



PART-TIME LEARNER APPLICATION GUIDELINES

Application Process

Applications for Part-time Enrolment should be made directly to the College. For information and guidance, applicants should contact the Admissions Office at 059 9153243 or admissionscc@carlowcollege.ie.

- Application forms may be downloaded from the College website or requested from the Admissions Office.
- Complete the application form (see below) and return it to our Admissions Office, along with copies of any other relevant documentation / certificates required.
- Completed application forms are required to be returned to the Admissions Office by 28th August.
- All applicants for Part-Time Enrolment must attend for interview as part of the application process. Interviews will be arranged by the Admissions Office in conjunction with the Office of the Registrar.
- Your application will be assessed on the completion of your application form and interview. It is important to complete all sections of this form where appropriate.
- Carlow College, St. Patrick's does NOT have a limit on the number of places offered to part-time learners.
- Non – EEA Applicants will be required to provide further documentation and will be processed through Carlow College, St. Patrick's International Office, after the part-time enrolment assessment. Please note that if you require a study visa you cannot apply for part-time study at Carlow College.

Data Protection

- Carlow College, St Patrick's takes every appropriate measure to protect and manage personal data appropriately.
- Part-Time Learner Application records are shared only with Carlow College, St Patrick's staff who require them for their duties.
- Information on how Carlow College, St Patrick's manages your personal data and your Data Protection rights is detailed in our [Privacy Notice for Learners](#).
- Your consent is requested on the Application Form for use of disability, learning difference and / or long-term health condition data. Carlow College offers supports during the application process.
- If you go on to accept a place with us, the Academic Resource Office will contact you in respect of the services that it offers and to invite you to a Needs Assessment.

FOR OFFICIAL USE ONLY:

COURSE CODE:

Date Received: _____ Fee Due: € _____ Payment Received: Y / N

**PART-TIME STUDY (ACCREDITED)
APPLICATION FORM**

SECTION 1 PERSONAL DETAILS		<i>BLOCK CAPITALS</i>
Surname:		Forename(s):
Address:		
Date of Birth: ____ / ____ / ____		
Tel: Home _____ Mobile _____		
E-mail: _____		
Nationality:	Place of Birth:	

SECTION 2 PROGRAMME / MODULE DETAILS		<i>BLOCK CAPITALS</i>
PROGRAMME TITLE	PROGRAMME CODE	YEAR OF ENTRY
If you completed all modules within a stage in full previously , please specify here what stage you are progressing to _____		

CREDITS AND MODULES

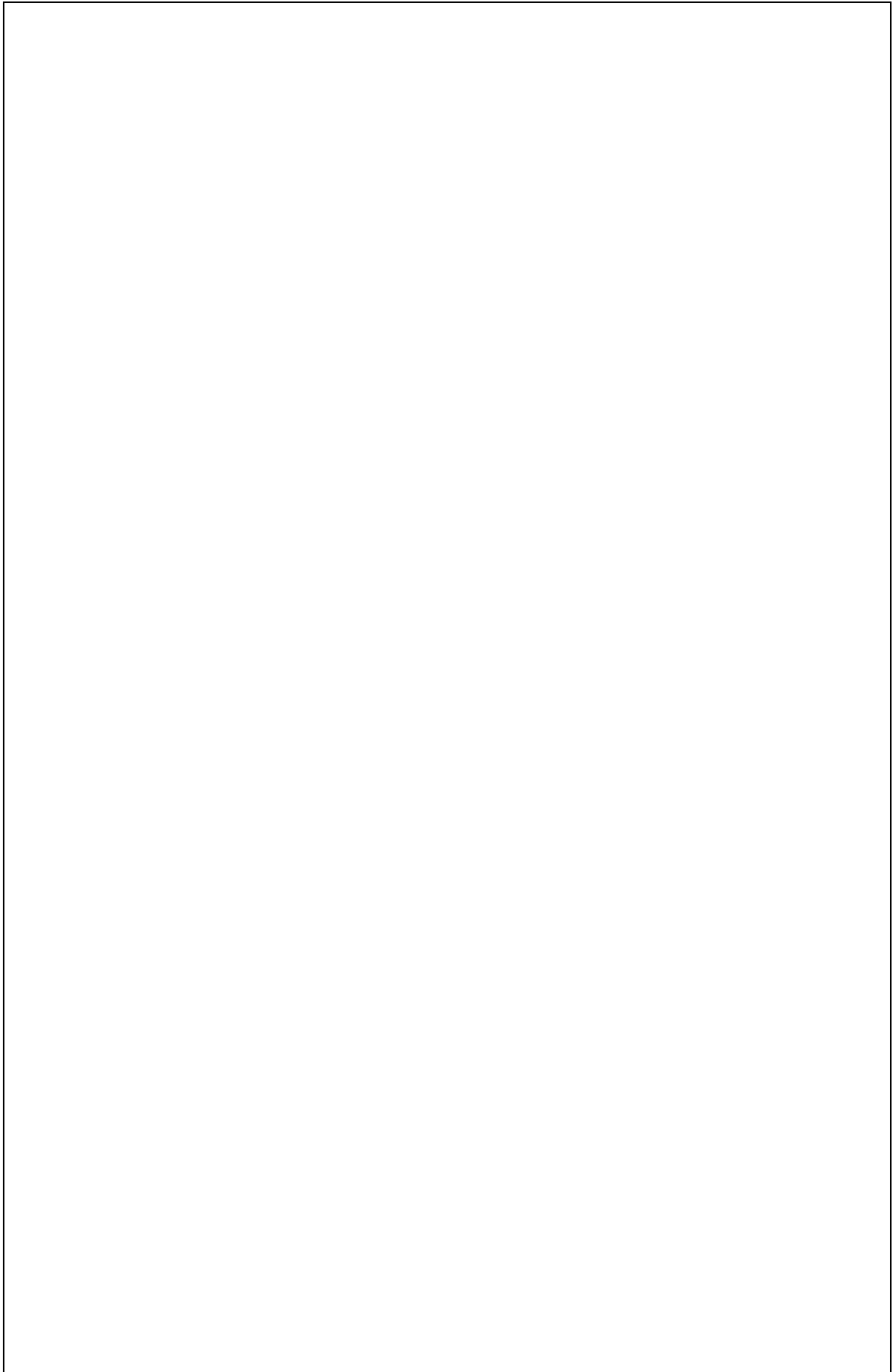
Part-Time learners may choose a minimum of 5 credits or a maximum of 30 credits per year (15 credits per semester). Full-time learners undertake 60 credits per year. Learners are advised to familiarise themselves with the programme structure before completing this section.¹ If you are unsure you can contact the Admissions Office for guidance. Part-time learners (accredited) will not be permitted to take subjects from different stages of a programme, unless it has been approved by the Programme Director.

