



**GROWTH
THROUGH
EDUCATION**

ST. JOHN'S CENTRAL COLLEGE

Applicant Information Guidelines 2021

PLEASE READ CAREFULLY

ST. JOHN'S CENTRAL COLLEGE AIMS TO PROVIDE A WIDE RANGE OF FURTHER EDUCATION OPPORTUNITIES, WORKING FROM A STRONG BASE OF CREATIVE, VOCATIONAL AND WORK ORIENTED COURSES, WITH A COMMITMENT TO EXCELLENCE IN TEACHING, LEARNING AND TRAINING, RESPONDING TO LOCAL, NATIONAL AND EUROPEAN NEEDS.



APPLICANT INFORMATION GUIDELINES / ENTRY 2021

These Guidelines include the following:

1. Letter of Offer
2. Registration
3. Student ID Cards
4. Students with Disabilities and Specific Learning Needs
5. International Students
6. Financial Information and Advice
 - Course Fees
 - General Refunds
 - Maintenance Grants
 - Vocational Training Opportunities Scheme (VTOS)
 - Back to Education Allowance (BTEA)
 - Garda Vetting
7. Fastrack to Information Technology (FIT) Courses
8. Information for Speakers of Languages other than English

Please Read Carefully and Retain for Reference.



1. Letter of Offer - Entry 2021

Dear Applicant,

Congratulations on receiving a Course Offer in St. John's Central College:

- If you intend accepting your place, then you must provisionally register within 10 working days (Round 1 and 2) and 5 working days (Round 3, Aug/Sept) of receiving this offer
- If you do not we will assume that you are not taking up the offer and you will forfeit your place.
- If you have any difficulties making payments email: studentpayments@stjohnscollege.ie

On your acceptance of this place offered to you, I would like to take this opportunity to wish you every success in your time ahead with us.

In order to complete the registration process you will need to login to your account on the College's Admission system and complete your personal and educational details. To do this, you will need your username and password which are available on the Acknowledgment Letter you received. Failure to input personal data at this stage will slow down the registration process and prevent the college from submitting your details to Solas (Further Education & Training Body) and QQI (Quality and Qualifications Ireland).

Please go to the college website

www.stjohnscollege.ie or through the following link: <https://ams.enrol.ie/stjohnscollege/2021/>

We look forward to welcoming you to the college, to sharing your journey throughout the year and to helping you realise your full potential.

Paula McCarthy
College Principal



2. Provisional Registration Step 1:

Go to our online admissions system at <https://ams.enrol.ie/stjohnscollege/2021/> and with your username and password:

Please Note:

It is essential at this stage that all further information required by the college is entered by you into your Enrol application file. Please use your login details to do so. The college for registration purposes will require date of birth, gender, etc. Failure to input personal data at this stage will slow down the registration process and prevent the college from submitting your details to Solas (Further Education & Training Body) and QQI (Quality and Qualifications Ireland).

Pay a minimum Deposit of €250

If you have difficulties in making payments email studentpayments@stjohnscollege.ie or phone 021 4255500 where a member of staff would be more than happy to assist you.

Provisional Registration Step 2:

Please upload all documents to Enrol. If you have difficulties please contact the college and we would be delighted to assist.

All students are required to present:

- A copy of Birth Certificate or Passport
- PPS Number (proof required)
- Medical Card if applicable

- Educational Evidence (copy required)
- If you are doing your Leaving Certificate in 2021 upload results once they are available.

Full Registration Step 3:

Pay the balance of your Course Charges including the €200 PLC Government charge.

Note: The College recommends students to enter into a payment plan. Please email studentpayments@stjohnscollege.ie and will be more than happy to set it up.

The Course Charges are outlined on the grid (Pages 8 and 9). These generally cover Registration Packs, Technical Services, Student Wi-Fi/Broadband, Library Services, essential Course Materials etc.

Liability for Fees

Liability for fees rests with the student. Students with outstanding fees will have college facilities withdrawn; will not receive exam results and will not progress to further studies within the college. Under no circumstances is a student allowed to graduate until all fees have been discharged to the college.

International students for any queries please email: internationalstudents@stjohnscollege.ie

3. Student ID Cards

At Student Orientation (and specified ID Card sessions) ID Cards will be issued. On the loss of your College ID card a replacement fee will apply. This cost is currently €10.

