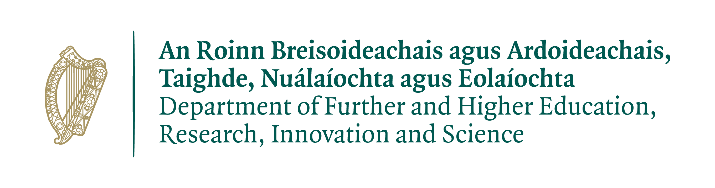
 ****

|  |  |
| --- | --- |
|  |  |
| **\*DEPARTMENT OF JUSTICE**  **IMMIGRATION SERVICE DELIVERY (ISD)**  **in association with**  **DEPARTMENT OF FURTHER AND HIGHER EDUCATION, RESEARCH, INNOVATION AND SCIENCE**  **Interim List of Eligible Programmes for Student Immigration Permission (Interim List)**  **APPLICATION TO HAVE HIGHER EDUCATION AND PROFESSIONAL PROGRAMMES INCLUDED IN THE INTERIM LIST** | |

**\*Document reviewed in October 2021 to address name changes and update references only**

# *Department of Justice and Equality* has been amended to read Department of Justice.

# *Irish Naturalisation and Immigration Service (ISD)* is now Immigration Service Delivery (ISD).

# *Department of Education and Skills* has been amended to read Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).

|  |  |
| --- | --- |
| Section 1 | Introduction |

This application form should be read in conjunction with the document *“Arrangements applying to Higher Education and Professional Programmes from 2 June 2015 (Updated 14 September 2018)”.* A provider may have their programmes considered for inclusion in the Interim List by completing this application form, which includes a number of statements to be signed, and submitting the relevant documents identified in the table below to ISD at **Interim List of Eligible Programmes (ILEP), Fourth Floor, ISD, 13/14 Burgh Quay, Dublin 2**. Before submitting your application, please refer to the checklist below:

**Checklist of documents to be provided in support of application\***

| **Document** | **Section of application form** | **To be submitted by:** | **Included in support of application?** |
| --- | --- | --- | --- |
| A complete and accurate application form | All relevant sections signed and dated as appropriate | All providers |  |
| Full statement of ownership of the legal entity, signed on affidavit by an owner (for full details of affidavit requirements, please see Section 3 of the *HE Programmes Criteria[[1]](#footnote-1)*) | Section 3 (1) | All categories of providers **except** designated awarding bodies, institutes of technology and other bodies granted statutory power to make awards under Irish law. | Y  N/A |
| Current tax clearance certificate, valid for a 12 month period from date of issue. | Section 3 (2) | All categories of providers **except** designated awarding bodies, institutes of technology and other bodies granted statutory power to make awards under Irish law. | Y  N/A |
| Statement confirming the overall capacity (resources, experience and appropriately qualified staff) of the provider in terms of programmes for which inclusion in the Interim List is sought | Section 3 (3) | All categories of providers **except** designated awarding bodies, institutes of technology and other bodies granted statutory power to make awards under Irish law. | Y  N/A |
| Business plan in respect of programmes for which inclusion in the Interim List is sought (Please see Section 4 (10) of the *HE Programmes Criteria*). | Section 3 (4) | All categories of providers **except** designated awarding bodies, institutes of technology and other bodies granted statutory power to make awards under Irish law. | Y  N/A |
| Evidence of the learner protection arrangements in place. In the case of financial bonding arrangements, statements from the relevant financial institution(s) are required. In the case of academic bonding, letters of confirmation from awarding bodies are required (Please see Section 5A and 5C (5) of *HE Programmes Criteria*). | Section 3 (5) | All categories of providers **except** designated awarding bodies, institutes of technology and other bodies granted statutory power to make awards under Irish law. | Y  N/A |
| Evidence of arrangements for a separate client visa account, comprising statements from the relevant financial institution(s) (Please see Section 5C (6) of the *HE Programmes Criteria*). | Section 3 (6) | All categories of providers **except** designated awarding bodies, institutes of technology and other bodies granted statutory power to make awards under Irish law. | Y  N/A |

