

DEPARTMENT OF LIFELONG LEARNING

Part-time Course Application Form

If you are applying for a hobby/recreational/language course where no formal assessment or examination is required, please complete pages 1 and 2.
If you are applying for an accredited academic course such as a Higher Certificate, Degree, or higher you must complete all pages 1 to 4. Please complete in BLOCK CAPITAL LETTERS.

Received

Personal Development
Academic

Pay Plan Y
Approved N

1. COURSE

Please enter the course to which you are seeking admission

Course Title _____ Year _____

Have you previously been a student in Athlone I.T.? Yes No

If yes, state name and year of course: _____

Full-time Part-time Student Number: _____

2. PERSONAL DETAILS

Surname _____ First Name(s) _____ Male Female

Tel. (Home) _____ (Work) _____ (Mobile) _____

Address _____

Email _____ Date of Birth

Nationality / Citizenship _____ Country of Birth _____

Domiciliary Origin (Your country of permanent residence in the 3 years prior to entry to AIT) _____

Employer Name _____

PPS No. _____ Are you currently employed? Yes No

3. FEE PAYMENT

- Cash
 Cheque
 Postal Order/Bankers Draft
 Credit/Debit Card
 Structured Payment Plan

(Only for fees over €1,000
See section 8 on page 4)

Cardholder's Name _____

Address _____

Card No

Expiry date CVV

Amount _____

Cardholder's Signature _____

4. HOW DID YOU HEAR ABOUT THE COURSE?

Radio Newspaper Leaflet Friends Exhibition Other

If Other, please specify: _____

5. DECLARATION

I declare that the information given by me in this application is true and accurate and that if I am admitted as a student I will abide by the regulations of Athlone Institute of Technology

Signed _____

Date

If you are applying for an accredited academic course such as a Higher Certificate, Degree or higher award you must also complete page 3 and 4, accompanied with any supporting documentation.



Please return completed application to:

**Department of Lifelong Learning
Athlone Institute of Technology
Dublin Road, Athlone
Co. Westmeath.**

All enquiries: Tel: 090 6483050
Email: lifelonglearning@ait.ie

FOR OFFICE USE ONLY

Student No. _____ Receipt No. _____ Date _____

Fee Paid (Cheque/Credit Card) _____

€ _____

€ _____

Refund € _____ Date _____ Reason _____

Notes

6. DETAILS OF THIRD LEVEL EDUCATION

Full Title of Third Level Qualifications _____

Name of Awarding Body _____

Name and Address of College Attended (or currently attending) _____

Years Attended: From _____ To _____

Overall Result _____ Year of Award _____

Have you successfully completed and passed all modules of the above programme Yes No

If no please give details

7. ADDITIONAL QUALIFICATIONS/COURSES

Full Title of Qualification _____

Name of Awarding Body _____

Name and Address of College Attended _____

Overall Result _____ Year of Award _____

Have you successfully completed and passed all modules of the above programme Yes No

If no please give details

8. FLEXIBLE PAYMENT OPTION

We encourage all students to pay their course fee in full on registration. However in some cases we recognise that this may not be possible. Recognising this, we have introduced a structured payment plan option, that is only available on courses where the course fee exceeds €1000.

The structure of the Flexible Payment Option is:

Payment One	On application	€850 deposit
Payment Two	10 November 2017	€500 (or balance of fees if less than €500)
Payment Three	19 January 2018	€500 (or balance of fees if less than €500)
Payment Four	9 March 2018	€500 (or balance of fees if less than €500)

(for a typical fee of €2,350)

Please note if you avail of the Payment Plan Option, but then do not adhere to the payments above, (for example do not pay the required amount by the required date) you may have your student services revoked, may not be allowed attend further classes or attend examinations until your account is back in good financial standing. Additionally such students will not receive notification of any results, or transcripts as long as fees are outstanding.

If you avail of the payment plan option and you withdraw early from your course you are still liable for the full fees for the academic year.

To avail of the Payment Plan Option, you must complete and sign below and return this application form to the Department of Lifelong Learning with the deposit of €850. You may make earlier payments, and may pay more than the required amount by each date if you so wish.

By signing below, you accept the terms and conditions of the Payment Plan detailed above. You undertake to make the payments listed above, by the relevant due date. You accept that if you do not adhere to the payment amounts or dates, that your student services may be withdrawn, and may not be reinstated until your account is back in good financial standing.

Signed _____ Date: _____

For further details on the Payment Plan and to discuss your eligibility please contact us.



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