Semester 1 Modules:	Semester 2 Modules:
1.	4.
2.	5.
3.	6.

SECTION 3 STATEMENT OF PURPOSE *PLEASE COMPLETE*

Please write a short statement of purpose indicating your reasons for undertaking your chosen course of study.

¹ Part-Time Modules, Year 1 can be found: <https://www.carlowcollege.ie/study-with-us/prospective-students/part-time-students/part-time-modules-year-1/>.



SECTION 3 EDUCATIONAL DETAILS <i>(RELEVANT QUALIFICATIONS)</i>			BLOCK CAPITALS
NAME SCHOOL / COLLEGE	DATES ATTENDED	COURSE TITLE / AWARD GAINED	AWARDING BODY
<i>Please provide copies of certificates / documentation in relation to education/training achieved, where possible.</i>			

SECTION 4 DISABILITY / LEARNING DIFFERENCE / LONG-TERM HEALTH CONDITION **BLOCK CAPITALS**

Carlow College, St Patrick’s is a protected structure and all areas of the College are not universally accessible. We make every effort to ensure that Part-Time Learner Interviews are held in accessible locations, however, in order to help us to make suitable arrangements, we would appreciate if you would let us know of any access requirements, for example, if you are a wheelchair user or have restricted mobility.

If yes, please provide details:

If you have a disability, learning difference and / or long-term health condition, for example, dyslexia, ASD, hearing or visual impairment and would like to avail of an accommodation during the assessment process, please let us know.

If yes, please provide details:

CONSENT DECLARATION

- I consent to my disability, learning difference and / or long-term health condition data being used by Carlow College, St Patrick’s to arrange suitable supports for me. I understand that if I accept a place, the Academic Resource Office will contact me in respect of its services, and to invite me to a Needs Assessment. **Tick the following box if you agree with this statement** .

You may grant or refuse consent or may later withdraw consent by contacting the Admissions Office. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

SECTION 6 ADMINISTRATIVE DETAILS PLEASE COMPLETE

The following documentation should accompany this application form:

- Copies of certificates / documentation in relation to education / training achieved (where possible)

SECTION 7 DECLARATION PLEASE COMPLETE

I confirm that the information given in this form are in all respects true.

SIGNATURE: _____ DATE: ___ / ___ / ___

This form should be completed and returned to the Admissions Office, Carlow College, St. Patrick's, College Street, Carlow no later than 28th August. Please note that in addition to completion of this application form you may be requested to attend the college for interview. The Admissions Office will contact you with further details regarding interview, if required.

The fees per module are as follows:

€250 per 5 Credit Module

Payment of Fees is required in full on or before the day of registration, per semester

A 15% discount on modules will apply to those who are in receipt of Social Welfare payments, proof will be required.

Example: (excluding discount)

The cost of 30 credits per year is €1500 (€750 per semester).

Two-part payments of €750 **MUST** be paid on or before the commencement date each semester.

Example: (with 15% Social Welfare discount)

The cost of 30 credits per year is €1275 (€637.50 per semester)

Two-part payments of €637.50 **MUST** be paid on or before the commencement date each semester.