



Student Recruitment and Admissions Policy

1. Policy Overview

This policy outlines UniHaven's position on the key information and processes relevant to student recruitment and admissions for the QQI programme it runs.

2. Policy Statement

All applicants who express an interest in the programme will be dealt with professionally and courteously and given information and guidance on what will suit their academic and personal goals. Before commencing the programme, and before any payments from or on behalf of an enrolled student in respect of the programme that they intend to study are accepted, applicants will be furnished with the relevant information under UPOL026 UniHaven Communications Policy and as per UPOL006 UniHaven Access, Transfer and Progression Policy.

The College is committed to operating an admissions policy for suitably qualified applicants who fulfil the requirements to study the UniHaven International Foundation Pathway Programme ("the programme") that is based on transparency, inclusivity, consistency, and equality in line with QQI guidelines¹, i.e. that policies and procedures for learner admission, progression and recognition include:

- Fit-for-purpose admission, recognition, and completion procedures.
- Learner induction to both the provider and the programme.
- Processes and tools to collect, monitor and act on information on learner progression and completion rates.
- Fair recognition of education and training qualifications, periods of study and prior learning, including the recognition of non-formal and informal learning.

¹ Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (2016), section 3.2



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- Appropriate recognition procedures. These are in line with the national policies and criteria for ATP and the National Framework of Qualifications (NFQ) and any appropriate European recognition principles, conventions and guidelines including the European Qualifications Framework (EQF) and qualifications recognised via the National Academic Recognition Information Centre (NARIC).

3. Roles and Responsibilities

The Admissions team processes applications and reviews them against UniHaven published entry criteria. The Academic Director has delegated authority from AC to oversee all standard admissions decisions, i.e. where students clearly meet entry criteria, and to make determinations on non-standard admission decisions, i.e. where applications do not clearly meet published entry criteria. Ultimately, all admissions decisions are approved by the Academic Director. The Academic Director has overall responsibility for ensuring that this policy is implemented as part of College recruitment, admissions, and progression processes. The Chief Revenue Officer is responsible for liaising with the Academic Director to ensure all programme information that is published in advance is accurate, timely and appropriate. All programme information for public communications is approved by the Academic Director in advance of publication. Admissions Board reviews admissions after each intake to make sure that admissions have been approved against the entry criteria that QQI has validated and against the policies and procedures that QQI and Academic Council have approved.

The Chief Revenue Officer is responsible for managing recruiting agent relationships. This policy will benefit all applicants and students who wish to study the programme.

The Academic Director is responsible for ensuring that AC-approved policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed schedules, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/QQI review and reporting process.



4. Policy

Recruitment

Information

The College provides accurate, appropriate, and timely information to applicants. This is reflected in the College's commitment to providing advice, guidance, and support to applicants to enable them to make informed decisions about the programme. Any information published regarding the programme complies with QQI policies on public information and communication², namely that all relevant programme and award information is made available to prospective and current learners, including the following:

- The name of the awarding body.
- The title of the award; whether the award is recognised in the National Framework of Qualifications (NFQ) and if so, the award type and NFQ level.
- Whether the programme is subject to procedures for access, transfer, and progression and if so, what these are.
- Details of the Protection of Enrolled Learner (PEL) arrangements in place, should PEL be a requirement.

Programme information that will be widely available publicly as per UPOL026 UniHaven Communications Policy includes information that is distributed as a programme prospectus, student handbook, website, social media channels, and programme handbook. This information includes programme content, modules, learning outcomes, fees, and delivery to include blended aspects, assessment methods, assessment success criteria and entry criteria. All such information is pre-approved by the Academic Director. All staff are briefed and kept up to date on programme content and specific entry requirements to ensure recruitment and admissions staff are communicating current and accurate programme information to prospective students.

Student Recruitment Agents

The securing of agreed services from overseas student recruitment agents ("Agent") is the responsibility of the Chief Revenue Officer. An application form is submitted by an agent, a background check of such agents is completed, and the Chief Revenue Officer decides if an Agent is to work on behalf of the College or not. In all cases without exception, a written agency agreement

² Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (2016), section 9.2



must be approved by the Chief Revenue Officer and by the appointed Agent covering areas such as commercial terms, confidentiality, data protection and mutual responsibilities before any recruitment activity can begin. A full overview of how the College appoints manages, and reviews Agents is detailed in UPOL027 UniHaven Agent Policy.

