



Ashfield College

Application Form

2023-2024

Over 40 years of Excellence in Education

Ashfield College, Sandyford Road, Dundrum, Dublin 16, D16 W2 6Z

All information which is provided as part of this application is gathered, collated, processed and stored in accordance with appropriate Data Protection and GDPR legislation. See Section 9 for further information.

Please be advised that a completed Application Form and its associated documents, such as transcripts of results, must be presented at interview. Any outstanding documents must be provided before an offer of a place will be made. Incomplete applications will delay the Admissions Process.

All sections of this Application Form must be completed.

Please email your completed Application Form and associated documents to:

admissions@ashfieldcollege.ie

Proposed Year Group of Entry

5 th Year		6 th Year		Repeat	
Face to Face School		Blended/Online School*			

**Blended/Online School is available, on application, for students who have certified medical reasons to attend Blended/Online School. Blended/Online School students are subject to our Code of Conduct and must attend all mandatory elements of subjects including exams, field trips, practicals, oral language exams and project work in line with State Examinations & Department of Education requirements. Please refer to our Code of Conduct for further information.*

Section 1: Student's Details

Surname	
First Name	
Address	
Student Email	
Student Mobile Number	
Date of Birth	
Country of Birth	
Nationality	
Length of time in Ireland	
PPSN	

Section 2: Parent/Guardian Details

Parent/Guardian No. 1		Parent/Guardian No. 2	
Relationship to Student		Relationship to Student	
Surname		Surname	
First Name		First Name	
Mobile		Mobile	
Email		Email	
Address		Address if different	
Please tick who is to be considered to be the primary contact			
Please tick who is to be considered to be the emergency contact			
Please tick who should receive correspondence from the school (school report, notices, invoices etc.)			

Section 3: Education

Current School	
Current Year	
Other Post Primary schools attended and years of attendance	
Personal Statement: (Please outline in a short paragraph <i>why</i> you wish to apply for a place in Ashfield College. This will be used as part of the discussion at interview stage).	
School Reference: (A reference check will be made before a student joins the school. Please note: we will never make contact with a referee without your prior consent).	
Name of Referee	
Role of Referee	
Email	
Phone Number	
I give my consent for Ashfield College to make contact with the above named person in order to gain a reference for my son/daughter.	

Subjects in Ashfield College

Please indicate below, the seven subjects you intend to take in Ashfield College. Please be advised that this will be discussed further at the interview stage.** Please also refer to our Subject Explainer Guide and Our Teachers for further details.

Students should pick seven subjects. Students cannot take up a new language which they have not studied at Junior Cycle.

Subjects Available in Ashfield College	
Accounting	French
Agricultural Science	Geography
Arabic	German
Applied Maths	History
Art	Home Economics
Biology	Irish
Business	Italian
Chemistry	Maths
Classics	Music
Design & Communication Graphics (DCG)	Physics
Economics	Religious Education
English	Spanish

No.	Subject Choice	Level (H/O)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

****Please note, subject availability is determined by the choice and combination of subjects chosen by a student, together with the date at which the student registers as an Ashfield College student. 'Registered student' means a student who has been offered a place, formally accepted the place in the College and paid a deposit of 950 euro.**

Intended Third Level Programmes	
1.	
2.	
3.	
4.	

Section 4: Attendance Record

Please indicate the number of days absent from school in the last academic year:

1-5 days		6-10 days		11+ days	
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If absent for 8 days or more, please outline details of same:

Section 5: Behaviour Record

Have you had disciplinary/behavioural issues in a previous school?

YES		NO	
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If yes, please outline details of same:

Have you ever been suspended/expelled/requested to leave any school?

YES		NO	
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If yes, please outline details of same:

Section 6: Medical Information/Reasonable Accommodations

In order to assess the requirements of a student and to fulfil the school's duty of care, we require the following information from parents/guardians on application for a place in Ashfield College.

Do you have any illnesses/allergies/diagnoses which it is important for us to know about?

YES		NO	
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If yes, please outline details of same:

Have you been in receipt of Reasonable Accommodations previously?

