

Cavan Institute – Admissions Policy

26 January 2011

Introduction

Cavan Institute is committed to ensuring that admissions for learners are transparent and fair and that potential learners are made aware of the process involved.

A statement of the entry requirements for each programme is available to the learner through the website and the prospectus.

Applications for full-time courses can be made on-line at www.cavaninstitute.ie or directly to Cavan Institute Admissions Office. A statement of entry requirements is available for each course on the website or in the prospectus.

Mature applicants

A mature applicant is an applicant who has reached 23 years of age on or before the date that the course commences. Cavan Institute welcomes applicants who wish to return to full-time education. Mature applicants may not be required to have the minimum entry requirements. The Institute may look for satisfactory evidence of the applicant's ability to pursue and benefit from the course.

Applicants with Disabilities

Applicants with disabilities are welcome at Cavan Institute and should contact the Institute as soon as possible to discuss their particular needs. Applicants with Disabilities must provide specified documentation to the Institute.

International applicants

The Institute welcomes applications from International Students. International Students should contact the Admissions office for further information. International applicants must provide specified documentation to the Institute. (see www.cavaninstitute.ie)

Procedure for allocation of places

HETAC Courses (Linked with Athlone Institute of Technology)

Applicants for HETAC courses run in conjunction with Athlone Institute of Technology must apply directly to Cavan Institute at www.cavaninstitute.ie. Entry to these courses is based on the same Leaving Certificate points system used by the Central Applications Office (CAO).

All other courses

If a course is oversubscribed at closing date, (i.e. there are more qualified applicants than places available) a random selection of all qualified applicants will take place.

Applicants who are not selected for their first choice, will be offered their second choice where places are available.

For example, if an applicant's first choice has 40 applications for 25 places, a random offer of 25 qualified applicants will be made. If only 16 of these places are accepted, a second round of 9 offers will take place. This would continue to third round offers, until all places are filled.

Unsuccessful applicants will be offered their second choice subject to places being available, but they will also remain in the random selection process for their first choice.

If an applicant's second and third choices are also oversubscribed, they can use the change of mind facility to apply for a different course.

Second and third choices will only be offered where places are available. i.e. if an applicant's second choice is oversubscribed, they will not be put into the random selection for this course as other applicants have already applied for this course as their first choice and will be given preference.

For example, if an applicant's first choice is Course A and they are unsuccessful, then their 2nd choice is considered. If their 2nd choice is Course B and is also oversubscribed, then their 3rd choice is considered.

Courses that are undersubscribed

All qualified applicants who have applied before the closing date will be offered a place. Places will then be allocated in chronological order according to when an applicant applies. This will continue until all places are filled on the course.

For example, if an applicant applies for a course for which there are 25 places and only 20 qualified at the closing date, qualified late applicants will be allocated according to the date they apply. If only 16 of the 20 applicants accept a place then 9 places are offered in chronological order.

Qualified applicants who apply for a course that is not running due to insufficient applications will in the first case be offered their second choice. Provided they have applied before the closing date, this second choice will be treated the same way as their first choice. If their second choice is oversubscribed, they will be treated the same way as all other applicants for this course (i.e. random selection)

Where there is no second choice, applicant will be contacted and offered the opportunity to re-apply. The date of application will be treated as the same date as the original application.

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.

Note: Cavan Institute reserves the right to change, modify, limit in size or cancel any course, class or subject grouping, without notice.