Admissions

The College is committed to widening access to and participation in university education on behalf of international students. It is dedicated to ensuring that:

- All applicants are treated fairly and consistently, providing equality of opportunity, transparent entry requirements, both academic and non-academic, and presenting no unnecessary barriers to applicants.
- The College does not discriminate on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race (which includes race, colour, nationality or ethnic or national origins).
- The admission processes are executed professionally.
- Clear information is provided to applicants on how the admission process will be conducted; prospective students have available statements of the knowledge, skill, and requirements necessary for successful participation, including any blended learning aspects.
- Advice and guidance to prospective applicants are offered to enable them to make informed choices about the programme and progression options that are appropriate to their interests, academic qualifications and potential.
- Decisions regarding the allocation of places on the programme are timely and transparent.
- Appropriate arrangements and procedures for handling admissions appeals and complaints about recruitment and admissions processes are fair and accessible.
- Applicants are informed of any significant changes to a programme to which they have applied at the earliest opportunity. Applicants are advised promptly of the options available in these circumstances.

Programme entry requirements are communicated in the programme material published in hard copy and on the College website and social media channels. Applicants who do not meet the entry requirements but believe that they should still be considered for entry on a special case basis are welcome to contact the Academic Director who will evaluate the enquiry in the context of the College RPL policy as outlined in UPOL006 UniHaven Access, Transfer and Progression Policy. If an applicant



chooses to appeal an admissions decision, they are entitled to do so. All admissions appeals must be made by email to the Academic Director, within five working days of the decision being communicated. Admissions procedures including procedures for applications, appeals, withdrawals, and deferrals are outlined in section 5.

Should the programme be oversubscribed, the College will discuss the potential for applicants that it cannot accommodate, assuming deferral is also not an option, to take up a place in its Irish partner HEI's foundation programme or an Irish competitor's QQI foundation programme.

Student Access, Transfer and Progression

Full details of the College's policies and procedures concerning access, including entry requirements and recognition of prior learning ("RPL") are outlined in full in UPOL006 UniHaven Access, Transfer and Progression Policy.

Applicants with Disabilities

Students with disabilities can broadly be described as those with physical disabilities, specific learning difficulties, and medical conditions that may have an impact on their studies. Applications are welcomed from students who present with such learning challenges and reasonable accommodations will be made, where possible and within the College's resource constraints, to help students to overcome these challenges...see also UPOL018 UniHaven Learner Disability Policy.

Should a student have a learning challenge that they believe could hinder full participation in the College programme, they are invited to contact the Academic Director during the admissions process to discuss the issues involved in complete confidence. Students must use UFORM015 Evidence of Disability Form (see Appendix) to declare the relevant disability with supporting information to allow the College to first understand what impact such challenges may have on their ability to successfully complete the programme and to allow the College to make sure that the College programme is suitable for the student's learning needs. Such admissions queries are evaluated in conjunction with the UniHaven Student Guide to Providing Evidence of Disability (see Appendix) which allows for informed decisions to be made by the Academic Director as to what reasonable accommodations, if any, can be made to help the student. The Academic Director will also consult with the HEI partner the student wants to progress to where relevant. If the Academic Director decides that the student's learning needs can be accommodated, the student will be admitted (assuming the standard entry



criteria have been met) but if the Academic Director deems the programme not to be best suited to the student's needs, the student's enrolment application will be declined. As with all student admission decisions, the Academic Director's decision can be appealed via the College Appeals Board.

Higher Education Institution Conditional Offer Letters

As a pathway provider, students have decided while enrolling with the College what HEI and degree they wish to study post programme assuming successful completion of same and subject to the students securing the necessary visa to enter Ireland. Progression to a programme of education and training leading to awards at levels 6, 7 and 8 on the NFQ will be possible when students successfully complete the programme and achieve any specific requirements as specified by the receiving programme or institution. Decisions on the progression of students into undergraduate programmes at the UniHaven College partner HEIs are ultimately made by the respective partner universities and institutions.

To reassure applicants about their progression to the HEI degree programme, the HEI partners will issue Conditional Offer Letters (COLs) to College applicants showing how their progression to a degree programme is assured on the condition that College students successfully complete the programme, meet the HIE Partner requirements and successfully get a visa to study with the HEI in Ireland. HEI Partner COLs are separate to UniHaven College COLs with HEI Partner COLs outlining partner requirements and College COLs outlining UniHaven requirements. Such agreements to provide COLs are enshrined in Memorandums of Agreements signed with each HEI partner.

