



Application form for Admission
 Please complete form in capital words using BLUE INK
 (Please refer to terms and conditions before sign this form)

Student ID:

1. Personal Information:

Title (Mr./Mrs./Ms):		Forenames:		Surname:	
Sex Male/Female	Marital Status	Date of Birth DD/MM/YYYY	Nationality	Visa / Passport No.	
Email:		Ph.:	Visa Exp. Date:		
Permanent Address					
Correspondence address (If different from Above)					

2. Course Titles

Please write title(s) in full as listed in prospectus * (Provide 1 st , 2 nd and 3 rd choice of course in order of preference)	FT / PT	Course Code
1.		
2.		
3.		
Please chose one of the following intakes: January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> September <input type="checkbox"/>		Year :

3. Qualifications (Academic/Professional)

School, College or Professional body.	Year	Qualification	Class/Grade	Subjects

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Verification of the above academic and professional qualifications should be provided with your application for review by the admission review panel. Failure to do so may influence our panel's final decision on your being approved for enrolment.

4. Overseas Students

i) Applicants whose first language is not English must provide evidence of proficiency in English Language with their Application.

Spoken English:	Poor	Average	Excellent	(please circle appropriate)
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Evidence Provided:	Yes	No	Copy/copies attached :	Yes	No
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ii) All students are required to complete the English aptitude test attached (Oxford Placement Test). Applications submitted without a completed Aptitude Test will not be processed.

iii) Name and Address of person or Organization guaranteeing financial support.

5. Employment

Give a brief history of your employment (including recent temporary or vacation employment)

Employment	Date	Organization	Responsibilities

6. Have you ever been refused a visa, refused entry to, deported from, or otherwise required to leave any country?

Yes / No	(delete as appropriate)
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If you have answered yes, please complete questions 6.1 through 6.5.

6.1 Where and to which country was your application made?	6.2 When was it made?
6.3 What kind of visa did you apply for?	6.4 What was the reference number?
6.5 What happened? Please give details.	

(Please be aware should you provide any false information with regards to questions 6.1 through 6.5, you will invalidate your application and will therefore not be eligible for any form of refund under any circumstances.)

7. Criminal Convictions

Do you have any criminal convictions?	Yes / No (delete as appropriate)
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Application for admission to the college made by any applicant who at the time of their application has been convicted of a criminal offence must declare this above. An applicant, who is convicted of any offence after submitting their application, must inform the administration immediately.

(Please be aware should you provide any false information with regards to question 7 above, you would invalidate your application and therefore would not be eligible for any form of refund under any circumstances. Offences committed once the applicants course has commenced, and not disclosed immediately to the College, could result in the students expulsion from NCBA. Should this be necessary, again no form of refund would be applicable.)

8. Attendances

It is generally possible for students to pre-select their preferred timetable. However unfortunately it is not possible for the NCBA to guarantee this.

Morning & Afternoon	Afternoon & Evening	Evening
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9. Publicity

Choose from the list below to indicate how you learned about the course for which you are applying

Prospectus	Employment
Newspaper	Agents
Other, Please specify	

10. Referees

Give the name of two persons who may be contacted regarding your academic work or employment.

Name :	Name :
Position :	Position :
Address :	Address :
Tel No :	Tel No :

TERMS AND CONDITIONS

1. Your completed enrolment form must be accompanied by the full payment of your course fees. Please note that your course fees do not include registration or exam fees unless specifically identified by the NCBA in writing.
2. All Awarding Body "Registration & Examination fees" are to be paid to the administration at the same time as the student's "Course" fees. Please note: any student not wishing to pay for their Registration and or Examination fees at this point will not be considered for enrolment with NCBA.
3. All students are required to complete the English Aptitude test attached. Should this not be completed, the detailed student will not be considered for enrolment within the academy.
4. By accepting an offer made by NCBA (through payment of the relevant fees stated at the time of initial application) a student enters in to a contract with NCBA for the period for which those fees have been paid. This period is stated on the applicants enrolment letter detailed "Course Commencement date " through "Course Completion date"
5. Due to the possibility of unforeseen circumstances, before or during your semester, student Timetables may change throughout the year. Every effort would be made in-order to avoid such action being taken however, should this be necessary, the NCBA would not be liable under any circumstances and therefore no compensation or form of refund would be given should any such action be necessary.
6. The NCBA reserve the right to suspend or expel any student should he/she not fulfil the above requirements. The same applies for behavioural disruption to the general conduct of the College. In both instances no refund of fees will be given.
7. Overseas students are reminded that they must comply with GNIB regulations. Further details are available either from the administration upon request or directly from the GNIB website.
8. Where applicable the student must seek and obtain a certificate of eligibility from the appropriate professional institute and pay the registration fee to the respective body direct.
9. In-order to adhere to GNIB & the Department of Education & Science guidelines, holders of a student visa are advised that the NCBA is obliged to ensure all full-time courses are delivered over a period of a minimum of 15 hours per week.
10. Students are required to attend all lectures, classes, Mock and final examinations and to submit written work as required by lecturers.
11. Please note that there will be no holidays during tuition periods (except public bank holidays).

