



# ICHAS

**Irish College of Humanities & Applied Sciences**

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## **GUIDELINES FOR THE ADMISSION OF NON-EEA/ NON-EU STUDENTS**

### **REGULATIONS & FEES**

## **ACADEMIC YEAR**

**2023/2024**

The Irish College of Humanities and Applied Sciences is not bound by any error in or omission from this publication. This document is subject to change during the Academic Year and please access the Student LMS for the most current version of the document.

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## 1.1 List of ICHAS Programme available for International Students

### Full Time Basis Only

- B.A. Hons in Counselling and Psychotherapy  
<https://ichas.ie/course/ba-hons-in-counselling-psychotherapy/>
- B.A. Hons in Counselling and Psychotherapy with Addiction Studies  
<https://ichas.ie/course/b-a-hons-in-counselling-psychotherapy-with-addiction-studies/>
- B.A. Hons in Counselling and Psychotherapy with Youth Studies  
<https://ichas.ie/course/b-a-hons-in-counselling-psychotherapy-with-youth-studies/>
- M.A. in Childhood Studies <https://ichas.ie/course/m-a-in-childhood-studies/>
- M.A in Adolescent Studies <https://ichas.ie/course/m-a-in-adolescent-studies/>
- M.A. in Clinical Supervision in Professional Practice <https://ichas.ie/course/m-a-in-clinical-supervision-in-professional-practice-2/>
- MA in Addiction Recovery <https://ichas.ie/course/m-a-in-addiction-recovery/>
- MA in Addiction Studies <https://ichas.ie/course/m-a-in-addiction-studies/>

The Irish College of Humanities & Applied Sciences welcomes and values International Students within our college community. We recognise the cultural diversity which they bring and the exchange of values between cultures enhances and enriches the overall student experience. It is important, however that the College meets its obligations in relation to the admission of International students. The Irish Naturalisation and Immigration Service (INIS) <http://www.inis.gov.ie/> have issued detailed guidance to colleges and potential students and it is vital that reference is made to their requirements when considering applications from Non-EEA and Non-EU countries. In that context, it is vital to recognise the distinction they identify between the requirements stipulated to hold a Visa to enter Ireland and requirements necessary to study in Ireland. For Non-EEA/ Non-EU students wishing to apply for a place on one of programmes please note the following important information applies.

Most students holding a Non-EAA/Non-EU passport are required to have a valid visa to study in Ireland. Please refer to the INIS website at <http://www.inis.gov.ie/> for more comprehensive information. However, in summary, there are generally two categories of applicants who need to be considered:

- Students who need a visa before they travel to Ireland
- Students who can enter Ireland without a visa and who can apply for their student visa after they arrive in Ireland.

**THE INIS SERVICE ALSO STIPULATES THE FOLLOWING IN TERMS OF ELIGIBILITY TO STUDY IN IRELAND**

Under the immigration rules a person is permitted to come to Ireland as a student on the understanding that they are engaged in full time study or, in other words, that their chief daytime occupation is study.

For the purposes of this rule, daytime is defined as between 8am and 6pm Monday to Friday. A person cannot be registered with the immigration service as a student if they are a night student, engaged in distance education or part time study.

Full time study is defined as 15 hours per week for 26 weeks per year. This does not preclude a foreign national who has a different immigration status (e.g. worker, dependent, refugee etc) from engaging in any of these forms of education.

### Maximum Length of Time

The maximum time a student may stay in Ireland for the purpose of attending courses at degree level is limited to seven years and students are responsible for managing their studies to ensure compliance with this time limit.

The maximum time a student may stay in Ireland for the purpose of attending courses at Language or Non-Degree level is limited to 3 years and students are responsible for managing their studies to ensure compliance with this time limit.

It is not permissible for students who come to Ireland on a Language or Non-Degree Programme course to enrol in such courses for longer than 3 years.

It is permissible for students who come to Ireland on a Language or Non-Degree Programme course to enrol on a course on the Degree Programme courses of the type outlined above and leading to major awards as outlined above subject to the overall limit of 7 years not being exceeded.

Under the New Immigration Regime for Full Time Non-EEA Students all courses must be listed on the ILEP Register. Further details are available on:

<http://www.inis.gov.ie/en/INIS/Pages/Interim%20List%20of%20Eligible%20Programmes%20http://www.inis.gov.ie/en/INIS/Pages/Interim List of Eligible Programmes - ILEP%20ILEP>

There are conditions that all students, both visa required, and non-visa required, **must satisfy** before they will be granted permission to remain in Ireland as a student. As part of this all colleges (including ICHAS) are required to provide potential students with certain information.

In that regard, colleges must provide to all students, both Visa required, and Non-Visa required with the following information -

- A Letter of Acceptance from the college, confirming that the students have been accepted and enrolled on a course of full-time education. The Letter must also state whether the Course is a Degree Programme Course or Language and Non-Degree Programme as recorded on the Internationalisation Register.
- The college must provide students with a receipt confirming that the student has paid the fees to the college.

- Where the college fees are below €6,000, a receipt confirming the full amount of the fees have been paid in advance must be provided by the college to the student.
- Where the college fees exceed €6,000 then a receipt indicating that at least this amount has been paid in advance must be provided by the college to the student.
- Students are required to have private medical insurance, either personally or through a group scheme operated by their college, at time of registration. Where a college provides a group private medical insurance scheme it is recommended that colleges confirm this to students in advance of their travel to Ireland.

It is a requirement from INIS for non-EEA students who intend staying in Ireland for more than 90 days to register with the Garda National Immigration Bureau (GNIB).