At the admissions stage, applicants will be advised about the degree options at their chosen HEI, what language and academic school requirements they must have, and what grades higher than the programme's standard Pass grade they should achieve in each module, if relevant. All such requirements will be outlined in the partner COL and/or the College COL. Both COLs must be signed for students to accept the offer of a place on the programme and to accept a place on the HEI Partner degree respectively subject to meeting all stated College and HEI Partner requirements.

Making an Offer

Once an applicant has been accepted for enrolment onto the programme, a formal College COL is generated. This letter outlines the offer made to the applicant and the conditions on which such offer is made together with timelines for accepting the offer, payments etc. Conditions attached to the offer



of a place will be clear and specific including the requirement to sit all module and programme examinations and assessments that will be provided to students at induction and are detailed in UDOC001 UniHaven Programme Handbook. COLs are valid for one intake, and this is clearly stated on the letter with instructions on how to defer if required. Fees and payments are specified under UPOL008 UniHaven Fees and Refund Policy. College COLs will be issued separate to HEI Partner COLs.

Deferrals

An applicant who has received an offer but does not wish to take up their place may apply for a Deferral of Admission. Deferred place offers will expire within one year because of the need for applicants to prove English language competency at the admission stage that is less than 2 years old. Deferred applicants must be made aware that admission is subject to programme availability and capacity at the postponed date. The deferral procedure sets out the guidelines for students wishing to defer from their programme of study and is outlined in section 5.

Withdrawals

Every student will be helped to achieve their educational goals. However, on occasion, it may be in the best interest of the student that they withdraw from their programme before the end of the programme because of a need to go back to their home country for family or other reasons, because of illness, or for other relevant reasons that may lead a student to the conclusion that withdrawing is in their best interest then despite the College options such as deferring, delaying due to extenuating circumstances and so on. Further details on withdrawals can be found in section 5.

Appeals

If an applicant chooses to appeal an admissions decision, they are entitled to do so. All admissions appeal must be made by email to the Academic Director, within five working days of the decision being communicated. The admissions appeal procedure is outlined in Section 5.

Interaction between UniHaven and applicants

The College is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous, and respectful manner and it is expected that any communication from an applicant is conducted in the same way. Should any applicant have any feedback or complaints regarding the recruitment or admissions process, they should email studywithus@unihaven.ie.



Student Visas

Students from Non-European Economic Area countries will generally require a visa to study in Ireland. The Recruitment and Admissions Officer will provide guidance and support to the applicants with any visa-related questions, informing them of the necessary visa requirements. Students should also contact their local Irish Embassy/Consulate for information. The College cannot give any guarantees of successful visa applications. The documents that students require for their visa application can only be issued once the payment for their programme has been received as per agreed payment deadlines.

Partner Visas

College staff will connect students with HEI partners to facilitate the smooth progression to the HEI partner and the relevant programmes. This will include the provision for support of Ireland Residency Permit applications.



5. Procedures and Forms

Admissions Procedure

Application

All applications to the College are reviewed to determine if the applicant meets at least the minimum Programme Entry Requirements or equivalent as established by the College. The programme will have clear entry requirements documented and approved as part of the programme validation process and will be communicated to applicants and students in advance as per UPOL026 UniHaven Communications Policy.

All applicants or agents will complete the College application form or its online equivalent as submitted by agents through the agent portal or students via the website. When submitted, the application will be assessed against the programme entry criteria as outlined in UPOL006 UniHaven Access, Transfer and Progression Policy. All applicants with a disability or other specific needs should declare those requirements at this application stage as per UPOL018 UniHaven Learner Disability Policy to ensure that the College can evaluate any additional supports that may be required. Applicants who wish to be considered for Recognition of Prior Learning (RPL) should do so by emailing the Academic Director at admissions stage. Such RPL requests will be considered as per the RPL policy outlined in UPOL006 UniHaven Access, Transfer and Progression Policy.