YES		NO	
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If yes, please provide a copy of the student’s medical/psychological/clinical report(s) along with this Application Form.

If yes, please outline the reasons for receiving a Reasonable Accommodation (please tick as appropriate):

Learning Difficulty		Hearing Difficulty		Visual Difficulty		Physical Difficulty*	
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* This category is taken to include medical, sensory, mental health and behavioural difficulties as well as physical difficulties (SEC, 2020)

Please outline what exam this was for: _____

Please outline the nature of the Accommodation that was granted: (please tick as appropriate)

Learning Difficulty		Hearing Difficulty		Visual Difficulty		Physical Difficulty*	
Reader		Personal CD Player		Standard examination paper enlarged to A3 size		Word processor, standard or voice-activated or a recording device	
Reading Assistant		Special Centre		Modified examination paper (visual elements removed or simplified), enlarged to A3 size.		Use of drawing aids	
Exam Reading Pen		Modified Aural Exam		Braille version of modified paper		Junior Cycle Home Economics only – exemption from the practical and/or project	
Word Processor/Recording Device		Exemption from the aural examination		Individual Reader			
Waiver (spelling, grammar, punctuation)		Exemption from the aural component of the Music examination		Reading Assistant			
		Sign language interpreter		Exam Reading Pen			
		Special Oral Examiner		Word processor or recording device			
		Exemption from the oral tests		Use of drawing aids			
		Seating close to superintendent and/or CD		Colour identifier in Geography			
				Low vision aids, magnifiers and reading lamps			

Section 7: Marketing and Image Consent

How did you hear about us?

Friend		Attended Grinds		Flyer		Radio Ad		Cinema Ad		Newspaper	
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I consent to having my photograph taken while on school tours or while attending school events. []

I consent to images being posted to the college social media page. []

I consent to my image being used for general marketing purposes. []

Section 8: Declaration

I/we agree that all of the information provided on this Application Form is an accurate summary of my son/daughter's educational history and I/we understand that a place in Ashfield College is offered subject to the accuracy of this information. I/we understand that Ashfield College may rescind the offer of a place if behavioural issues have not been disclosed.

I/we agree that, in Ashfield College, continued study is subject to the student adhering to the College's Code of Conduct. Transfer from 5th Year to 6th Year is not guaranteed; rather it is dependent upon the student's performance and adherence to the College's Code of Conduct.

I/we agree that continued attendance in the College is also subject to fees being paid as per the agreed Schedule.

I/we, undertake to pay all fees to Ashfield College as per agreed Schedule of Fees.

I/we agree that my son/daughter agrees to adhere to Ashfield College's Code of Conduct, Anti-Bullying Policy, Attendance Policy, Health & Safety Policy and Acceptable Use of Technology Policy.

Student's Signature		Date	
Parent's Signature		Date	

Section 9: Data Protection Statement

We at Ashfield College (part of The City Education Group) respect your privacy. We will handle your personal information in compliance with all relevant laws and regulations.

All details gathered, collated, stored and processed throughout the various stages of this application are done so in accordance with appropriate Data Protection and GDPR legislation.

The information contained in this form is held in the strictest confidence by the College. The provision of personal information is required in order for the College to assess the requirements of a student and to fulfil the school's duty of care. It is also required in order to communicate with the State Examinations Commission (SEC), the Central Applications Office (CA), or to complete Disability Access Rote to Education (DARE) Applications on behalf of the student.

This Application Form, whether soft or hard copy, will be destroyed by the College once the student has completed their course of study and it is no longer necessary for the College to act on the student's behalf with the State Examinations Commission and/or any other State body.

By submitting this application form for Ashfield College you are confirming that you wish to apply for a place at Ashfield College and you are agreeing that Ashfield College can contact you about our full-time school programmes using the contact details you provide in this form. You will be able to withdraw your consent to contact at any time by sending a request to unsubscribe from contact to info@ashfieldcollege.ie

Our full statement regarding Group Policies on handling of personal information and GDPR is available here: <http://www.ashfieldcollege.ie/privacy-statement-students/>

Section 10: Fees & Payment Schedule 2022/23

Ashfield College offers a number of options for the payment of tuition fees for 5th & 6th Year full-time students for the academic year 2022/23.