As part of this process Colleges are required to provide information to students to help them register in a timely and efficient manner and it should be noted that where a student fails to satisfy the requirements for registration then they will not be registered.

To enable students to register, the college provides students with details of their local Immigration Registration Office. From the college's perspective, it is our responsibility to ensure that **Non-EEA students have a valid GNIB card prior to commencement of the programme.**

In the case of ICHAS Postgraduate programmes, the college wishes to advise applicants from NonEEA/Non-EU countries that our Postgraduate programmes are offered on a Full Time Basis over 1 calendar year, therefore **students applying for Postgraduate studies may only be accepted where they commit to completion in 1 year on a Full Time Basis.**

## 1.2 Application Process for Non-EEA/Non-EU Students – Undergraduate Students

To apply to ICHAS as a Non-EEA/Non-EU Student for the Full Time Undergraduate programmes you must submit the following:

- A completed on-line application form.
- An official copy of your student transcripts from second level education as appropriate.
- Official translation of transcripts.
- English language proficiency certificates e.g. IELTS of 6 (undergraduate) or equivalent if applicable.
- Statement of purpose (One page indicating the reasons for your choice of course and why you want to study at ICHAS College).
- A copy of the picture page of your passport (Please also note that your passport should be valid for a period of 12 months after the estimated completion date of your course).

**Following Acceptance of your place at the College you are required to provide the following:**

- A copy of your GNIB card or your GNIB application reference number.
- Payment of fees for the first year of study in full (Please see refund Policy below).
- A copy of valid international student medical insurance. (All international applicants requiring Visas for study purposes in Ireland are required to have private medical insurance, either personally or through a group scheme at time of registration)

### 1.3 Application Process for Non-EEA Students – Postgraduate Students

To apply to ICHAS as a Non-EEA Student for the Full-Time post-graduate programmes you must submit the following:

- A completed online application form.
- An official copy of your student transcripts from relevant Undergraduate programmes.
- English language proficiency certificates (e.g. IELTS of 6.5 or equivalent).
- A copy of the picture page of your passport (Please also note that your passport should be valid for a period of 12 months after the estimated completion date of your course)
- Statement of purpose (One page indicating the reasons for your choice of course and why you want to study at ICHAS College)

**Upon receipt of Offer Letter and Acceptance of your place at the College you are required to provide the following:**

- A copy of your GNIB card or your GNIB application reference number.
- Payment of fees in full.
- A copy of valid international student medical insurance. (All international applicants requiring Visas for study purposes in Ireland are required to have private medical insurance, either personally or through a group scheme at time of registration).

### 1.4 Method of Payment of Fees from Non-EEA/ Non-EU Students

**Bank Transfer** – Students can pay by bank transfer into the ICHAS Bank Account as follows:

Bank Name	Bank of Ireland, University Branch, Limerick
Account Name	Irish College of Humanities and Applied Sciences
Swift/BIC Code	BOFIE2D
IBAN No	IE49BOFI90457982173203

**Please note:** If you are using this method of payment, please remember to quote your name on all payment transfers to the College. Confirmation of this transfer has to be emailed to [finance@ichas.ie](mailto:finance@ichas.ie).

### 1.5 Refund Policy in relation to Fees Paid by Non-EEA/Non-EU Students

Where a non-EEA/Non-EU student is not successful in obtaining a visa to study in Ireland the College will refund the course fee paid less an admission processing fee of €100

### 1.6 Fees for International Non-EEA/Non-EU students

Please note that **all fees have to be paid in full** within 2 weeks on acceptance of a place on a programme of study and in all cases a minimum of one month prior to course commencement.

#### 1.6.1 Fees for ICHAS Programmes For Academic Year 2023/2024

Fees - Payments for Non-EEA/ Non-EU Full-time Students (completing Undergraduate Programme) have to be paid in full two weeks after acceptance of programme offer.

Programme	Tuition Fee*
Undergraduate Programme BA Honours Degree Per Academic Year	€4,825
Master of Arts in Childhood Studies (Full Time over 1 Year) Per Programme	€14,000
Master of Arts in Childhood Studies (Full time over 1 year). Bursary Recipient	€12,000
Masters of Arts in Adolescent Studies (Full Time over 1 Year) Per Programme	€14,000
Masters of Arts in Adolescent Studies (Full Time over 1 Year) Bursary Recipient	€12,000
Master of Arts in Clinical Supervision in Professional Practice (Full Time over 1 Year) Per Programme	€7,200
Masters of Arts in Addiction Recovery	€8,200
Masters of Arts in Addiction Studies	€8,200

**\*Please note that the costs of personal therapy and clinical supervision is not included in the fees above. These are payable separately.**

## **REFUND POLICY**

All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that a class does not proceed or if their programme application is unsuccessful. A refund of fees, less an acceptance fee of €500, will be given to candidates who withdraw their application in writing up to seven working days prior to class commencement. Once a student has enrolled on and commenced a programme of study, no part of any course fee is refundable or transferable. No refund will be made under any circumstances to students who fail to attend classes or who do not complete a course. Course commencement and start dates are dependent upon a viable cohort formation. The College reserves the right to make amendments to programmes, contents and schedules.

Fee refunds are not given to any student who has attended lectures or for any student who commences a course and subsequently feels that the course does not suit him/her. All refund requests to be forwarded to [finance@ichas.ie](mailto:finance@ichas.ie).

### **1.7 Contact Information**

**GNIB Office, Henry Street Garda Station, Henry Street, Limerick Tel: +353 61 212416**

Admissions Office ICHAS – [info@ichas.ie](mailto:info@ichas.ie) / T: 00353 61 216288

ICHAS Finance Department – [finance@ichas.ie](mailto:finance@ichas.ie)