



## UFORM006 UniHaven Student Application Form Rev 1

### 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						
Main Contact Number						
Email Address						
Date of Birth	Day		Month		Year	
Emergency Contact Details						
Contact Name:		Contact Phone:				
Relationship with Emergency Contact						

Do you have any health conditions or special needs which may affect your studies or require us to make special arrangements and to provide extra support for you? (e.g., dyslexia, ASD)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## 2. Further Details

This section is only to be completed if you are travelling to another country for your programme of study and may require a visa.

Have you lived in the Republic of Ireland?	
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. Is an Education Agent assisting you with your application?

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](http://www.unihaven.ie) or contact Sandra Traynor [sandra@unihaven.ie](mailto:sandra@unihaven.ie)*)

Undergraduate Pathway		
Course Name	Course Stream	Month/ Year of Entry e.g. <i>September/ January</i>
Special Purpose Level 5 Certificate in International Foundation Studies	<input type="checkbox"/> Business <input type="checkbox"/> Sport <input type="checkbox"/> IT	<input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024

Please indicate how you heard of this course?	
Social Media	<input type="checkbox"/>
Internet Search	<input type="checkbox"/>



Education Agent	<input type="checkbox"/>
Other	<input type="checkbox"/>

5. University Progression.

University Partner	University Course Title	Year of Entry
		<input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024

6. Work Experience & Qualifications Gained

This section should only be completed if in your opinion your work experience can support your course application, where you may not have attained educational qualifications. Please research fully the course you intend to apply for.

ONLY complete this section in line with course eligibility criteria and course information presented by college/University provider.

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 academic transcripts in support of your application\*)

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

\*\* Original transcripts will be required prior to registration of any programme. All documents will be reviewed, copied and qualifications confirmed.

8. English Language Level: (Please provide copies of certificates with a date within the last 2 years)

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

## 9. Financial Requirements & Funding

This section is required on the basis that you will be applying for a visa to travel abroad to study your UniHaven Programme or upon programme completion, progressing to our College/University Partner.

Have you read and understood the financial requirements to study in Ireland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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 sponsors' relationship to you: e.g. <i>parent/family member, government sponsorship</i>	
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 (recognised) English secure qualification as proof of English.
- ☐ 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		

## Notes to Aid Form Completion

Please see the full policies on our website.

### Academic Information

#### Language Level

Students' language level may be tested locally using a recognized English secure test to meet the requirements of the Irish visa application. This test is solely for use in visa application and does not waive the requirement for an English Test upon arrival at UniHaven. On arrival, you may take a full test of English for Academic Purposes to determine your language level and underlying skill set before you begin your studies.

#### College Holidays & Duration of Lessons

UniHaven will define the academic calendar for the year and students may only take holidays during designated College holidays. UniHaven programmes follow a defined syllabus and have a defined number of hours.

#### Attendance

UniHaven requires its students to attend all scheduled lectures, classes, labs, tutorials and computer sessions. Students who fail to attend will be subject to UniHaven's disciplinary code which can, in serious cases, lead to removal from a programme and without recourse to refund.

#### Force Majeure

UniHaven will not be liable in any way to the student in the event of any service contracted to be supplied by UniHaven, becoming impossible to supply because of industrial dispute, natural disaster, contagion or force majeure. UniHaven will not be liable for loss, damage, or injury to persons or property howsoever caused, save where the liability is expressly imposed beyond exclusion by statute. If the World Health Organization (WHO), or an Irish governmental authority issues advice relevant to the temporary closure of educational institutions, UniHaven reserves the right to suspend the college timetable until it is appropriate to safely reinstate it. In such cases, every reasonable effort will be made to provide self-study plans for students.



## Fees and Costs

### Tuition and Administration Fees

These will have been communicated to students before application via our website and by our team as per UniHaven Fees and Refunds Policy. Typically, fees will include the below mandatory and one or more optional fees.