Applicants must also provide the following supporting documents:

- Original or certified secondary/ high school academic transcripts.
- Evidence of competency in English. Applicants from non-English speaking countries will need to prove that their competency in English is at an acceptable academic level. English language proficiency needs to be within 2 years of the date of presentation to the College.
- Copy of Passport.
- CV when asked for to supplement work experience declared- outlining academic institutions attended, qualification transcripts and past work experience carried out, may be requested. This should be presented in chronological order.
- For visa purposes, students will be asked for proof of relevant areas such as financial means, education track record etc. with and additional visa-specific information likely needed depending on the country of origin.



All admissions decisions are conditional on the authenticity of transcripts. Completed application forms and supporting documents are submitted to the Admissions team in paper form or through the website or agent portal. UFORM006 UniHaven Student Application Form is in the Appendix.

Interviews

Following the submission of the application form and supporting documents, some applicants may need to be interviewed to verify aspects of their application, including English language capabilities. This will be carried out by a member of the College staff. These interviews will be conducted by telephone or online. Applicants will be contacted by the Recruitment and Admissions Office to arrange the interview.

Evaluation

Applications are evaluated against the published entry criteria by the Admissions team who liaises with the Academic Director for any application where entry criteria compliance is uncertain. Once completed, the Admissions team will notify the applicant of the outcome via email. Students offered a place on the College programme will be given a Conditional Offer Letter (COL) including the preferred HEI partner and degree to reflect the pathway they wish to pursue. They will later get a HEI partner COL before they start study with UniHaven. Applicants will, therefore, get two COLs.

Student Visas

Students will require a visa before they can begin their programme. Before the submission of a student visa application, all tuition fees must have been received by the College. Upon receiving the tuition fees, applicants are issued with a receipt of payment. Documentation and self-financing requirements are subject to change so students should check out the latest guidance on the Irish Department of Justice website here: <https://www.irishimmigration.ie/coming-to-study-in-ireland/what-are-my-study-visa-options/how-to-apply-for-long-term-study-visa/>.

Initial Registration of Students

After accepting the offer, students must pay their fees as detailed in UPOL008 UniHaven Fees and Refund Policy to secure their place on their course and receive their registration packs. They are assessed for Irish visa application suitability by the Compliance team. If they are deemed suitable, they will be issued with a Letter for Acceptance stating that they have been fully accepted onto the programme and which is used for Irish visa application and border control presentation purposes.



Final Registration

Once students arrive at the College for study, they will be formally enrolled. They will be registered on the college LMS and student IT systems, be given their logins and get their student ID cards as part of their induction. UPRO002 UniHaven Student Registration and Induction Procedure outlines this process in greater detail.

Application Appeals Procedure

An applicant is entitled to appeal an admissions decision using UFORM008 UniHaven Admissions Appeal Form that is in the Appendix. Any general complaints or feedback regarding the admissions process can be sent to studywithus@unihaven.ie.

If an applicant chooses to appeal an admissions decision, they are entitled to do so on the following grounds:

- The incorrect process where they believe they have access to specific evidence of irregularity in the college's application assessment process.
- Specified/stated grounds where they believe that the college's decision was based on the misinterpretation of data or information provided as part of the application process.

All admissions appeals must be made by email to the Academic Director, within five working days of the decision being communicated. The appeal must be made using the Admissions Appeal Form accompanied by all relevant and supporting documentation. When submitting an appeal, a fee of €50 will be charged, however, this will be refunded if the appeal is successful.

All appeals will be assessed by the Appeals Board consisting of members independent of the appeal. The outcome of the appeal will be communicated to the applicant through an email from the Academic Director on behalf of the Appeals Board and this decision will be final.

Only the applicant may appeal, except in the cases of applicants under 18 years of age in which case the appeal may be made by a parent or guardian. Appeals from agents or other third parties shall not be considered. False or vexatious appeals will not be considered.



Withdrawals Procedure

This procedure describes the process to be followed when a student wishes to withdraw from the programme. It is the responsibility of the student to ensure that they are aware of the implications of withdrawing from the programme before doing so. Teachers and the Programme Manager will offer to counsel the student as to their options and the implications of withdrawing before the student submits the withdrawal request. UFORM007 Student Withdrawal Form is in the Appendix.

The Academic Director is responsible for evaluating and approving withdrawal requests. It is the responsibility of the Programme Manager to then update and amend student records. The College is committed to helping every student achieve their educational goals. However, on occasion, it may be in the best interest of the student that the student withdraws from their course before the end of their course. If a student is considering withdrawing, the College will:

- Offer the student support and advice.
- Seek to resolve any issues that are causing consideration for withdrawal.
- Discuss the different options available to the student including a leave of absence.
- Guide the student through the steps necessary should they wish to proceed.

