

STUDENT INDUCTION SHEET



Student's Name			
Date of Birth		Total weeks of Course	

A	Introduction to Liffey College <ul style="list-style-type: none"> • Building layout: classrooms, library/computer lab shown/ floor plans • Campus facilities briefly explained (classrooms, library/computer lab, toilets, etc.) • Liffey College has several locations; students cannot be guaranteed that they will be enrolled at any specific location • Services offered explained (Student Visas, SPECIAL NEEDS (HEALTH CONCERNS, ETC.), Health Insurance, PEL, External & internal Exams & Others) Student Signature: _____
B	Course Information & Delivery <ul style="list-style-type: none"> • Awards and courses explained • Structure of course, duration, Number of Levels/Modules, Mode of Delivery explained • Course schedule, duration of classes and break times explained (Subject to change) • Course BOOK POLICY (buying a course book, etc.), homework & others • All students must have the relevant course-book for their level on their first day of class • Where the teacher gives homework or/and project work all students agree to participate and complete such assignments • Liffey College is an English-Only Area • Field-trips are organised regularly and are compulsory for all students Attendance procedures are the same as for normal class. All students sign a declaration form and inform the college of any medical issues that may affect their participation Student Signature: _____
C	Students Assessment & Progression <ul style="list-style-type: none"> • Ways of assessing students explained (Formative & Summative Assessment) • Examination Policies & Procedures explained • Academic and Non Academic warnings on unsatisfactory performance record explained • Registration Procedure with relevant accredited body & deadlines for exams registration explained • Students will be tested on a continuous assessment basis. Students who are continually absent on assessment days will face consequences Student Signature: _____
D	Liffey College Policies <ul style="list-style-type: none"> • College Equality policy explained (Equal Opportunities & Fairness) • Other policies discussed including Harassment & Bullying, Sick Leave Policy • Disciplinary Procedure explained (Dismissal, Grievance & Complaints Policies) • Please be advised that it's the responsibility of each and every student to familiarise themselves with the College Notice Board as this is where important public announcements (such as Christmas holidays etc.) will be on display. Students should also check the Liffey College, Notice boards, Facebook page and their email & log In System accounts on a regular basis Other Policies briefed are: Complaints, Copyright, Computer Use, Personal Device Use, Food & Drink, Parking, Visitors, Litter, Noise, Pet, Children on Campus, Classroom Behaviour, Campus Posting & Others) Forms, requests and change of details Student Signature: _____
E	Student's Rights & Responsibilities <ul style="list-style-type: none"> • Code of Conduct briefly explained (Integrity, Respect, Concern & Inclusiveness, Honesty, Diversity & Civility) • Students Confidentiality & Data Protection explained • Students are responsible for ensuring that college has the right email address and they are receiving emails For example, once a student is enrolled in the class he/she will receive an email from the college regarding their class start date, level, timings, etc Student Signature: _____

F	Health & Safety <ul style="list-style-type: none"> • Importance of Medical Care and Health Insurance explained • No Smoking and Drug & Alcohol Policy explained • Campus Safety & Security Issues discussed (Armed Threat, Violent or Threatening Behaviour, Emergency Response Numbers, Accidents and Medical Emergencies) • Fire Safety & Evacuation explained Student Signature: _____
G	Exams <ul style="list-style-type: none"> • All English courses at Liffey College conclude in an English language exam that meets immigration requirements. Upon enrolment non-EEA enrolled students will be registered with the awarding body. • Please be informed that the timetable for examinations is available and should be consulted. It should be noted that some exam dates and times may have been scheduled outside the given timeframe of the course. Students are advised to contact the College prior to the start of their classes should they require any change. No extension letters will be issued where exam dates are scheduled beyond the course dates. • The level of the final examination will be allocated to all students at the time of enrolment. An email regarding the same will be sent to all students following enrolment. Their exam level will be one level higher than the level assigned at enrolment (<u>for instance, a student starting at the Elementary level will be scheduled for an exam at the Pre-Intermediate level</u>). During the term of study (25 weeks), should any student fail to progress to the next level, the College should be contacted to make the necessary change. Students have up to 7 weeks prior to the exam date to make any change with respect to the date and/or level. There will be strictly no change after this period and refunds will not be processed. • Student's declaration - "I understand that the Final Exam is mandatory and I will sit my course examinations whenever they are scheduled, otherwise I may be expelled or other sanctions may be taken against me as deemed necessary by the college (Study Visa Rule)" • Student's declaration - "I understand that if I have been expelled from Liffey College, I will not be permitted to sit the final exam/end course exam and will not be entitled to a refund for exam fees also." • Final exam is: Option B (if EDI is not available): Final exam date is: Student Signature: _____
H	Attendance & Punctuality Policy Daily Punctuality and Attendance clearly explained: <ul style="list-style-type: none"> • Class times are Monday - Friday 9:15am to 12:30pm (Morning class) and 13:45pm to 17:00pm (Afternoon class). • Every student MUST SIGN the attendance register EVERY DAY at RECEPTION. • If there is a bank holiday on a Monday of any week, classes will be scheduled from Tuesday to Friday at the times outlined above. • If a student has a valid excuse for being late, Liffey College will allow the student to sign up to 15 minutes after class has commenced (9:15 - morning class/ 13:45 - afternoon class). We expect students not to make a habit of this 'leeway'. Liffey College reserves the right to revoke this 'leeway' or take action should student punctuality on the whole or individually become an issue. • Students who are more than 15 minutes late will be marked absent for the day. • Students who leave class more than 15 minutes early will be marked absent for the day. • If you are late, the teacher has the right to refuse entry into the classroom. • Liffey College has no agreement with any student regarding late arrivals or early departures. • Students who continuously arrive late from the break will also be marked absent. • Please Note: continuously arriving late and/or leaving early will not be tolerated by Liffey College and if you arrive late more than 3 days in a week, you will face disciplinary procedures. • Student's declaration: "I understand that daily Punctuality & Attendance is mandatory and I will be punctual for class and sign the attendance sheet every day at reception prior to 9:15AM and 1:45PM, otherwise I may be expelled or other sanctions may be taken against me as deemed necessary by the college" Student Signature: _____
	Class Time Changes - Class time changes clearly explained: <ul style="list-style-type: none"> • Students are registered with immigration for specific classes. A student cannot simply be moved to a different class from the one they are enrolled in. A student who wishes to change their class time must