Mandatory student fees include Tuition fees.

- Registration fees.
- Learner protection fees.
- Medical insurance fees.
- Examination fees.
- Progression Fees.
- Fees for programme books, online resources, online study platforms and so on.

Optional additional fees include fees for support services that we may provide to include

- Airport transfers.
- Accommodation arrangements.
- Administration fees relevant to college procedures such as admission appeals, assessment reviews/rechecks, rebooking fees etc.
- Guardian nominee services.

### Methods of Payment

Tuition fees should be paid by Convera/Western Union or bank transfer to the UniHaven bank account details provided.

### Accommodation

UniHaven offers to assist students with 4 weeks of home-stay at the start of their courses to allow them to make their own arrangements for the remainder of their time. The fee for 4 weeks standard homestay is €750, including a non-refundable arrangement Fee of €50 (€850 for students aged under 18 years). If homestay is cancelled two weeks or more in advance of the commencement of accommodation, the Standard home-stay Fee will be refunded. If home stay is cancelled less than two weeks in advance of the commencement of accommodation, no refund will be made.

### Re-Booking Fee

Each time you request a change of course, or type of accommodation after your initial application, UniHaven may charge you a non-refundable re-booking fee of €50, which is payable immediately.

### Arrival Airport Transfers

When you confirm your place, you can indicate if you would like a UniHaven Representative to meet you on arrival at Dublin airport and transport you to your homestay, or another location if organised in advance. This service may be shared and is one way. You will also receive assistance when you travel to UniHaven College from your homestay on your first day. The non-refundable Airport Collection/College Transfer fee is €100.

### Medical Insurance

All UniHaven students are required to have medical insurance. We have negotiated favourable premiums for UniHaven students with a reputable health insurance company. The policy protects you against any expenses incurred through accident or illness. The annual cost of this insurance is €500 for all UniHaven programmes. Please note that this is not a travel insurance policy and does not cover baggage, theft etc. For students requiring a visa to enter Ireland, such insurance is a requirement and must be renewed after 12 months.

### Refund Policy

Refunds are only applicable in certain cases, the full details of which can be found on the college website. Any questions regarding refunds may be sent to the recruitment and admissions office. If you arrive late to a programme or are absent during your programme, no refund will be granted.

### Damage to Property

Students, or those responsible for them, must pay the full cost of any damage they cause to property, whether at the College, their accommodation or elsewhere.

### UniHaven Progression Guarantee

Students who study at UniHaven are eligible for guaranteed progression to a Third Level University or College as per the pathway they choose providing they have met all of the following conditions:

- All invoices have been paid in full.
- Class attendance of more than 85% is achieved.
- All required course work is submitted on time.
- All university/college application deadlines and requirements are met, as advised by UniHaven.
- The student is deemed to have received the required grades as communicated to them by UniHaven via their Conditional Offer Letter.

### Cancellations Policy

All cancellations and withdrawals should be made in writing to a local UniHaven representative office or the UniHaven Head Office. In certain cases, refunds of tuition fees paid may be applicable less non-refundable administration fees. Students should consult the college website for full terms and conditions. These conditions do not affect your rights as defined by the consumer protection laws in Ireland.

### Withdrawals

All withdrawals from courses, before or after commencement, must be communicated to UniHaven promptly using the college withdrawal form. For students requiring a visa to enter Ireland, they should be aware that the terms of their visa allow them to study at UniHaven only and it is not possible to change to another college. Full terms and conditions of withdrawals are available on the college website. A no clearance letter will be issued in these circumstances; however, a statement of attendance will be issued where four weeks advance notice of withdrawal is received. Where a student fails to give four weeks' notice in writing, a statement of attendance can be requested by paying the Irregular Statement Fee of €50.

### Enforcement

All contracts and agreements with UniHaven will be governed by Irish law. Non-enforcement of any of these Term & Conditions does not waive our right to enforce them.