**Crumlin College Applications and Admissions Process**

This document must be read in conjunction with the full Admissions policy of Crumlin College which is compliant with the Admissions Act 2018 and is available on www.crumlincollege.ie.

Step 1 – Apply Online

You apply online through the College website. www.crumlincollege.ie The College application system is open 24 hours and you can apply at any time..

When you complete your application, you will receive an acknowledgement email with login details, username and password, for your new account on our college applications system. You will log into the college applications system regularly to manage your application to Crumlin College. Please note that your login details must be kept, by you, in a safe and secure place as they will be needed to access your account each time.

Step 2 – Interview

Due to the Covid-19 shutdown, no enrolment interviews have been held since March 2020. Interviews will resume when public health guidelines allow.

These interviews may be held virtually (through zoom for example)so please ensure you give a current email address.

Step 3 – Offer of a Place*

Since March, all applicants have been directly offered a place* on the course they are applying for. Places are offered on a first come, first served basis.

*This offer is provisional and is ***subject to places being available and any specific course requirements being met,*** such as an audition or sample art work in our Creative and Performing Arts courses.

(Applicants to courses that require additional requirements will be contacted about the additional requirements.)

Step 4 – Pay a non-refundable deposit online to secure your place

To pay your non-refundable deposit online, please go to Crumlin College website www.crumlincollege.ie and click on the **Register / Pay Fees** button. This will take you to the login page of the college applications system. Your login details are on the email we sent you. Select the **Payments** tab to see the breakdown of course fees and to pay your deposit.

## Step 5 – Completing Registration and Upoading Documents

To complete registration, click on the **Register / Pay Fees** button on the Crumlin College website to log in to the college applications system. Select the **Personal** tab (to upload photo) and the **Documents** tab to upload a copy of some or all of the following documents:

- ✓ A suitable passport-style photograph, recently taken, for your student ID card
- ✓ Passport or ID Card (with photo) to confirm your identity and D.O.B.
- ✓ For school leavers, a copy of your Leaving Certificate Results when you receive them (LC results day: 7th September 2020) or a Statement of Results from your most recent academic course
- ✓ Non-EU applicants should hold a Stamp 4 visa. Please upload your GNIB card or permission to work letter.
- ✓ Your medical card clearly showing the number and the expiration date.

To protect your data, Crumlin College follows the Data Protection Policy and Protocols of the City of Dublin ETB.

## Step 6 – Paying Fees Online

To pay the rest of your course fees online, click on the **Register / Pay Fees** button on the Crumlin College website to log in to the college applications system. Select the **Payments** tab to see the breakdown of your fees and to make a payment. **All fees must be paid in full by Wednesday September 30th.**

If you have any difficulty paying full fees by the due date, please contact our Main Office for advice and assistance on 014540662 / enrol@ccfe.cdetb.ie.

Possible Fee Exemptions

You may be exempt from paying the Government Levy and QQI Exam Fees if you satisfy one of the following criteria:

- ✓ You hold a full medical card in your own right
- ✓ You are the dependent child of a full medical card holder
- ✓ You are eligible for a student grant from SUSI (letter from SUSI required)
- ✓ You are getting Back to Education Allowance or a VTOS allowance

Please upload any documentation to prove you have this exemption, otherwise you will be required to pay these elements of your fee and then seek a refund at a later date.

## Step 7 - Induction

At Crumlin College we are committed to you having a successful transition to college and your induction, which takes place in early September, is the first important step.

At your induction you will meet your Course Coordinator, other college staff and your fellow students. You will receive lots of useful information about your course and the college.

We will email you the exact date, time and location of your induction.

Step 8 – Start Classes

You will be informed of the class start date at the induction.

Your college life begins….

We look foward to welcoming you.