1. Please note that incomplete and / or inaccurate applications will not be considered and will be returned to the provider. Applications omitting required documents as outlined in the above table will be deemed incomplete. All sections of the application form must be signed and dated by a senior member of staff within the provider who is duly authorised by the provider to make such declarations.
2. Information provided as part of this application will be treated with confidence.
3. Providers may be requested to reconfirm information and provide additional documents / information at any time.

|  |  |
| --- | --- |
|  | Contact details |

**Name of Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trading As (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provider Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email (to be included on public ILEP listing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and contact details of person responsible for this application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Section 2 | Interim List of Eligible Programmes for Student Immigration Permission |

Please complete the relevant table(s) below in respect of all higher education and / or professional programmes for which inclusion in the Interim List is sought.

**Higher education programmes leading to Major Awards:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme Title | Awarding Body | Award Type | External Quality Assurance Agency | ECTS Volume | NFQ Level | Duration |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Higher education programmes leading to non-Major Awards:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme Title | Awarding Body | Award Type | External Quality Assurance Agency | ECTS Volume | NFQ Level | Duration |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Professional programmes:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme Title | Award Title | Awarding Body | NFQ Level or Equivalent | Hours per week | Weeks per year |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The following statement must be completed by all providers:

I, (\_\_\_\_\_\_ name \_\_\_\_\_\_\_\_\_\_) of ( provider ) in compliance with the Criteria for Inclusion of Higher Education and Professional Programmes in the Interim List, am the senior academic officer in ( provider and am duly authorised to confirm that:

* the programmes listed above will be offered to non-EEA students on a full-time, daytime basis between the hours of 8am and 6pm on at least three days between Monday and Friday each week.
* the entire higher education programme leading to a major award is awarded by the recognised Irish higher education awarding body and offered by ( provider ) in its entirety.
* In relation to programmes leading to professional awards, ( provider ) has been awarded Platinum status by the ACCA.
* marketing to or recruiting international students to the above mentioned programmes will only take place once the above listed programmes are included in the ILEP.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Section 3 | Eligibility Criteria for Providers Seeking to have Programmes included in the Interim List |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you are a designated awarding body, an institute of technology or another body that has been granted the statutory power to make awards under Irish law[[2]](#footnote-2) please proceed to Section 5C Student Services. All other providers **MUST** complete the section below and submit the following:

**Documents to be submitted with this application**

1. A statement of ownership of the legal entity, signed on affidavit by an owner of the company / legal entity. This statement must:
2. list all persons who are owners[[3]](#footnote-3), beneficial owners, directors, shareholders, and/or investors in the provider, or holding company of which the provider is a subsidiary, including shadow directors or persons otherwise having a beneficial ownership of the provider company/legal entity;
3. confirm that all shares held by persons listed as a shareholder, or director of a provider are in the name of the persons listed and are entirely at their disposal. Where shares are held in trust this must be so stated, detailing for whom they are held in trust;
4. contain information on any owners or majority shareholders acting as a recruitment agent; and
5. declare all other shareholdings or interest(s) held by the listed shareholders and directors in other education and training providers in Ireland and in any other jurisdiction.

**Failing to make a full and accurate disclosure, or making a false or misleading disclosure, will result in an application being rejected or programmes being immediately removed from the Interim List. Providers who make false, misleading or incomplete declarations may be prohibited from having programmes included in the Interim List and /or its successor.**

\*For the purposes of this criterion a “beneficial owner” is an individual who benefits from at least 25 per cent of the business, (i.e. the provider), where this has been established, i.e.:

1. if the individuals who benefit from the business have been determined, any individual who benefits from at least 25 per cent of the business
2. if the individuals who benefits from the business have yet to be determined, the class of such individuals in whose main interest the business is set up or operates, and
3. any individual who exercises control of at least 25 per cent of the business .