Students considering withdrawing from their course are encouraged to meet with their Teachers and/or Programme Manager to discuss their situation before withdrawal but this is not mandatory. Options available and the implications of withdrawing from the programme will be discussed with the student. It is the responsibility of the Teachers/Programme Manager to provide advice and support to help the student with their decision and doing so in a way that avoids the student feeling guilty or pressurised no matter what decision they ultimately choose.

If the student is certain of their decision to withdraw, they should complete UFORM007 UniHaven Student Withdrawal Form . A student will not be considered withdrawn from the College until the form has been received and reviewed by the Academic Director. The student will be notified of confirmation of withdrawal within 10 working days. Following the withdrawal, the student will no longer be a registered College student. Refunds will only be issued in certain circumstances. Details of refund procedures are outlined in UPOL008 UniHaven Fees and Refund Policy. UniHaven will retain a record of all student withdrawals as per UPOL023 UniHaven Data Retention Policy.

Deferral Procedure



For various reasons, a student may be unable to start their course of study at UniHaven as planned. The purpose of this procedure is to guide a student wishing to defer their UniHaven course to a later start date. The form required to execute this procedure is UFORM009 UniHaven Student Deferral Form located in the Appendix. While the College will strive to honour deferral requests, programme deferrals are at the discretion of the College. Deferrals may not always be a realistic option as the programme may change or be retired. Programme content and assessments may also be updated. Deferred place offers will expire within one year. Students should be aware that to study the programme, they must have proven competency in English as per the programme entry requirements. This should be obtained within two years before the start of the programme.

Before Programme Commencement

Before the programme start date, students in receipt of a course offer may wish to defer it for a future date in certain circumstances. Students should complete and submit the Student Deferral Form no later than 4 weeks before the start date of the programme. Deferrals are not considered within this period or thereafter. Deferral requests will be reviewed by the Academic Director. Students will be notified of the deferral decision by email within 10 working days of request submission. Where deferrals are granted, fees paid will remain paid, will not be refunded, and will be used for the deferred year's study.

After the Programme Start date

Students wishing to defer their place after starting their UniHaven programme should do so by week four of the programme start date. Students should complete and submit the Student Deferral Form. Deferral requests will be reviewed by the Academic Director. Students will be notified of the deferral decision by email within 10 working days of request submission. Students should refer to UPOL008 UniHaven Fees and Refund Policy for details on if and how they can obtain a refund in these circumstances.

Accepting a Deferred Programme Offer

To take up a deferred place offer, students should contact the Recruitment and Admissions Office. This option is only available to students up to 4 weeks before the start of the programme and no later. Decisions regarding a deferred place offer will be communicated to the student via email by the Recruitment and Admissions Officer within 10 working days of request submission.



Appendix

UFORM006 UniHaven Student Application Form

The below details may be submitted via our online application systems

Refer to the College fees, refunds, and admissions policies together with UniHaven’s terms and conditions as listed on the college website.

1. Personal Details

Title: (Mr/Mrs/Miss/Ms)		First Name:	
Last Name:		Maiden Name:	
Gender: Male/ Female		Date of Birth:	
Citizen of:		Country of Birth:	
Country of Residence:		How long have you lived there?	

Main Contact Address for Correspondence:	
Country	
Home Contact Address (If different to above)	
Country	



Main Contact Number							
Email Address							
Gender			Date of Birth				
Male (M)	<input type="checkbox"/>	Day		Month		Year	
Female (F)	<input type="checkbox"/>						
Emergency Contact Details							
Contact Name:				Contact Phone:			
Relationship with Emergency Contact							
Do you have health conditions or special needs which may affect your studies or require us to make special arrangements and to provide extra support for you?			Yes <input type="checkbox"/>		No <input type="checkbox"/>		

2. Further Details

Have you lived in the Republic of Ireland during the past three years?	
If yes, please state the first date of entry to the Republic of Ireland	

Have you previously applied for a student visa for the Republic of Ireland?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES was your visa approved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you previously applied for a student visa for any other country?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES was your visa approved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If your visa application was refused, please provide the details for the refusal.



3. Are you applying through an Agent?

If yes, please provide details of your Education Agent below.

