

Frequently Asked Questions

SECTION 1: Book your assessment date

1.1 How do I book a place for assessment at ITB

- Go to Eventbrite through the link provided in the email you received from ITB
- Register to attend for time given
- Maximum capacity of 50 so please book early

1.2 I did not book a time online. Can I still attend an assessment?

No. We can only accommodate a maximum of 50 so you must book via the emailed link.

1.3 I booked a place online and now wish to cancel.

- You must log back in through the link provided in your invitation email
- Go to your tickets from the link in the top right corner of screen
- Cancel your ticket

1.4 I cannot remember my Eventbrite login and password to cancel

Go to the Eventbrite website and on the home page click on forgot password. A new password will be sent to your email address.

1.5 I cannot attend on the date you have scheduled.

This is final assessment date scheduled. Email registration@itb.ie with your full name, mobile number and CAO number and the subject line CAO Mature Applicant.

SECTION 2: PREVIOUS OR CURRENT STUDY ENQUIRIES

2.1 I am currently doing a full FETAC Level 5 or Level 6 award which finished during summer 2017. Do I need to attend?

You can compete for a place with a full FETAC level 5 or 6 award. FETAC will send your results to the CAO during the summer and places will be offered to eligible applicants in August. Please be aware of the points for your chosen course (last year's points are enclosed). They may go up or down for 2017 but we cannot confirm what the points will be at this time.

You can also attend the assessment of suitability and ITB will take the better result into consideration i.e. either your assessment result or your FETAC results. Attending the assessment will not impact on your chances of competing for a place based on your FETAC results.

If you choose to compete based on your FETAC award, please ensure that you have met the minimum entry requirements for the courses for which you have applied. Information on all ITB courses is available on the Institute website www.itb.ie.

2.2 I previously completed a full FETAC award. Do I need to attend?

Yes – We advise you to attend the assessment. You should send your FETAC results directly to the CAO. Please do not send a copy to ITB.

2.3 I am currently doing a BTEC course which finishes during Summer 2017 or I have a completed a BTEC award. Do I need to attend?

Yes - You should attend the assessment to compete for a place.

2.4 I completed my Leaving Certificate before the current points system commenced. Do I need to attend?

Yes – We advise you to attend the assessment. You should send your Leaving Certificate results directly to the CAO. Please do not send a copy to ITB.

2.5 I have a prior 3rd Level qualification (i.e. Higher Certificate, Ordinary Degree or Honours Degree). Do I need to attend?

If you hold a 3rd level qualification please scan and email your parchment and diploma supplement to registration@itb.ie with the subject line CAO Mature Applicant before the assessment date. You will be advised if you need to attend the assessment. You must also send a copy of your results to the CAO. Please quote your CAO number on all emails.

2.6 I have National Craft Certificate. Do I need to attend?

If you hold a National Craft Certificate please scan and email your Craft Certificate to registration@itb.ie with the subject line CAO Mature Applicant before the assessment date. You will be advised if you need to attend the assessment. You must also send a copy of your results to the CAO. Please quote your CAO number on all emails.

SECTION 3: THE ASSESSMENT, PARKING, DIRECTIONS AND ENGLISH LANGUAGE COMPETENCE

3.1 What does the assessment involve?

The assessment will take 1 hour but you will be required to arrive 15 minutes early (i.e. the time outlined in your letter) to allow you sign in and the assessment to start on time. The assessment will comprise of a written comprehension, a grammar section and a basic mathematical reasoning section. You will also be given a general topic to write approximately 250 words on. The assessment is not course specific so you cannot prepare for it. No further information on the assessment will be given out in advance.

3.2 Can I get a sample of the assessment?

No sample papers will be available to ensure all applicants who attend for assessment have an equal chance.

3.3 Specific Supports required for suitability assessment

If you have a disability which requires specific supports (e.g. visual impairment) in order to sit this assessment, you must advise Mary Collier immediately on 01 8851036.

3.4 Do I need to bring anything with me?

Applicants are required to bring photo identification for entrance to the test (e.g. passport or drivers licence) and will not be admitted without it. You should also bring a pen.

3.5 How do I get to ITB?

Directions and bus timetables can be found at the link below. Please check your route before the assessment date.

<http://www.itb.ie/Location/howtogetthere.html>

3.6 Is there parking on campus?

Yes there is parking on campus.