4. Students with Disabilities and Specific Learning Needs

This College is committed to a policy of equal opportunity and welcomes applications from students with physical disabilities and specific learning needs. The College is committed to providing appropriate supports and assistance for such students, within the limits of available resources. Further Enquiries: disabilitysupportoffice@stjohnscollege.ie

Disability Support Service

Dear Student,

Welcome to St. John's Central College. The college fosters an inclusive learning environment. It endeavours to accommodate disability and diversity and it aims to empower each student to participate in an inclusive learning environment, which is free from physical, attitudinal and informational barriers as is practically possible. This environment emphasises equality for all students and the focus is on ability and not on difference or disability.

Students with a disability have a responsibility to disclose their Disability Specific Learning Difficulties on their application form. When a student has disclosed their Disability Specific Learning Difficulties they have an opportunity to meet with the Disability Support Officer and supports will be outlined.

Students can access SOLAS funding once they provide up to date relevant Educational Psychological Medical report to support their application through the Disability Support Service.

Assessments from a list of specialists available on request will be acceptable.

I wish you every success in your studies and look forward to meeting you,

Gretta Looney

Disability Support Officer
gretta.looney@stjohnscollege.ie
Student Services Centre, Main Building, Level 3

5. International Students

This college welcomes applications from international students. Applications from citizens of EU/EEA countries are not liable for tuition fees, however other course fees apply. To qualify for free tuition fees, you must meet criteria with regard to:

1. Residence and
2. Nationality and immigration status
3. Course requirements

A. Residence

You must have been living in an EEA member state or Switzerland for at least 3 of the 5 years before starting your course. The members of the EEA (the European Economic Area) are the member states of the EU, along with Iceland, Norway and Liechtenstein.

B. Nationality and immigration

You must also fulfil one of the following 6 criteria as regards nationality and immigration status in Ireland: You must:

- be a citizen of an EEA member state (see above) or Switzerland or
- have official refugee status or
- be a family member of a refugee and have been granted permission to live in the State or
- be a family member of an EU national and have permission to live in the State, with a stamp "4EUFAM" on your residence card or
- have been granted humanitarian leave to remain in the State or
- have been granted permission to remain in the State by the Minister for Justice and Equality, following a determination by the Minister not to make a deportation order under Section 3 of the Immigration Act 1999.

All other international applications are subject to tuition fees of €3,653. Applications from individuals in the process of seeking "leave to remain" are welcomed, enquiries should be made to internationalstudents@stjohnscollege.ie

Applicants from outside of the State who are not EU/EEA citizens, should note that an offer of a Post Leaving Certificate place will not entitle you to a study visa to enter the state.

C. Students from non-EU countries & currently resident in Ireland

- You are liable for the full course fee
- You must produce a copy of your Passport or National Identity Card
- You must produce a copy of your valid residence permit/Green Handbook stamped by the Gardaí.
- The College will not engage in any communication with the visa authorities on your behalf.

D. Spouse of an EU National

- Where an EU National has moved from one country to another within the EU to work, standard course fees apply.
- You must produce all relevant documentation to support your application.

E. Persons granted leave to stay in Ireland on humanitarian grounds

- Normal course fees apply. This includes dependent spouse and children.
- You must produce all relevant documentation to support your application.



F. Persons seeking Asylum (Right to Work Category)

If you were in Ireland prior to July 26th 1999, were seeking asylum and have a letter from the Department of Justice stating that you are eligible

G. General Information for Asylum Seekers

If you are seeking asylum in this country, then you should note that your enrolment on any course is without prejudice to your application for asylum. It cannot therefore be used in any way as a basis for seeking to stay in the country, if your application to stay is refused.

H. Refugees

Under the terms of the Refugee Act 1996, Refugees have the same rights of access to all educational services as Irish Nationals.

Therefore, no international fees apply.