Agent Contact Details	
Agent Name:	
Agent Email:	



4. Details of Course (s) To Which You Wish to Apply.

NB: online studies can be taken from any country and have flexible intake dates. (for further information on courses available please visit www.unihaven.ie/pathways or contact Sandra Traynor sandra@unihaven.ie)

Undergraduate Pathway		
Course Name	Course Stream	Month/ Year of Entry e.g. <i>September/ January</i>
UniHaven International Foundation Studies programme	<input type="checkbox"/> Business and Social Sciences <input type="checkbox"/> Engineering and Science	<input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> 2024 <input type="checkbox"/> 2025

Please indicate how you heard of these courses:



5. University Progression.

University Partner	University Course Title	Year of Entry
		<input type="checkbox"/> 2025 <input type="checkbox"/> 2026

Please indicate how you heard of this course:

6. Work Experience & Qualifications Gained

Work Experience (please provide a personal CV outlining the roles and responsibilities)

Employer	Type of Business	Job Title	Full Time/ Part Time	From Month/ Year	To Month/ Year



7. Qualifications Gained (Please provide copies of your certificates and ORIGINAL academic transcripts)

Institution Name & Country	Name of Qualification	Start Date (mm/yy)	Finish Date (mm/yy)	Subjects	Results/ Grades

8. English Language Level: (Please provide copies of certificates)

Name of Test (SELT) e.g. IELTS, Cambridge (CELA), TOEFL	Date of Test	Result	Certificate Number

**9. Financial Requirements & Funding**

Have you read and understood the financial requirements to study in Ireland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Irish Student Visa Application Guidelines can be accessed here: [Coming to study in Ireland - Immigration Service Delivery \(irishimmigration.ie\)](http://www.irishimmigration.ie/Coming-to-study-in-Ireland-Immigration-Service-Delivery). Full details and guidelines on the financial requirements for visa applications can be found here: [Information on Student Finances - Immigration Service Delivery \(irishimmigration.ie\)](http://www.irishimmigration.ie/Information-on-Student-Finances-Immigration-Service-Delivery). The Online Visa application form is also available here: [AVATS \(inis.gov.ie\)](http://inis.gov.ie)

How do you propose to fund your studies?		
Sponsored or Government Funded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Privately Funded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Loan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If sponsored or Government funded, please provide the Name (s) and Addresses of Sponsor/ funder (Please provide stamped references on letter headed paper).

Name	
Address	
Telephone Number	
Email Address	
What is the sponsor's relationship to you: e.g. parent/family member, government sponsorship	
Why is your sponsor supporting you in your education abroad	
How much financial support they will be providing	€

10. Checklist for Application Documents

Please find attached the following supporting documents:



- Copy of Passport.
- Copy of high school and University (if any) academic transcripts.
- An up-to-date CV showing work experience (required if there are any gap in your study or if you have work experience).
- Valid (recognized) English SELT qualification as proof of English.
- If any previous visa application refusals copy of visa refusal letter.
- If sponsored or Government funded, please provide stamped references on letter headed paper.

11. Declaration

I confirm that the information given on this form is true, complete, and accurate and no information requested, or other material information has been omitted. I understand that the information provided will be held and processed by UniHaven Ltd under the Data Protection Act (the Act) and I give my express consent to the processing of my sensitive data by UniHaven as defined by the Act. I undertake to pay UniHaven by the due date, all fees for tuition and other services and goods supplied to me by UniHaven, should my application be successful.

Tick to confirm you have read and understood the above declaration	<input type="checkbox"/>
Date	
Signature	
Parent Signature (if under 18)	



UFORM015 Evidence of Disability Form

Instructions for Completion

- A relevant Medical Consultant / Specialist who has the training and experience with the condition / disability must complete this form (please refer to UniHaven Student Guide to Providing Evidence of Disability).
- This form must be stamped.
- All applicants must complete this form, with the exception of those with Specific Learning Difficulties (e.g., Dyslexia), who must provide a recent Educational Psychologist’s report.

1 Student Details

Please complete ALL sections below in TYPE or BLOCK capitals:

Name of student:
Date of Birth:
Phone Number:

2 Qualified Health Professional/Specialist

Name, Title of Consultant/Specialist :
Phone (including area code):
Position/Professional Credentials:
Date of Report:

If you are a GP or other health professional (not a Consultant or Specialist), please tick the relevant box below:

I have a diagnosis on file from the appropriate consultant/specialist named above:

N.B. A copy of the document in which the diagnosis is confirmed must be attached to this form.