Refund Policy

Grounds for a refund or partial refund of fees:

- a. Irish Study Visa extension refusal
(For students who are not successful in obtaining their visa, any application for a refund would need to be made in writing and must be accompanied by both a copy of the rejection letter from the GNIB and a copy of their passport stamped. Please note: the rejection letter issued by the GNIB will be evaluated by the College in-order to assess grounds for any refund. All original letters issued by the College along with the students GNIB card must be returned to the administration before any refund can be actioned.)
 - b. Illness or disability suffered after the student's enrolment has been confirmed. In any such instance, a doctor's certificate would be required to confirm.
 - c. Upon arrival to Dublin, should any student be refused access into Ireland for any reason, any application for a refund would need to be made in writing and must be accompanied by both a copy of the rejection letter from the GNIB and a copy of their passport stamped. Please note: the rejection letter issued by the GNIB will be evaluated by the College in-order to assess grounds for any refund.
1. A refund will only be granted in respect of fees which have been paid for the most recent year in which (a) or (b) occurs. There is no automatic right to a refund of fees if at any time, a student changes his/her mind about studying at NCBA.
 2. After course commencement, any student requiring to submit a refund request for any reason other than those specifically detailed above (a, b or c) will be required to have achieved a minimum attendance of 85% in accordance with GNIB (student visa requirements) at the time of request.
 3. If a student withdraws after course commencement no refund will be given.
 4. All course cancellations must be made in writing using the Academy's "Tuition fees Refund" form before course commencement date.
 5. If a Student changes their course of study during their semester, no refunds would be given where the revised course involves fewer subjects.
 6. Students that are found to have provided incorrect information, resulting in their visa being refused shall be exempt from any form of refund.
 7. Whilst course commencement and completion dates are not expected to change, the NCBA reserves the right to alter any previously detailed dates in order to facilitate or improve the provision of any course and any associated examination. Those changes will in no way affect the other terms and conditions of the student's contract with the Administration. Should a change be necessary, the administration will not be liable to provide any form of compensation or refund.
 8. Please note an Administration fee of €250 will be deducted from all refunds given.

Attendance Policy

1. Attendance is a provision of the student's visa and non-attendance may result in loss of a Student's permission to study and work in Ireland.
2. Students attendance fall below the requirement laid down by the GNIB and NCBA at any time, disciplinary action will be taken against them which could result in them having their Enrolment with the NCBA Terminated.
3. In the event that a Student is unable to attend their class for any reason, written confirmation giving reason for non-attendance is required and should be given to the administration at the Students earliest opportunity. This requirement is mandatory for International students in order to comply with both the NCBA and GNIB regulations. Please note: non-attendance certificates or letters cannot and will not replace the actual attendance of a student. At the end of each semester, a Students attendance will be submitted to the GNIB for review along with any letters or certificates provided to the administration by the Students. It will then be the role of the GNIB and not the NCBA to assess the Validity of the Students reasons for non-attendance and decide whether a Students visa will be extended.

It is an encumbrance of the Student to ensure they have read and understand the above terms and conditions. They accept that by completing the signatory information below, they are agreeing to adhere to and be governed by them. They also understand that failure to do so could result in their Enrolment with the NCBA being terminated.

Applicant's Signature: _____	Date: _____
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Administration Use Only

Fully Paid: Course Fees Exam Fees	Payment Method: Cheque: Cash: Bank Transfer: Bank Draft:
Student ID:	Course Title:
Receipt No:	Local: International:
Staff Name:	Signature:

Panel Approval	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px 5px;">Yes</td> <td style="width: 50%; text-align: center; padding: 2px 5px;">No</td> </tr> </table>	Yes	No	College Administrator: _____
Yes	No			