	<p>complete a Student Request Form and pay the administration fee in advance. Class time changes are subject to availability.</p> <ul style="list-style-type: none"> • Student's declaration: "I understand that I cannot be moved to a different class and that there will be no switching of classes (subject to change)." Student Signature: _____
J	<p>Holidays – Holiday policy clearly explained:</p> <ul style="list-style-type: none"> • Every student MUST consult Administration regarding holidays. By enrolling in Liffey College each student has agreed to follow the COLLEGE TIME-TABLE (32 weeks cycle) and must follow its structure even when it conflicts with the student's request for holidays, e.g. as in the Christmas college holidays. • Starting 12 June 2017, the total weeks of the course will be 33 (25 weeks of study + 8 total weeks of holidays). • As the school is closed for 4 weeks over the Christmas period students must take these 4 weeks as holidays if their course falls during this period. • Students may request to take 1-2 weeks of holidays in the middle of their course instead of at the end. Holiday requests can only be approved if the student (i) has completed 12 weeks of study, (ii) has 85% attendance and when there is (iii) no conflict with the college timetable. <p><u>Please be advised that all 25 weeks of study MUST be completed within a 7 month period</u></p> <p>No unscheduled breaks are permitted except for a family bereavement, participation in legal proceedings or a documented illness.</p> <ul style="list-style-type: none"> • To take 1-2 weeks of holidays in the middle of their course (after 12 weeks), students must fill out a Student Request Form available from Reception. Students should allow a minimum of 3 (three) working days for their request to be processed and check its status over the following days. In the meantime students must follow their timetable. • Requested holidays must be a full week, Monday to Sunday; no partial holidays will be approved. • Students returning from holidays cannot be guaranteed that they will return to the same classrooms (subject to availability). • Student's declaration: "I understand that I can only take holidays as per the Reform of the International Education Sector and Student Immigration System Government Policy Statement. In addition, I also understand that I may only be granted holidays if I have completed 12 weeks with 85% attendance record & according to my Liffey College Time-table and no holidays can be approved if there is a conflict with the timetable" <p>Student Signature: _____</p>
K	<p>Absenteeism & Expulsion Policy/Procedures: Disciplinary/Expulsion Procedures clearly explained: 6 Steps</p> <ul style="list-style-type: none"> • 1: A formal face-to-face oral warning is given to students with less than 85% attendance. The student will be contacted by telephone or sent an email in the event that a face-to-face warning was not possible. • 2: Should attendance not improve, a first written warning via email is sent to the student. • 3: Should attendance still not improve, a final written warning via email is sent to the student. • 4: Student will be suspended and invited to attend a formal hearing/appeal. • 5: Student can appeal the situation on certain grounds (please see college notice board for more details). • 6: If the student fails to satisfy the formal hearing/appeal board with justifiable reasons for their absence/fails to show up he/she will face expulsion without a refund with immediate effect from Liffey College and GNIB/INIS will be informed of such. • Student's declaration: "I understand the Disciplinary/Expulsion Procedures in place at Liffey College, therefore, I will be punctual for class and sign the attendance sheet every day at reception prior to 9:15AM and/or 1:45PM, otherwise I may be expelled by the college. I also understand that there <u>will be no refund</u>". • Please note: • Students, with less than 25% attendance in the first 6 weeks will be expelled by the College without a chance to warnings or/and appeal and the GNIB/INIS will be informed of their expulsion. • All students need to maintain 85% all the time. <p>Student Signature: _____</p>
L	<p><u>Class Level Change</u> - Class level changes clearly explained;</p> <ul style="list-style-type: none"> • Any students wishing to move up one level will have to complete 12 weeks in their assigned level. Whether or not a student moves up is dependent on their academic performance, i.e., their scores on

their continuous assessments, as well as feedback from their teacher(s).

