non-pay capitation rates (including the enhanced PLC capitation grant) as well as the introduction of a €200 annual PLC programme participant contribution. This circular sets out the new enhanced capitation rates and the operating arrangements for the PLC programme participant contribution.

The rate changes apply from 1 January 2011 and PLC programme participant contribution arrangements will apply with effect from the 2011/2012 academic year.

I have not paid the €300 registration before the closing date. Can I still be considered for a place on the course I have received an offer on?

No. If you have received an offer and have not paid the registration fee, your application will automatically be cancelled. This is to ensure that applicants on waiting lists are given a fair chance of gaining a place.

I will not be able to pay the registration fee on time. Is there any method of paying in instalments?

No. In order to be fair to applicants on waiting lists, the €300 must be paid on time in one lump sum.

I am currently in receipt of Social Welfare payments. Am I exempt from paying the €300 registration fee?

No. In order to secure a place, all applicants are required to pay the €300 registration fee and any other fees relating to the course.

If there are too many applications for a course, how are candidates selected?

If a course is oversubscribe, a random selection process takes place (See Admissions Policy)

What do the following mean on my on-line application?

Offer (Any round). This means that you have been given a conditional offer of a place subject to you meeting the course requirements and paying the registration fee by the date indicated on offer letter.

Waiting List: This means that you are currently on a waiting list for a course that is oversubscribed. You will be included in the random selection process for the next round of offers. Offers will continue to be made until all places are full.

Place not offered: This means that you do not meet the entry requirements for the course you applied for.

Cancellation: This means that you have been offered a place and have not paid the registration fee by the due date as per offer letter and your application has been automatically cancelled.

Withdrawn: This means that you have indicated that you no longer wish to proceed with your application

Processing: This means that the course you applied for is still being processed and your status will change to one of the above in due course.

Refund of Registration Fees

(i) Registration fees will only be refunded if the student has not attended Cavan Institute for any part of their course. A non-refundable portion of the fee will be retained to cover administration costs.

(ii) Registration fees will be refunded in full if the particular course that the learner has applied for is not offered in the current academic year.

(iii) The learner must complete the 'Refund of Fees Form' and must produce evidence confirming payment.

(iv) The cut-off date for requesting a refund of registration fees is the 30th November of that academic year, The 'Refund of Fees Form' must be submitted on or before that date.

(v) Fees to be refunded will be credited directly to the account that the original payment was made from.