OR

I can confirm that I have diagnosed this person with a disability e.g., depression/acute anxiety:

The GP or other health professional should now complete sections 3-7 as appropriate.

3 Disability Information (to be completed by qualified health professional)

Disability type (please tick)

ADHD		Neurological Condition		Autism Spectrum Disorder		Significant ongoing illness	
Blind/visual impairment		Physical Disability		Dyspraxia		Specific Learning Difficulty	
Mental Health Condition		Deaf/Hard of Hearing		Specific Learning Difficulty		Speech and Language Communication Disorder	

Please state the specific name of the Disability
 Date of Diagnosis/Onset of Disability

4 Please Briefly Describe the Course of the Condition i.e., will remain static, may have periods of relapse/remission, may deteriorate.

Duration: Ongoing/Permanent Temporary Fluctuating

5 How does the disability/medical condition impact on the students' ability to study and participate (example, fatigue, concentration, pain, etc.)?

6 Please describe measures currently being taken to treat the disability (e.g., medication, therapy)

7 What recommendations would you make for reasonable adjustments to enable equal participation in Higher Education (e.g., examination accommodations, adaptive equipment etc.)?



8 Where a Consultant has completed this form, Consultant must complete the details below:

Consultant's Signature: _____ Date: _____

Official Stamp: This form must be completed and signed by the appropriate professional. In addition, it should be stamped or accompanied by a business card or headed paper.

Official Stamp: If a stamp is not available, this form should be accompanied by a business card or headed paper.

9 Where a GP has completed this form, GP must complete the details below:

GP's Signature: _____ Date: _____

GP Registration Number:

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Name of GP: _____

Official Stamp: This form must be completed and signed by the appropriate professional. In addition, it should be stamped or accompanied by a business card or headed paper.

Official Stamp: If a stamp is not available, this form should be accompanied by a business card or headed paper.



UniHaven Student Guide to Providing Evidence of Disability

Type of Disability	Type of Documentation	Appropriate Professional
Attention Deficit Disorder (ADD) / Attention Deficit Hyperactivity Disorder (ADHD).	Evidence of Disability Form OR Existing report	Consultant Psychiatrist OR Psychologist OR Neurologist OR Paediatrician
Autistic Spectrum Disorder (including Asperger's Syndrome).	Evidence of Disability Form OR Existing report	Consultant Psychiatrist OR Psychologist OR Neurologist OR Paediatrician
Blind/Vision Impaired	Evidence of Disability Form OR Existing report. N.B. Evidence from high street retailers not acceptable.	Ophthalmologist OR Ophthalmic Surgeon OR Letter from the National Council for the Blind confirming registration with the council. OR If a student has attended a school for the Blind, a letter on headed notepaper signed by the principal which confirms attendance at the school. The evidence of disability must confirm that: The Best Corrected Visual Acuity is equal to or less than 6/24 (Snellen) in one eye OR Near Vision N18 or less in one eye. OR The Peripheral Field of Vision is limited to the extent that it interferes with normal visual acquisition of visual material e.g., Homonymous Hemianopia. OR



		The Central Field of Vision is limited to the extent that it interferes with normal visual acquisition of visual material e.g., Stargardt's Disease OR Cortical visual impairment as part of a brain insult resulting in an inability to process visual information
Deaf/Hard of Hearing:	Evidence of Disability Form OR Existing report N.B. Evidence from high street retailers not acceptable.	An audiogram from a professionally qualified Audiologist and/or ENT Consultant, with signature, clearly indicating moderate to profound bilateral hearing loss (i.e. above 40dB). OR If a student has attended a school for the Deaf, a letter on headed notepaper signed by the principal which confirms attendance at the school.
Developmental Co-ordination Disorder (DCD) - Dyspraxia/ Dysgraphia.	Full psycho-educational assessment AND Evidence of Disability Form OR Existing report	Psychologist AND Occupational Therapist OR Neurologist OR Chartered Physiotherapist
Intellectual disability	Evidence of Disability Form OR Existing report from relevant Specialist	Relevant Specialist
Mental Health Condition	Evidence of Disability Form completed no more than 5 years before point of Needs Assessment. OR Existing report which must be no older than 5 years at point of Needs Assessment.	Consultant Psychiatrist OR Specialist Registrar.
Neurological Condition (incl. Epilepsy and Brain Injury).	Evidence of Disability Form OR Existing report	Neurologist OR Other relevant Consultant



