



Kildare and Wicklow Education and Training Board

## St Conleth's Community College

### Post Leaving Certificate Admissions Policy

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Applicants must complete an Application form giving all of the relevant details required. All applicants will be considered on an individual basis subject to availability of places.

- Applicants are required to possess a Leaving Certificate or its equivalent or appropriate life experiences.
- Applicants are subjected to an interview to assess their aptitude and suitability for a programme. Short listing may apply.
- Applicants are required to submit results of State Examinations and FETAC results.
- All students are required to submit written references.
- Applications will not be processed unless accompanied by the Application Fee. This fee is refunded only if a student is not offered a place by the college; it is not refunded if you withdraw your application, do not attend a scheduled interview or decline a place on a course.
- Successful applicants will be expected to pay all charges/fees in full before the commencement of courses. Charges/fees vary depending on choice of course.
- Successful applicants will be expected to accept all policies of the PLC College and will be subject to Garda Vetting.
- Admissions will be decided on by the Principal, Post Leaving Certificate Coordinator and the Class Tutor and may be ratified to the Board of Management.
- Enrolment may be refused if the admission of the applicant would pose a risk to the health and safety of students and staff.
- The Board of Management reserves the right to refuse enrolment to any applicant if it is of the opinion that it would not be in the best interest of the applicant or existing students in the school. Applicants wishing to appeal this decision may do so, in writing, to the Board of Management.

Signed:

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Chairperson  
Board of Management

Date: \_\_\_\_\_