NB: Any individual who is the beneficial owner of a body corporate that benefits from or exercises control over the business is taken to benefit from or exercise control over the business.

2.A current tax clearance certificate, valid for a 12 month period from the date of issue;

3. A statement confirming the overall capacity (resources, experience and appropriately qualified staff) of the provider in terms of programmes for which inclusion in the Interim List is sought and related student numbers; and

4. A business plan specific to programmes for which inclusion in the Interim List is sought, which identifies:

* 1. the staff-student ratio on programmes for which inclusion in the Interim List is sought;
  2. the maximum number of such programmes [i.e. those included on the Interim List and for which inclusion on the Interim List is sought] and maximum number of enrolled students the provider can accommodate on such programmes;
  3. how these programmes and students are and will be accommodated within the current premises and with the resources available;
  4. the number of classrooms available for the delivery of programmes for which inclusion in the Interim List; and
  5. projected recruitment of Irish, EEA and non-EEA students on such programmes for the next three years.

5.Evidence of the learner protection arrangements in place (i.e. arrangements for a student to complete the programme with another provider(s) or have their unspent fees and related costs reimbursed) in respect of all programmes for which inclusion in the Interim List is sought. Such evidence must comprise statements from the relevant financial body(ies) in the case of financial bonding arrangements or letters of confirmation from awarding bodies and alternate providers in the context of academic bonding arrangements. In the case of financial bonding, arrangements must be via a body which is regulated by the Central Bank of Ireland with the individual student being the policy holder.

6. Evidence of arrangements for a separate client visa account must be submitted by providers in respect of all programmes for which inclusion in the Interim List is sought. Such evidence must comprise statements from the relevant financial body(ies).

|  |  |
| --- | --- |
| Section 4 | **Statement of Compliance with the Criteria on Provider Ownership, Track Record and Governance for Inclusion of Higher Education and Professional Programmes in the Interim List** |

The following statement must be completed by the applicant provider:

I, ( name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) of (\_\_provider\_\_\_), in compliance with the Criteria for Inclusion of Higher Education and Professional Programmes in the Interim List, am duly authorised to confirm that:

