

## 1 Introduction

### 1.1 Purpose and Parent Policy

This procedure outlines the steps by which offers of places on programmes are extended to applicants following completion of the *Procedure for Admission Interviews* under the *Policy for Admission*.

### 1.2 Responsibilities

#### a. Applicant responsibilities

- i. The Applicant is responsible for accepting their offer in a timely manner, as well as for providing the College with supplementary material which allows for their registration as a student.

#### b. Staff responsibilities

- i. The Registrar is responsible for issuing offers of programme places.
- ii. The Admissions Office is responsible for implementing the *Procedure for Offers*.

## 2 Procedure

### 2.1 Procedure for Offers

#### a. Possible offers

- i. The Registrar can make three possible offer types, based on the outcome of the *Procedure for Admission Interviews*:
  - Unconditional offer: The applicant is offered a place on the programme.
  - Conditional offer: The applicant is offered a place on the programme provided they meet certain conditions relating to either pending examination results or the completion of additional coursework.
  - No offer: The applicant is not offered a place on the programme. Where a student is not offered a place, they are notified in writing.

#### b. Offer

- i. The Registrar issues the offer in writing to successful applicants and includes:
  - Indicative information about the programme
  - Information about fees
  - Terms and conditions attached to the offer.

#### c. Accepting an offer

Successful applicants accept offers by:

- i. Payment of the deposit.

- ii. Payment of the first instalment of fees.
- iii. Students confirm acceptance of their place by accepting the:
  - Terms and conditions associated with the offer
  - Policies and procedures of the College.

*d. Postponement of a place on the programme*

- i. The College offers the option to postpone commencement on some programmes. Where this is available, the applicant must:
  - Accept their offer and pay the deposit
  - Make the request for postponement in writing to the Admissions Office.
- ii. Commencement of the programme can be postponed for up to one year.
- iii. The Admissions Office will notify the applicant of the decision in writing and will include the terms and conditions associated with the postponement.

*e. Terms and conditions*

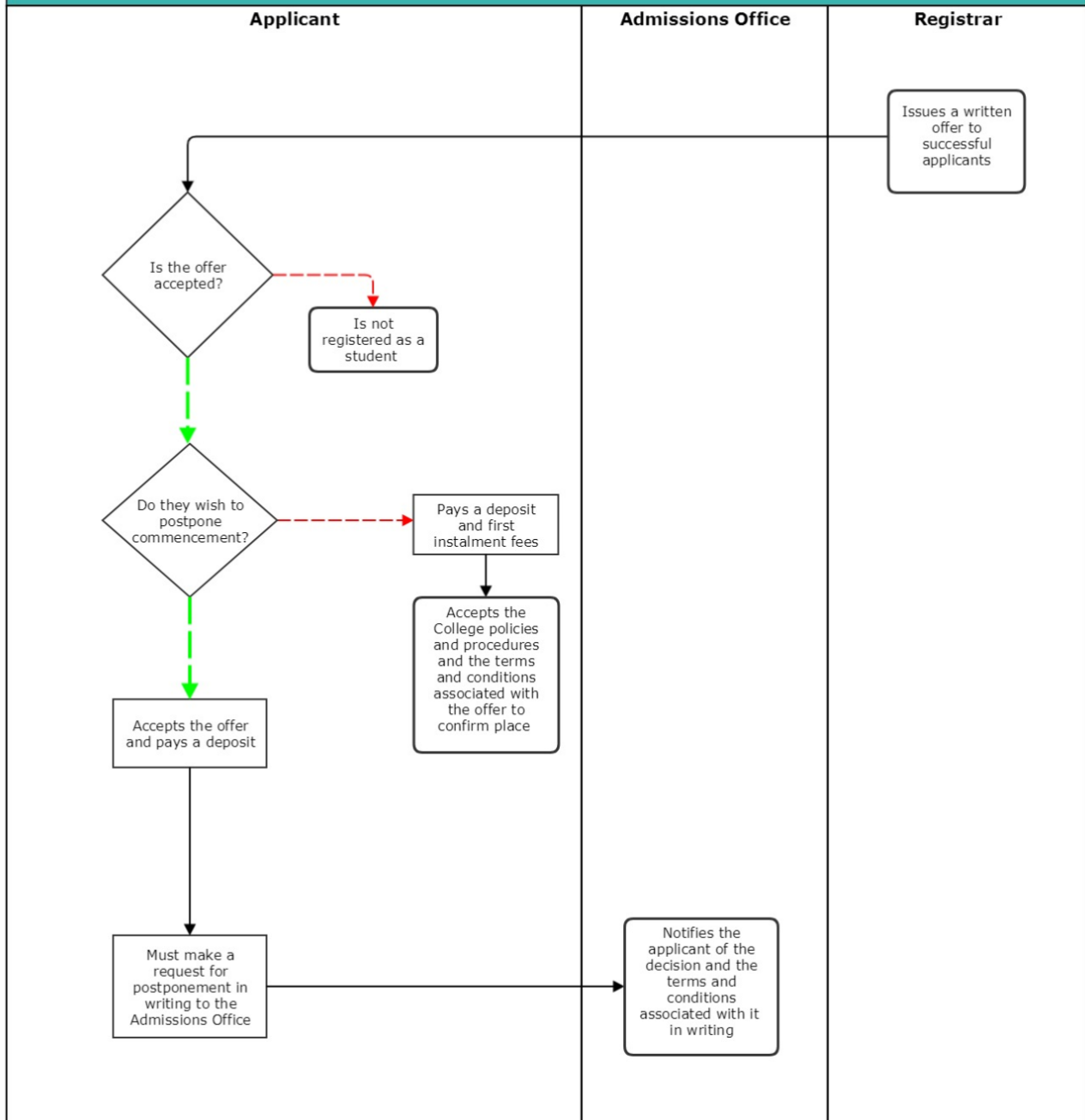
All offers are subject to the following terms and conditions:

- i. The student commits to remain in good standing with the College by complying with all regulations and paying fees as appropriate.
- ii. The student commits to meeting any specific conditions attached to their offer.
- iii. The student agrees to the processing of student data by Hibernia College in order to support the delivery of the programme.
- iv. The student agrees to any other terms and conditions accompanying the written offer or specific to the programme.

# Simplified: Offers



**HIBERNIA  
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### 3 Document Control

Document Title	Procedure for Offers
Author	QA Officer

Version	V.1	Adoption Date	28/06/2018
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Related Policies	<a href="#">Policy for Admission</a>		
Related Procedures	<a href="#">Procedure for Application</a> <a href="#">Procedure for Admission Interviews</a>		
Related Resources			