3.7 Language

Instruction for all courses at ITB is conducted through English. For all applicants whose first language is not English, you should submit documentary evidence of meeting this requirement along with your CAO application. Please refer to our website

<http://www.itb.ie/StudyatITB/internationalstudents.html>

SECTION 4: SELECTION AND OFFER PROCESS

4.1 Selection Process

ITB will rank mature applicants by means of our assessment of suitability test and/or Leaving Certificate or FETAC Level 5 or Level 6 award.

Successful applicants are ranked to create an order of merit list from which offers are made.

4.2 Offer process

All offers are issued by CAO. Offers are sent by post and can be viewed on www.cao.ie

Round	Date of Offers for 2017	Applicants
Round 1	Monday 21 st August	Leaving Certificate and FETAC applicants who are competing on points.
Round 2	Thursday 31 st August	Offers made to all applicant categories for remaining places.

4.3 Acceptance of Place

Accept place through CAO, by post or online @ www.cao.ie. Follow all instructions from CAO. Applicants should adhere to the deadlines for accepting offers as set out by CAO. Otherwise, your place may be offered to another applicant in a later round of offers.

4.4 Deferral of Place

Write to ITB Admissions Office seeking deferral two days **BEFORE** CAO acceptance date. Or forward your offer email to registration@itb.ie requesting a deferral.

4.5 Course start / Registration

We expect all First year courses will start on **5th September 2017** (provisional date).

4.6 What if I don't get an offer?

- You may get an offer in a later round of CAO offers – ITB can tell applicants their position on the waiting list for ITB courses (after Round 1).
- You may get lower preference offer.
- You may need to consider pursuing a relevant FETAC course and re-apply for entry in 2018.

4.7 CAO System

- You can receive an offer from the Level 8 list and Level 6/7 list.
- **Order of preference on each list is of extreme importance** – once you receive an offer, you can only receive an offer of higher preference in a later round (i.e. **can only move up the list, never down**).
- You are advised to read the CAO Handbook in detail (www.cao.ie)

SECTION 5: FEE QUERIES

The Institutes website will be updated with new information as it becomes available from the Department of Education & Skills for 2017/18.

5.1 Student Contribution

A student contribution fee of €3,000 is payable by each student. Students in receipt of a grant from SUSI may not be required to pay this fee, depending on the level of the grant awarded.

5.2 Tuition Fees

EU Nationals

European Union nationals attending full-time undergraduate courses at ITB are not normally required to pay tuition fees. EU nationals who are repeating a full year of study must pay tuition fees. Any EU national who is following a second or subsequent third-level course may also be required to pay tuition fees, depending on the type and duration of the previous course attended. Any EU national who has not been resident in an EU member state for 3 of the past 5 years will be liable for tuition fees.

You will find more information on: <http://www.itb.ie/CurrentStudents/feesgrantsft.html>

The rate of fees is set annually by the Department of Education and Skills

EU Fees - 2017/2018	Total Fee (incl Student Contribution & Tuition)
Undergraduate Higher Certificate (Level 6)	€3250
Undergraduate Ordinary Degree (Level 7)	€3250
Undergraduate Engineering Honours Degree (Level 8)	€4450
Undergraduate Other Honours Degree (Level 8)	€3819

Non-EU Nationals

Non-European nationals attending full time undergraduate courses at ITB are normally required to pay tuition fees. The annual fee for 2017/2018 is €11,420 (Tuition fee €8,420 plus a Student Contribution Fee of €3,000). Non-European nationals on a student visa are required to pay the Non-EU rate of fees €11,420.

Refugees with official refugee status (at the time of first registration) are not normally required to pay tuition fees. If a student is in the process of seeking asylum, they are considered as non-EU Nationals. Any non-EU National who has been legally resident in an EU member state for at least three of the last five years: (excluding periods of time covered by student visas) may qualify to pay tuition fees at the EU rate. It is a requirement that documentary evidence of residency and the duration of residence in the EU member state is provided to qualify for the EU rate of tuition fees

5.3 Grants

Further information on the type of grants available can be found on www.studentfinance.ie or www.susi.ie

5.4 BACK TO EDUCATION ALLOWANCE (BTEA)

If you have been in receipt of unemployment benefit before commencing College, you may be eligible to claim the BTEA. This means you may be able to attend college without losing any benefits. Contact your local Social Welfare Office for further information. Please note the BTEA does **not** cover the Student Contribution Fee. Students who are in receipt of BTEA must also apply under the relevant maintenance grant scheme to have the student contribution fee paid on their behalf.

Further information is available at www.studentfinance.ie