1. The legal entity entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, trading as (\_\_provider\_\_\_), whose address is at (\_insert details of all locations where provision is offered\_\_\_) , is a provider eligible to have programmes included in the Interim List in accordance with the Criteria for Inclusion of Higher Education and Professional Programmes in the Interim List. I am ( insert title, e.g. a director/ proprietor ) of ( name of provider ) and am duly authorised to make this statement on its behalf.
2. the owners, shareholders, directors and managers of (\_provider\_\_\_\_\_\_) have a sound track record in educational provision and with immigration compliance both nationally and abroad.
3. the owners, shareholders, directors and managers of (\_provider\_\_\_\_\_\_) have not been involved in the last five years in the ownership or administration of an education and training provider which closed leaving students out of fees or without an arrangement to complete their studies;
4. the owners, shareholders, directors and managers of (\_provider\_\_\_\_\_\_) have never been convicted of an indictable offence in connection with a business or a company either in Ireland or in another jurisdiction.
5. the owners, shareholders, directors and managers of (\_provider\_\_\_\_\_\_) have never been convicted of an offence involving fraud or dishonesty in Ireland or in another jurisdiction.
6. the owners, shareholders, directors and managers of (\_provider\_\_\_\_ \_)have never been the subject of an order under Section 160 of the Companies Act 1990.
7. the owners, shareholders, directors and managers of (\_provider\_\_\_\_\_\_) meet other national legislative requirements e.g. employment regulations and satisfy all immigration requirements;
8. ( provider ) has an internal governance structure which is fit-for-purpose and enables systematic and formal ongoing monitoring and evaluation of services, including the regular collection of student feedback, to facilitate quality assurance and a process of continuous improvement.
9. ( provider ) has appropriate quality assurance policies and procedures in place internally and with the awarding body(ies) for programmes for which inclusion in the Interim List is sought. Relevant documentation will be made available to the Department of Justice as required and / or during inspections.
10. ( provider ) is tax compliant and is in good financial standing.[[4]](#footnote-4)
11. ( provider ) has appropriate administrative staffing arrangements. No administrative positions in any management role responsible for non-EEA required students, and / or staff responsible for attendance records and the attendance system are filled by a non-EEA student.
12. ( provider ) has documented public policies, systems and procedures in place for the following:
    1. **student refunds** which includes provisions for refund arrangements for students who withdraw from a programme prior to commencement or who withdraw from a programme shortly post commencement of or during the programme ( insert full web address for link to policy here ). This policy also has provisions for the maximum time from receipt of request for refund to issue of refund, which is not longer than three months; any administrative charges to be deducted from a refund and in what circumstances; any circumstances under which the student is not eligible for the refund and the name and contact details for the person(s) responsible for operating the refunds system.
    2. **punctuality and attendance**, including recording of attendance ( insert full web address for link to policy here ). There is an unambiguous, public, documented system for the recording of attendance identifying the nominated responsible person(s) and the rules on punctuality and penalties for lateness;
    3. **absenteeism and expulsion**: There is a public, documented procedure describing the steps which are taken and by whom in the case of an absent student ( insert full web address for link to policy here ). It is clear at which point in this procedure that steps for expulsion of the student are activated and by whom; all standard correspondence as part of this process are retained and are available on request to relevant internal personnel and external authorities. Absenteeism and expulsion procedures are implemented in a timely manner, i.e. the disciplinary action follows immediately after the absenteeism issue has been identified by management. Non-EEA students are not expelled towards the end of their programmes in relation to issues identified at an earlier point in the programme. The policy should include recourse for the student to some form of appeal or review;
    4. **sick leave:** There are public, documented requirements regarding student sick leave ( insert full web address for link to policy here ). The policy includes provision for an email or text to the responsible person in ( provider ) on the first day of sickness and each day subsequently and the submission of a certificate from a doctor on the first day of return to ( provider ). The procedure regarding absenteeism and expulsion is referenced in the requirements regarding uncertified sick leave beyond the statutory entitlement;
    5. **holidays and breaks** ( insert full web address for link to policy here): No unscheduled breaks are permitted except in documented cases of illness or close family bereavement. The procedure for requesting any unscheduled break is documented and publicly available. Circumstances where these requests may be considered are listed and available to students. The criteria for accepting or refusing a request is documented and includes the decision-making process. The name(s) of the responsible person(s) are documented and publicly available. Student holidays and breaks comply with the Department of Justice requirements.
    6. **end-of-programme exam entry and recording of grades / scores received** ( insert full web address for link to policy here ): the following are documented and publicly available:
       1. the process of external authentication of exam results / grades received by students;
       2. the obligations of the student in taking the exam and the obligation of ( provider ) in entering the student for the exam, i.e. the provider and student sign an agreement at the beginning of the programme stating that ( provider ) will enter the student for the end of programme exams and that the exams are mandatory. The student signs the agreement stating that they understand the exam is mandatory and agree that they will sit the exam. This document is available for inspection in respect of each student;
       3. the procedure for entering students for the required exams;
       4. the person(s) responsible for this is identified in the documentation and contact details are provided;
       5. the record of grades received is available on request to students, ISD and relevant internal personnel and the relevant data protection permissions are agreed with students accordingly.
    7. **complaints and grievances** ( insert full web address for link to policy here )**;** the following is documented and publicly available:
       1. unambiguous information describing what constitutes a complaint or grievance by a student;
       2. the procedure to be followed by ( provider )
       3. the person(s) responsible for managing this procedure is named with contact details provided; and
       4. the maximum duration from receipt of a complaint to resolution of the issue is clearly stated.
13. Fees payment is not accepted by cash; only electronic payment is accepted and students are issues with a receipt in this regard.
14. The above policies are currently implemented and will continue to b while programmes are included in the Interim List.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Section 5 | Other Conditions for Providers Seeking to have Programmes included in the Interim List |