You will need to produce all relevant documentation, including your Registration Card

Student Charges

The following courses are exempt from student charges:

- Creative Technology & Art (Level 5)
- Pre Apprenticeship – Motor Technology (Level 5)
- Pre Apprenticeship – ICT Networking (Level 5)
- Pre Apprenticeship – Engineering (Level 5)
- Pre Apprenticeship – Construction Technology (Level 5)
- Pre apprenticeship – Hairdressing (Level 5)

Art & Design	Level	Materials	QQI Fee	Non QQI Fee	Student Services	Other	GOV PLC Fee	Total
Fine Art - Painting & Sculpture	6	100	80		250		200	630
Art, Craft & Design	5	100	50		250		200	600
Cartoon Animation	5	100	50		250		200	600
Cartoon Animation	6	100	80		250		200	630
Exploring Design Portfolio	5	100	50		250		200	600
Fashion Design	5	100	50		250		200	600
Fashion Design	6	100	80		250		200	630
Fashion Design & Media	5	100	50		250		200	600
Graphic Design & Illustration	5	100	50		250		200	600
Illustration	6	100	80		250		200	630
InteriorArchitecture & Design	5	100	50		250		200	600
InteriorArchitecture & Design Betec Year 1	6	100	80	200	250		200	830
InteriorArchitecture & Design Betec Year 2	6	100	80	200	250		200	830
Jewellery Making & Art Metalcraft	5	100	50		250		200	600
Jewellery Making & Art Metalcraft	6	100	80		250		200	630
Musical Instrument Making & Repair	5	100	50		250		200	600
Musical Instrument Making & Repair	6	100	80		250		200	630

Media Technology	Level	Materials	QQI Fee	Non QQI Fee	Student Services	Other	GOV PLC Fee	Total
Film, TV & Video Production	5	200	50		250		200	700
Advanced Film, TV & Video Production	6	170	80		250		200	700
Creative Digital Media	5	150	50		250	50	200	700
Creative Digital Media	6	150	80		250	50	200	730
Photographic Studies	5	200	50		250	50	200	750
Photographic Studies	6	170	80		250	50	200	750
Soundtracks & Sound Design	5	200	50		250		200	700

Information Technology

	Level	Materials	QQI Fee	Non QQI Fee	Student Services	Other	GOV PLC Fee	Total
Applied Computer Training	5	70	50		250		200	570
Computers & Business Applications	5	70	50		250		200	570
Computers & Business Applications	6	70	80		250		200	600
Computer Game Design & Development	5	70	50		250		200	570
Computer Game Design & Development	6	70	80		250		200	600
Cloud Computing with Coding	5	70	50		250		200	570
Cloud Computing with Coding	6	70	80		250		200	600
Networks & Cyber Security	5	70	50		250		200	570
Networks & Cyber Security	6	70	80		250		200	600
Software Development	5	70	50		250		200	570

Construction & Engineering

	Level	Materials	QQI Fee	Non QQI Fee	Student Services	Other	GOV PLC Fee	Total
Architectural 3D Modelling (BIM/Revit)	5	100	50	100	250		200	700
Engineering Technology	5	100	50		250		200	600
Furniture Making & Restoration Skills	5	100	50		250	100	200	700
Motor Maintenance & Light Engineering	5	100	50		250		200	600
Motorcycle & Small Engine Maintenance	5	100	50		250		200	600

Applied Sciences

	Level	Materials	QQI Fee	Non QQI Fee	Student Services	Other	GOV PLC Fee	Total
Animal Care-Canine Husbandry	5	200	50		250	100	200	800
Animal Care-Comp, Captive & Animal	5	200	50		250	100	200	800
Animal Science & Management	6	100	80		250	170	200	800
Science & Laboratory Techniques	5	100	50		250		200	600
Science with Environmental Studies	5	100	50		250		200	600
Veterinary Nursing	5	250	50		250	100	200	850
Veterinary Nursing	6	270	80		250	100	200	900

Services

	Level	Materials	QQI Fee	Non QQI Fee	Student Services	Other	GOV PLC Fee	Total
Hairdressing & Babering	5	100	50	90	250		200	690
Barbering & Salon Management	6	100	40		250	90	200	680
Pharmacy Assistant	5	70	50	200	250		200	770
Tourism, Travel with Business	5	70	50		250	50	200	620
Tourism, Travel with Business	6	70	80	200	250	50	200	850

Note: Policy on Refunds see <https://www.stjohnscollege.ie/wp-content/uploads/2013/08/Refund-Policy-Day-1.pdf>

RECEPTION FAULTIU



6. Financial Information and Advice

Course Fees

Courses in the college are funded by the Department of Education and Skills and SOLAS (the Further Education and Training Authority, with support from the European Social Fund).

