

IPAV / TU DUBLIN STUDENT REGISTRATION

Higher Certificate in Business in Real Estate Valuation Sale and Management

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| Data Protection Statement | The information requested is for admission, administrative and statistical purposes only and will be treated in strict confidence. Completion of an application form does not necessarily guarantee a place on the programme. IPAV fully respects your right to privacy and will not collect or publish any personal information about you without your explicit consent. Any personal information which you volunteer to the institute and the university will be treated with the highest standards of security and confidentiality, strictly in accordance with Data Protection Legislation and all other applicable laws. |
| Academic Year: | <p style="color: red;">The course will commence online Saturday 7th September with an induction on Saturday 14th September in TU Dublin Tallaght. A front-loaded module designed to prepare students for study will be held online one Friday evening on a selected week in September. The above dates are mandatory for all students.</p> <p>Lectures thereafter will be held on Saturdays throughout the academic year on a blended learning basis commencing at 9.30am and finishing at 5.00pm. (subject to change).</p> |
| First name | |
| Last name | |
| | <i>The names given above will appear on all University / Institute Documentation</i> |
| Address including Eircode | |
| | EIRCODE: |
| Mobile Phone Number | |
| Email Address | |
| Gender | Male <input type="radio"/> Female <input type="radio"/> Prefer not to respond <input type="radio"/> |
| Date of Birth | |
| Nationality | |
| Nation of Birth | |
| Domicile (place of current residence) | |
| PPS Number | |
| Level of English Required | <p>N.B. If English is not your first language or you have not studied English in school, you must provide evidence that you have successfully completed a recognised examination in English Competency in order to help you complete the course. IELTS 6.0 or equivalent level of competency in English required.</p> |
| Were you previously a student at TU Dublin/IT Tallaght Only for administrative purposes | Yes <input type="radio"/> No <input type="radio"/> If yes, please enter student ID number: _____ |

Education

Please enter details of any 3rd level programme that you are attending or have attended, if applicable

| School/College/University | Programme(s) | Dates From | Dates To | Result |
|---------------------------|--------------|------------|----------|--------|
| | | | | |

Highest Qualification Obtained:

Last Institute attended (post primary or 3rd level):

Course Fee

You must submit an application fee of €100 payable by debit/credit card, bank transfer (bank details can be obtained from IPAV accounts once your application has been submitted 01- 6785685) or cheque to IPAV.

Annual fee of €3500 (**Course fees are only payable on confirmation of placement**)

Students should make provision for additional outlay to cover cost of books. Lecturers will provide book recommendations during the year.

Tax Relief is available on course fee see www.revenue.ie (IT31 – Tax relief for tuition fees)

Please Note**Work Experience**

Candidates who are not working in the profession will be required to obtain work experience/work shadowing while on the course. It is the student's responsibility to obtain work placement.

Exemptions

Exemptions from modules are possible but will only be discussed AFTER registration and must be agreed with the module lecturer and head of department. The deadline and requirements for exemption submissions will be discussed during the induction period.

**Documents
to accompany
registration form**

1. Copy of photographic ID, Passport or Driving Licence.
2. Proof of address such as a utility bill.
3. Current Curriculum Vitae outlining your education, career history to date and if applicable, any property experience.
4. Current employers' reference or business reference if self-employed (this is only required if working in the property industry)
5. If you are under 23 years of age you must enclose a copy of your Leaving Certificate results (or equivalent).
6. 3rd level examination result transcripts, if applicable.
7. English Competency results if English is not your first language.
8. Application fee €100 (an invoice for payment will be issued on receipt of your application which can be paid by card, cheque or bank transfer).
9. Signed Student Regulations attached.

Completed applications should be returned to:

Genevieve McGuirk – genevieve@ipav.ie or by post to IPAV, 129 Lower Baggot Street, Dublin 2, D02 HC84 together with the above documents, **not later than Monday 8th July. Course places will be allocated thereafter.**

IPAV Student Regulations

IPAV Student Regulations are to be read when applying for an IPAV Educational Course in conjunction with the IPAV Course Handbook and TU Dublin Tallaght Regulations Handbook ("the Handbook")

Introduction

In any organisation there must be rules and regulations which enables the rights of all its members, students and would-be students to be respected. The following regulations are intended to promote fairness, justice, and order in the treatment of individuals and in the conduct of IPAV in line with its policies and those of its associated validating bodies.

General Regulations Governing Student Applications:

1. IPAV shall in its absolute discretion be entitled to refuse admission to any applicant for any of its educational courses without assigning any reason therefor.
2. A student who is offered a place on any IPAV educational course must attend on and from the commencement date of that course. If for any reason whatsoever a student is unable to attend on the commencement date of any educational course this must be notified immediately in advance to IPAV and unless it is agreed in writing by IPAV that the student may defer the commencement of such course IPAV reserves the absolute authority to withdraw the offer of a place on any such course.
3. A student offered a place on any IPAV educational course must pay all course fees on the dates due, failure to comply with this regulation will result in withdrawal of the offer of a place on any such course.
4. Refunds for students who withdrawn from the course officially in writing before 31st October are liable for the course administration and registration fees of €400, between 1st November and 31st January are liable for 50% of the course fees and after 31st January are liable for 100% of the course fees.
5. A student must register and furnish all documentation required by the date and time indicated on their application before any letter of offer will be considered.
6. By completing, signing, and submitting this form you agree to IPAV using your personal data contained therein for the purposes of processing your application and administering the course.
7. By completing, signing, and submitting of this form you consent to IPAV sharing the personal data contained therein with TU Dublin also for their purposes of processing your application and administering the course. Please refer also to TU Dublin GDPR policy, <https://www.tudublin.ie/explore/gdpr/> and the data protection statement on page 1 of this form.
8. IPAV or TU Dublin may contact you in the future alumni activities or for marketing purposes.
9. IPAV or TU Dublin may share your data with Third Parties, this includes "Professional and Regulatory bodies where programmes are accredited by such bodies. Any other disclosures to third parties are made only where there is legitimate reason to do so and in accordance with the law.

I confirm that I have read and hereby agree to the above Student Regulations, IPAV course handbook and TU Dublin Tallaght Regulations

Signed

Dated