|  |  |
| --- | --- |
| Section 5A | Student Fee Protection |

With the exception of the designated awarding bodies, the institutes of technology and other bodies granted statutory power to make awards under Irish law, all providers must submit evidence of the learner protection arrangements in place (i.e. arrangements for a student to complete the programme with another provider(s) or have their unspent fees and related costs reimbursed) in respect of all programmes for which inclusion in the Interim List is sought. Such evidence must comprise statements from the relevant financial body(ies) in the case of financial boding arrangements or letters of confirmation from awarding bodies and alternate providers in the context of academic bonding arrangements.

With the exception of the designated awarding bodies, the institutes of technology and other bodies granted statutory power to make awards under Irish law, all providers must hold a separate client visa account with a financial body regulated by the Central Bank of Ireland for advance payments dependent on the visa process. **Please note:** Funds must remain in this account until the student’s visa application is determined. If the visa application is refused, the funds must be returned within 20 working days of the decision being received by the provider, less any pre-indicated handling charge. These accounts must be open to inspection by immigration officers. Evidence of arrangements for the separate client visa account must be submitted by all providers in respect of all programmes for which inclusion in the Interim List is sought. Such evidence must comprise statements from the relevant financial body(ies).

|  |  |
| --- | --- |
| Section 5C | Student Services |

The following statement must be completed by ALL applicants:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in

compliance with the Criteria for Inclusion of Higher Education and Professional Programmes in the Interim List, am duly authorised to confirm that:

1. ( provider ) provides assistance and support to students on immigration-related issues. An employee(s) ( insert name(s) and contact details here ) who does not require immigration permission is available to students in this regard. No non-EAA student holds an administrative position in any management role responsible for non-EEA required students, and / or responsible for attendance records and the attendance system;
2. ( provider ) has a documented complaints procedure for students which ensures confidentiality ( insert full web address of link to procedure ). A nominated person(s) is available to students in this regard ( insert name(s) and contact details here );
3. ( provider ) is compliant with Section 67 of the Quality and Qualifications (Education and Training) Act, 2012. ( provider ) makes information on relevant external accreditations and awarding bodies available to students ( insert full web address). Where memberships of professional bodies are also listed in public materials the relationship of these to the programme is made clear ( insert full web address);
4. ( provider ) makes information on health insurance available to students ( insert full web address for link here ). The cost and extent of the insurance is clear. Where a student pays for health insurance through ( provider ), documented evidence of payment and cover is supplied by ( provider ) from the insurance company to the student;
5. Published information on fees and all other ancillary charges associated with the delivery of each programme for which inclusion in the ILEP is sought;
6. ( provider ) provides students with pastoral care and advice and assistance e.g. with finding accommodation; opening a bank account; gaining access to medical services etc.; and
7. ( provider ) has emergency procedures in place both during and outside of office hours, including emergency contact numbers, which are documented and made known to students ( insert full web address ).

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Section 5D | Premises and Related Resources |

With the exception of the designated awarding bodies, the institutes of technology and other bodies granted statutory power to make awards under Irish law, all providers must indicate the duration of a lease where premises are not owned by the provider and the name of the property owner(s) with whom the lease is held.[[5]](#footnote-5)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date lease commenced** | **Duration of Lease** | **Property Owner** | **Additional information as appropriate** |
|  |  |  |  |

The following statement must be completed by ALL applicants:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in compliance with the Criteria for Inclusion of Higher Education and Professional Programmes in the Interim List, confirm that:

