

Student Exit from the College

Policy and Procedure

A Student will not be allowed to exit from the College during the first year of the Course, this a Garda Immigration / Department of Justice requirement for International Students who hold a student visa for study in Ireland. Students are required to complete the first year of studies before permission to change to another College is approved.

Students who may feel they have a genuine grievance may avail of the College counseling and pastoral care services.

Students will be granted an interview with the College Director in order to discuss any grievance or incident, or particular circumstances where the student may be in distress or difficulty.

In the case of emergency or urgent cases, eg. Family bereavement or illness, a student will be given access to the Director, Assistant Director and College Staff at short notice. All necessary letters which may be needed by the Student for travel or visa purposes will be provided by the College.

Every assistance will be given to the student, including advice and counseling, so that the student will be aware of their rights and responsibilities in the particular circumstances which the student may find themselves faced with.

Where a student has a complaint, or a request for appeal of exam result or discipline action taken by the College, the details of such appeal or complaint will be logged, so as to ensure a written record is in place for future consideration and possible action.

Request for Exit from the College.

A student may, after 1 year of studies request to leave the College, for the purpose of continuing studies at another College, or in order to return home.

Provided the Course Fees and Exam Fees have been paid in full, the College will consider the request and issue an Exit Letter, together with a letter of Attendance from the commencement of the course start date up to the date of exit from the College. The Exit letter will be furnished to the student provided the following conditions have been adhered to:

1. The Student provides a Letter of Acceptance from another College, offering a place on a Course of Study.
2. In the case of a student returning home, proof of travel documents will be provided by the student, ie. a valid flight ticket.
3. All Course Fees and Exam Fees have been paid by the student.

There will be no refund of Course Fees for the current year of studies, for students who leave the College before the Course year end.