Course fees are made up of:

- Programme Participant Contribution
- Student Services fee
- Examination fees
- Course Specific costs

All students are required to pay, as part of their fees, the Department of Education and Skills (DES) Programme Participant Contribution of €200.

You may be exempt from paying this contribution if:

- You hold a Medical Card
- You are a VTOS or BTEA recipient
- You are awarded a SUSI student maintenance grant

If you hold a current medical card, you are exempt from the €200 PLC Government Charge and the €50 (Level 5) and €80 (Level 6) QQI – Exam Fee.

If you do not show your medical card by the 1st December your fees will not be able to be waived.

If you have applied for Vocational Training & Opportunities Scheme (VTOS) and you are unsuccessful, please note that you must email: studentpayments@stjohnscollege.ie

It is your responsibility to ensure that the fees have been waived; you will see this on your Payment Receipt.

Students who apply for and subsequently receive a student maintenance grant will be refunded this contribution.

General Refunds

For full details of Refunds Policy please refer to the college website: <http://www.stjohnscollege.ie/students/>

As part of the course fee, the college includes a Student Services Fee. This part covers the supply of additional classroom and study materials, some field trips, industrial site visits, guest lecturers on certain courses, access to college IT and printing supports for students, the availability of many college leisure and recreational opportunities and support for College teams and societies.

This charge applies to ALL students and no exemptions apply; however a student who takes up a confirmed VTOS place will have the charge refunded

QQI (Quality & Qualifications Ireland) examination fees are €50 for Level 5, or €80 for Level 6.

Some courses are certified by other accrediting bodies in full, or may have additional certification from such bodies as well as the QQI certification. Each of these bodies set their own examination fees and these may vary slightly from year to year due to exchange rates. Individual course costs on the college fees page <http://www.stjohnscollege.ie/students/> include these fees.

All students who receive VTOS are exempt from paying examination fees; students who are holders of a Medical Card or a dependant of a Medical Card holder are exempt from paying QQI examination fees only.

Some courses incur additional costs for course related items, e.g. student's kits and uniforms, manuals etc. The Student Services fee includes all these costs. The costs associated any such items apply to all students, including VTOS.

A full breakdown of the fee per course is shown at <http://www.stjohnscollege.ie/students/>

By accepting an offer of a place, you are accepting the terms and conditions of CETB regarding fee payments.

Maintenance Grant (SUSI)

Learners attending full-time Further Education courses may be eligible for a means-tested maintenance grant. Information regarding eligibility and application details is available at www.susi.ie

Vocational Training Opportunities Scheme - VTOS

The Vocational Training Opportunities Scheme (VTOS) provides a range of supports to allow individuals who are unemployed to return to education or training. The scheme allows successful applicants to keep their Social Welfare Allowances while attending their course in the college. All full time day courses in the College are eligible for VTOS.

To qualify for VTOS, applicants must be over 21 years of age and have been receiving certain social welfare payments for at least 156 days (6 months). You may qualify for VTOS if you are unemployed and receiving any of the following benefits for at least 6 months:

- Jobseekers Allowance or Jobseekers Benefit.
- One Parent Family Allowance.
- Blind Pension
- Deserted Wife's Allowance; Widow's, Widower's or Surviving Civil Partner's Contributory Pension; Widower's or Surviving Civil Partner's Non-Contributory Pension
- Prisoner's Spouse Allowance.
- An Adult Dependent on a person in receipt of Unemployment Assistance.
- Disability Allowance
- Illness Benefit (you must apply to the Exemption Section, Department of Social, Community & Family Affairs, Store St. Dublin 1 for an exemption to attend the course).

Places are LIMITED on the VTOS programme and are prioritised on the basis of:

- (i) Educational need
- (ii) Period of time in receipt of Social Welfare payments

To apply for VTOS in the College:

1. Complete the College Enrolment Procedure as above.
2. A VTOS Application Form is also filled out (Complete Part 1, 2 and 3 of the VTOS Application Form. **Do not complete Part 4 and do not send the form to Social Welfare**).
3. Return the form to the College VTOS Office.
4. The closing date for receipt of VTOS applications forms is **3rd September 2021**. Application Forms received after this date will be treated as a late application.