- Any student who wishes to move up prior to the completion of the 12-week cycle should consult their teachers and submit a Request Form to the DoS or ADoS.
- Any such moves will be subject to availability and are first dealt with by the teacher/DoS/ADoS. Any student who achieves inadequate test results during the 12 week period **WILL NOT** be eligible to move up and will remain **at the same level** (if that is the case students are responsible for changing the level of their final exam). Only the Academic Department will inform the Administration Department at reception about any such changes, students will no longer be allowed consult reception about this matter. Any changes will be dealt with on a first come, first served basis and will be subject to availability as well.
- Student's declaration: "I understand that class level changes are subject to availability & academic performance. In addition I understand that if I achieve inadequate results in my assessments I will **NOT** be eligible to move up one level and will have to remain at the same level until my academic performance improves."
- **Note: Class room change is at the discretion of administration.**

Student Signature: _____

M **Fee Refund Policy:** Considering the fact that choosing the correct programme of study is an important step, Liffey College assumes that a student would have made a thoughtful decision prior to applying for the course.

- No refund is granted for students who withdraw from a programme (prior to/shortly post commencement or during the programme).
- The course fee or instalments paid are strictly Non-refundable except in the following circumstances:

Full-Time Students

1. In the event that an international student is refused either an entry visa or a student visa in Ireland.
2. If the course for which the student has paid is cancelled by Liffey College with no other alternatives available.

Part-Time Students:

1. If the course for which the student has paid is cancelled by Liffey College with no other alternatives available. (Part time fees refund include total fees paid in terms of course fee and registration fee)

Where a course is cancelled by Liffey College:

Students will be transferred to similar courses (if available at Liffey College) at equivalent level within the same discipline.

Arrangements will be made with other institutions to provide the same or similar courses at equivalent level within the same discipline.

Please Note:

- If a course fee is refunded, €300 (college registration fee) of the total course fee paid will be deducted.
- **Other non-refundable fees** that are charged as extras include **medical insurance fees, PEL fees, examination fees**, registration for examination fees, **accommodation fees**, Pick-up fees, books, hand-outs and others.
- **IF STUDENT HAS BEEN EXPELLED THERE IS NO REFUND.**

Student Signature: _____

N **Protection for Enrolled Learners (PEL)** - In compliance with the Protection of Enrolled Learners (2012 Act, Part 6), Liffey College has learner protection arrangements in place with respect to all students who have paid fees and enrolled on programmes of three months or more duration. **"Liffey College has approval to offer students learner protection insurance, Learner Protection insurance is only in place when each student receives their certificate."** The purpose of this is to protect student course fee only paid to Liffey College in the event of Liffey College becoming Insolvent.

	<p>Please Note:</p> <ul style="list-style-type: none"> • This insurance applies only to Unexpired Course Fees and Does Not Include extras (for example; registration, medical cover, final exam, PEL, book and others, if applicable). • Students will get individual certificate via email, as per this policy. If you have not received your certificate within 3 weeks of enrolment you MUST contact the college immediately. • Students are advised to retain their individual certificate as this will be required for reimbursement when claiming the unexpired fees, if such a situation arises. • Claims Procedure: Any occurrence which may give rise claim should be advised to ODON. • Data Protection: Personal data that you provide to ODON will be held in accordance with Data Protection act 1998. <p>Please contact College if further information is required.</p> <p>Student Signature: _____</p>
O	<p>Students Feedback:</p> <ul style="list-style-type: none"> • Students are allowed to express their opinions and ask questions (feedback) • Newsletter/Timetable given to students including details about Course Schedule, Class & Break Times etc. • Registration & Examination Fees (<i>if applicable</i>), deadline for other payments, etc. • College Opening Times, Hours of Student Queries & 24-hour emergency number (086 1232008). <p>Student Signature: _____</p>
P	<p>Full policy details and additional information is available at Liffey College reception, the Student Handbook or on our website www.liffeycollege.ie.</p>
Q	<p>From time to time the college will organise Educational Tour / Field Trips.</p> <p>As these form part of the programme of study, students will be required to attend. Students must sign the declaration form provided and this is used as part of the attendance. Students must participate exactly as if they are in class and will be marked absent if they fail to complete the day/hours allocated. As students are required to be out of the premises particular attention needs to be paid to discipline to ensure proper behaviour and for personal and group health and safety. If you have any new or existing medical issues then please bring this to the attention of your teacher BEFORE the scheduled Educational Tour / Field Trip(s). The college reserves the right to ask you for a medical certificate for regular absences from Educational Tour / Field Trips.</p>

Do you have any existing medical conditions preventing you from pursuing your programme of study? _____

Student's declaration:

The above policies were clearly explained to me and I thoroughly understand all the points from A - Q.

Student Signature: _____

College Representative Signature: _____

Date: _____