

Certificate in Real Estate Administration

Application Form 2019

Applicant Information

Full Name _____

First

Last

Address _____

Eircode _____

Mobile _____

Email Address _____

PPS No _____ Nationality _____

Date of Birth _____ Domiciliary Origin _____

Gender _____ Country of Birth _____

Education

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

If yes, please enter your student ID Number _____

Full Time _____ Part Time _____

Qualifications

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

Full Title of 3rd level qualification _____

College Attended _____

Years Attended From _____ to _____ Overall Result _____

Year of Award _____ Higher Qualification Obtained _____

Last Institute Attended (post primary or 3rd level) _____

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Course Fee

You must submit an application fee of €100 by cheque, bank transfer or debit/credit card. (This will be deducted from your fees if your application is accepted and you proceed with a place on the course)

Course fee of €1300 (**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 course of the year.

Document Checklist

Documents to accompany the registration form

1. Copy of photographic ID such as Passport or Driving License
2. Proof of address
3. Current Curriculum Vitae outlining your education, career history to date and any property experience, if applicable
4. 3rd Level examination results transcripts or a copy of your Leaving Certificate results, if applicable
5. If you are under 23 years of age you must enclose a copy of your Leaving Certificate (or equivalent) results
6. Application fee €100
7. Signed Declaration attached

***Please note the course will commence on Saturday 21st September from 9.30am to 4.30pm. This date is mandatory for all students and attendance is compulsory.**

Please return completed application together with the above documents to:

Programme Coordinator

IPAV

129 Lower Baggot Street

Dublin 2, D02 HC84

Closing date 13th September 2019

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 will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988-2018 and all other applicable laws.

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. Athlone IT and IPAV are Data Controllers and will comply with their obligations under existing or future Data Protection and Freedom of Information Legislation. Further details regarding how your data is stored and processed is available in IPAV's Data Protection Guidelines and AIT's student privacy policy at www.ait.ie/gdpr

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. 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.
5. By completing, signing and submitting of this form you also consent to IPAV sharing some personal data contained therein with Athlone IT also for their purposes of processing your application and administering the course. Please refer also to Athlone IT GDPR policy, www.ait.ie/gdpr and the data protection statement above.
6. IPAV may contact you in the future alumni activities or for marketing purposes.

You must agree to these Terms and Conditions in order to register as a student with Athlone IT

I confirm that I have read the Data Protection guidelines and agree to the processing of my data by IPAV and Athlone IT in accordance with these guidelines

I confirm that I have read and agreed to these Terms and Conditions

Consent to be contacted by personal email must be given/denied by indicating below and can be revoked at any time by emailing lifelonglearning@ait.ie and info@ipav.ie

Yes, you may contact me by using my personal email address as given on this form

No, I do not wish to be contact by using my personal email address as given on this form

Declaration

I confirm that the information given by me in this application is true and accurate and I have read and hereby agree to the above Student Regulations, IPAV course handbook and Athlone IT Terms and Conditions.

Signed _____

Date _____