Further Enquiries: vtos@stjohnscollege.ie

Back to Education Allowance- BTEA

The Back to Education Allowance (BTEA) is a scheme for unemployed people, lone parents and people with disabilities who are getting certain payments from the Department of Family Affairs & Social Protection (DEASP) DEASP are the decision makers in relation to who will be awarded BTEA. The allowance can be paid to people who wish to undertake approved second or third level courses of education. BTEA is not an unemployment payment.

This weekly allowance is not means tested and you can work part-time without affecting your BTEA payment. Any full time day course provided by the college is eligible for BTEA as long as the applicant is progressing their level of education qualification i.e. if an applicant has a level 5 qualification on the National Framework of Qualifications (NFQ) they must undertake a course that leads to a level 6 qualification at least. Further Information is available at www.studentfinance.ie.

Garda Vetting

Garda Vetting is conducted on students attending courses where interaction with children or vulnerable adults is a feature of the course. Applicants who have been offered a place on these courses will be required to submit a Garda Vetting application prior to their commencement on the course

Speakers of Languages other than English:

If you are an applicant whose first language is not English and you have been offered a place, the offer is conditional on successful completion of an English language test. You must pass this test before you will be allowed to register.

7. ST. JOHN'S CENTRAL COLLEGE - FASTRACK TO INFORMATION TECHNOLOGY (FIT) COURSES



The following courses are being run in collaboration with Fastrack to Information Technology (FIT). Applicants are generally in receipt of a Social Welfare payment and may apply for VTOS (Vocational Training and Opportunities Scheme) or BTEA (Back to Education Allowance).

St. John's Central College – FIT Programmes

- Applied Computer Training Level 5
- Cloud Computing Level 5
- Cloud Computing Level 6
- Networks & Cyber Security Level 5
- Networks & Cyber Security Level 6
- Software Development Level 5

It is your responsibility to ensure that the fees have been waived; you will see this on your Payment Receipt.

Queries

- Queries with regards to student course details in the first instance should be directed to the Admissions Office.
- Course coordinators are available to respond to general course queries.

Student Charges

As with all courses in St. John's Central College student charges apply, however there are in certain circumstances exemptions to standard charges:

VTOS applicants approved and offered a place are exempt from all course charges.

Full details of benefits are available from the VTOS officer:

Verona Noonan:

vtos@stjohnscollege.ie

Student Services Centre

Students in receipt of the Back to Education Allowance pay the appropriate deposit.

Students who are in receipt of the BTEA are not eligible for a maintenance grant.



8. Information for Speakers of Languages other than English

English Language Test

The examination is of one and half hour in duration.
The Examination consists of:

- Part One:** Listening Comprehension
- Part Two:** Grammar
- Part Three:** Grammar and Sentence Construction
- Part Four:** Close Test
- Part Five:** Written Section

Examination Dates:

- Examinations will take place in, April, May, August and September. You will be notified of these dates which will be posted on the college website. Students will be contacted via phone and post.

On the day of the examination please bring:

- Photo Identification, (Stamp 4, passport, national identity card or other is acceptable)
- A photocopied version of your passport, national identity card and any language qualifications or previous courses you have attended in the Further Education Sector.
- If you are currently in your leaving certificate year please bring a letter from your school to state that you are a student in your school.
- A pen or biro.
- If you cannot attend on the day of the examination please contact the main office as soon as possible. A limited number of examinations will take place over the next couple of months.

Exemptions:

Candidates who have sat the Leaving Certificate in Ireland and who have taken English as a subject can proceed straight to registration, but need proof that they have take the subject to the Leaving Certificate Level.

If an international student is currently doing their leaving certificate, please note the following:

- Regardless of nationality they can ask their secondary school for a letter to state they are doing their leaving certificate and to post this letter into the main office/or to me. This will exempt them from the ESOL language test.

After the examination:

Once you have successfully passed the examination, the College will send you a letter. In this letter, you will have a card which entitles you to register for your chosen course. Without this card, you will not be able to register for your chosen course.

Good luck in the examination.

Derval Glavin
International Students Officer
derval.glavin@stjohnscollege.ie
Room 305





Thank you for considering St. John's Central College
as the College to further your studies and skills.
We wish you all the best for the coming year.

St. John's Central College, Sawmill St. Cork

P: 021 4255500 E: info@stjohnscollege.ie W: www.stjohnscollege.ie