1. Higher education and professional programmes eligible for inclusion in the *Interim List* are offered in premises which:
2. have adequate capacity to deliver the maximum number of programmes offered by ( provider ) to the maximum number of enrolled students outlined in ( provider ) business plan;
3. are fit-for-purpose and have a suitable means of heating capable of maintaining, when required, a room temperature of 18.5 C.
4. have classrooms which have suitable fittings and equipment.
5. have a room(s) exclusively available to academic staff adequate to staff numbers, for the preparation of lessons etc.;
6. have a student ‘common room’ and / or library facilities adequate to maximum student numbers;
7. a student library / resource centre adequate to maximum student and programme numbers;
8. meet national legal requirements to operate as an educational premises, e.g. has relevant planning permission, fire safety, health and safety etc.; and;
9. have appropriate furnishings and equipment adequate for all provision by the provider, based on a maximum number of enrolled students as set out in the provider business plan.
10. Facilities are accurately represented in all marketing and promotional materials.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Section 6 | Student Profile and Track Record |

The following statement must be completed by ALL applicants:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in compliance with the Criteria for Inclusion of Higher Education and Professional Programmes in the Interim List, am duly authorised to confirm that:

1. ( provider ) has (\_\_insert number of years\_) years’ experience of delivering externally quality assured education programmes of at least 60 ECTS credits (or equivalent) at ( insert NFQ level(s) ) to Irish and EEA students.
2. ( provider ) has clear admissions criteria for programmes which enable a student to successfully engage with the programme ( insert full web address for link );
3. ( provider ) registers students for the relevant end-of-programme exam(s) and retains records of exam registration and, where possible, results, for a three year period; and
4. ( provider ) ensures non-EEA student progression across programmes i.e. non-EEA students are not enrolled on a second consecutive programme at the same or lower NFQ level than the first programme on which they were enrolled as a visa-required student.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Section 7 | Statement regarding changes of circumstances |

The following statement must be completed by ALL applicants:

I, *Name* of *Provider* , in compliance with the *Arrangements applying to Higher Education and Professional Programmes from 2 June 2015 (Updated 14 September 2018)*, am duly authorised to confirm that:

any changes of circumstances to those included in this application form will be communicated to ISD within 5 working days of such changes taking place. I understand that failure to do so may result in all programmes being removed from the Interim List.

**Signature:**

**Title / Position: \_**

**Date:**

**NOTE:**

Any other information required regarding the programme(s) submitted by the provider, the award(s) to which they lead, the awarding body, or the provider will be sought by the Department of Justice from the provider and/or the awarding body as appropriate. This information will inform the decision-making process regarding the inclusion of programmes in the Interim List. Please see the HE Programmes criteria for further information about the application process.

1. Please see *Arrangements applying to Higher Education and Professional Programmes from 2 June 2015 (Updated 14 September 2018)*  [↑](#footnote-ref-1)
2. DCU; NUI, Galway; Maynooth University; TCD; UCC; UCD; University of Limerick or a technological university established pursuant to the provisions of Part 2 of the Technological Universities Act 2018 For the purposes of inclusion in this Interim List, King’s Inns is considered to be an awarding body. [↑](#footnote-ref-2)
3. For the purpose of these criteria, owners are defined here as anyone who has a financial investment or interest in the legal entity. An owner may be active or not active in the business, sole, part or co-owner, beneficial owner, shareholder, any person for whom shares are held in trust by another person etc. [↑](#footnote-ref-3)
4. ISD reserves the right to request management accounts and, in certain circumstances, audited accounts from applicants. ISD may also liaise with the appropriate authorities in relation to a provider’s broad requirements [↑](#footnote-ref-4)
5. Section 5D: Premises and Related Resources, Point 2 of these criteria do not apply to the designated awarding bodies, the institutes of technology and other bodies that have been granted the statutory power to make awards under Irish law. [↑](#footnote-ref-5)