Physical disability	Evidence of Disability Form OR Existing report	Orthopaedic Consultant OR Other relevant consultant appropriate to the disability/condition
Significant ongoing illness	Evidence of Disability Form no more than 5 years before point of Needs Assessment. OR Existing report which must be no older than 5 years at point of Needs Assessment.	Diabetes Type 1: Endocrinologist OR Paediatrician. Cystic Fibrosis (CF): Consultant Respiratory Physician OR Paediatrician. Gastroenterology Conditions: Gastroenterologist. Other Conditions: Relevant Consultant/ Specialist in area of condition
Speech and Language Communication Disorder	Evidence of Disability Form OR Existing report	Speech and Language Therapist
Specific Learning Difficulty (incl. Dyslexia & Dyscalculia)	A full Psychological Assessment Report.	Psychologist



UFORM008 UniHaven Admissions Appeal Form

Full Name:	
Address for Correspondence:	
Phone Number:	
Email:	
Programme Title	

Appeal Details

(a) Grounds for Appeal

Please indicate the relevant grounds on which you are making this appeal:

Incorrect process; specific evidence of irregularity in the College’s application assessment process.	
Specified/stated grounds where the College’s decision was based on misinterpretation of data or information provided as part of the application process.	

(b) Supporting Statement

Please provide details or documentation in support of your appeal based on the grounds you indicated above:

Declaration

By signing this document, you believe all information provided to be true.

Signed: _____ Date: _____ Student	Signed: _____ Date: _____ College Staff Member
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UFORM007 Student Withdrawal Form

Before filling in this form, please discuss your decision to withdraw with your Teacher and/or Programme Manager. We want you to make the right decision for yourself.

Personal Details

Full Name:	
Address for Correspondence:	
Phone Number:	
Email:	
Programme Title:	
Date of Withdrawal:	

Reasons for Withdrawal

Please indicate the reason for your withdrawal

1: Employment		2: Medical	
3: Financial		4: Did Not Like Programme	
5: Other Reason		5: Not suited to programme	

Please give a brief statement on your reasons for withdrawal

Declaration

I confirm that I am aware of options available to me other than withdrawal and that I am aware of the implications of withdrawing from my programme of study.

Signed: _____ Date: _____ Student	Signed: _____ Date: _____ Staff Member
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UFORM009 Student Deferral Form

Full Name:	
Address for Correspondence:	
Phone Number:	
Email:	
Programme Title:	

Deferral Details

Please provide details of the reason for your deferral request.

Declaration

By signing this document, you believe all information provided to be true.

Signed: _____ _____ Date: _____ Student	Signed: _____ _____ Date: _____ Staff Member
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Quality Assurance Manual (QAM) Chapter 4

Document Name	Student Recruitment and Admissions Policy
Policy Document Number	UPOL007
Version Reference	Rev.3
Document Owner	Academic Director
Roles with Aligned Responsibility	Chief Revenue Officer, Admissions Team
Approved By	Academic Council (AC)
Approval Date	8.4.24
Date Policy Becomes Active	8.4.24
Revision Cycle	Annually
Revision History/Amalgamation History	Revised to reflect change from admissions processing done by 1 person to the Admissions Team and clarifying registration steps
Additional Information	N/A
References/ Supporting Documentation	<p>UDOC000 UniHaven Quality Assurance Manual Qualifications and Quality Assurance (Education and Training Act (2012)</p> <p>Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (2016)</p> <p>Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis (2016)</p> <p>Policy and Criteria for Access, Transfer and Progression in Relation to Students for Providers of Further and Higher Education and Training [NQAI 2003, re-stated by QQI 2015].</p> <p>QQI Awards Standards for Pre-Higher Education</p> <p>Foundation Awards for International Students (2015)</p> <p>Cara Charter, https://caracentre.ie/sport-inclusion-disability-charter/</p> <p>UPOL006 UniHaven Access, Transfer and Progression Policy</p> <p>UPOL018 UniHaven Learner Disability Policy</p> <p>UPOL022 UniHaven Data Retention Policy</p> <p>UPOL026 UniHaven Communications Policy</p> <p>UPOL027 UniHaven QQI Agent Policy</p>