Option 1: Payment in Full - €7,950

1. €950 deposit* paid* upon receipt of an offer of a place from Ashfield College.
2. €7000 is the full fee payable on or before Tuesday 30th August 2022. This must be paid in full prior to taking up a place on the course.

Option 2: Instalments - €8,200

1. €950 deposit* paid upon receipt of an offer of a place from Ashfield College.
2. There are two options available to you in terms of Payment Plan:
 - a. You may pay seven instalments of €1035.72 payable on the 1st or 20th of each month from Sept 2022 to March 2023.

OR

 - b. You may start paying prior to September 2022 to reduce the monthly payment. With this option, the balance (€7250) will be split over the remaining months, up to March 2023. To discuss this option, please email our Accounts Department on accountsteam@ashfieldcollege.ie

***Please note:** In the event of a student withdrawing after paying the deposit, for any reason, before commencement of the school year, (Day 1 = Orientation Day), Ashfield College will refund €700 (€950 less €250 administration fee). If the student leaves after the commencement of the academic year, (Day 1 = Orientation Day), the deposit is non-refundable.

Ashfield College Account Details

Bank Transfer Details

Bank Account Name: City Colleges Education Ltd.

Bank Name: Bank of Ireland

Bank Address: 88 Lower Camden Street, Dublin 2

Swift/BIC Code: BOFIE2D

IBAN: IE53 BOFI90011384803416

Payer's Reference: Student's Name

***Please indicate the Student's Name clearly so that payment can be processed accordingly.**

Method of Payment

Please tick which method of payment you are selecting:

Direct Debit	Bank Transfer	Debit/Credit Card	Cash	Bank Draft	Cheque	Postal Order	PayPal
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Direct Debit Mandate will be emailed to you from our Accounts Department once deposit has been paid. Hardcopy Direct Debit Mandates are also available at Reception if you prefer.

Fee Payer Information

Name	
Address	
Email Address	
Daytime Phone Number	
Mobile Number	

Terms & Conditions

Non-Refundable Deposit

If you wish to accept a place in Ashfield College, a deposit of €950 is payable. The deposit of €950 will be credited against the initial year's fee payments. In the event of a student withdrawing after paying the deposit, for any reason, before commencement of the school year, (Day 1 = Orientation Day), Ashfield College will refund €700 (€950 less €250 administration fee). If the student leaves after the commencement of the academic year, (Day 1 = Orientation Day), the deposit is non-refundable.

Late Payments

Ashfield College will engage with those who have failed to make a payment in order to afford opportunity to resolve the matter. Thereafter, the school may refer the matter to our solicitors. In addition, the school reserves the right to cancel a student's place during the course of the school year in the event of unresolved non-payment of school fees.

Transfer from 5th Year in to 6th Year

Non payment of fees will also affect transfer from 5th Year in to 6th Year. Students will not be permitted to transfer in to 6th Year from 5th Year, if any fees are outstanding.

Cancellation

Cancellation of school places, in writing to the Principal, **must be received prior to the first day of the school academic year**, (Day 1 = Orientation Day), otherwise full fees are payable (subject to exceptional circumstances). For further details, please see Ashfield College's Refund Policy – <https://ashfieldcollege.ie/refund-policy/>

I, the undersigned, agree to the terms and conditions stated above.

Signed	
Date	

Section 11: Enclosed/Attached Documents

All documentation listed below, must be presented at interview with this Application Form (tick relevant boxes). Incomplete applications will delay the Admissions process.

Item	Provided
Application Form Completed in Full & Signed	
Copy of most recent School Exams i.e. Autumn, Winter, Spring or Summer Exams	
Copy of most recent School Report, with results & teacher comments	
Copy of Junior Cycle Mocks (if applicable)	
Copy of Junior Cycle results (if applicable)	
Copy of Leaving Certificate Mocks (if applicable)	
Copy of Leaving Certificate results (if applicable)	
Copy of medical/psychological/clinical reports (if applicable)	