



### Timetables

Applicants choose either:

Afternoon Programme - or - Weekend Programme from September - June

\*Please note that all start dates are subject to change.

<b>Athlone</b> <ul style="list-style-type: none"><li>• <b>Saturdays (1): 9.00—17.30</b> Start Date: September 2022*</li></ul>	<b>Cork</b> <ul style="list-style-type: none"><li>• <b>Saturdays (1): 9.00—17.30</b> Start Date: September 2022*</li><li>• <b>Wednesdays (2): 14.00—20.00</b> Start Date: September 2022*</li></ul>	<b>Dublin West</b> <ul style="list-style-type: none"><li>• <b>Wednesdays or Thursdays (2): 14.00—20.00</b> Start Date: September 2022*</li><li>• <b>Saturdays (1): 9.00—17.30</b> Start Date: September 2022*</li></ul>
<b>Kilkenny</b> <ul style="list-style-type: none"><li>• <b>Saturdays (1): 9.00—17.30</b> Start Date: September 2022*</li><li>• <b>Wednesdays (2): 14.00—20.00</b> Start Date: September 2022*</li></ul>	<b>Limerick</b> <ul style="list-style-type: none"><li>• <b>Saturdays (1): 9.00—17.30</b> Start Date: September 2022*</li></ul>	<p>* Timetables for the course will be available soon, please note that these will be provisional and subject to change.</p>

(1) Saturday programme: The course runs every second Saturday.

(2) Weekday programme: The course runs five consecutive weeks followed by a week break.

### Entry Requirements

1. Applicants should possess a level of maturity to reflect on their own personal development.
2. Applicants need to have successfully completed a:
  - Certificate Course in Counselling & Psychotherapy (or similar) of 60+ hours.

OR

Equivalent level 7+ (NFQ) course in for e.g., Psychology, Social Care/Social Work, Psychiatric Nursing or any discipline related to the field of counselling.

OR

Show evidence of personal development /substantial life experience (for e.g., proof of volunteer work, community work, experience of counselling and/or portfolio of prior learning).

3. Entry is by application form and interview

\*Entry onto the BSc (Hons) Counselling and Psychotherapy may require catch-up work to be completed. This is based on assessment of your prior learning, which will be discussed at Interview.

### Application Process

Applicants should complete and return the course Application Form accompanied by an initial deposit of €250, which is deductible from course fees if the application is successful. Applicants are entitled to a full refund of the initial deposit if they decide to cancel within 14 days of receipt of their application. Should an application be unsuccessful, or if the application is cancelled by the applicant following this 14 day period or after interview, an administration fee of €60 is charged and the balance of €190 is refunded. Please note that the name used on your application needs to be the same name that you have on your passport. Intake interviews will be arranged for suitable applicants. When an applicant has accepted a place, a binding agreement is created and all tuition fees, including deposits, shall be fully non-refundable in all personal circumstances.



## **Terms & Conditions**

### **Entry Requirements:**

It is the responsibility of the applicant to ensure that he/she fulfils the minimum entry requirements for a chosen course, and to ensure that the chosen course is suitable for his/her needs and level of ability. Once an applicant accepts an offer of a place on the course, he/she agrees to abide by the rules and regulations of the College. If the applicant does not reach the acceptable minimum criteria for the course, PCI College has the right to withdraw them from the course.

### **Language Requirements:**

All candidates are required to satisfy the English language requirement. Candidates whose first language is not English and who are presenting qualifications other than the Leaving Certificate may satisfy the requirement through the completion of the IELTS (International English Language Testing System), or equivalent, on the basis that they obtain a minimum band score of 6, which denotes a very good skill level of English. It should be noted that these are the minimum requirements in English and PCI College may set higher requirements in each case. Please supply proof of ability to meet these language requirements when applying.

### **Fees:**

Tuition Fees are non-refundable in all personal circumstances. The balance of fees for tuition is payable, in full, before the course commences, or by availing of an agreed PCI College Direct Debit Payment Plan. Tuition Fees do not include costs of Additional Requirements such as Personal Therapy, Supervision and Workshop requirements. Once a student is enrolled on a programme of study, no part of course fees are refundable or transferable. No refund will be made in any circumstances to students who fail to attend classes or who commence a course and subsequently feel that the course does not suit him/her. Students who are having their fees paid or part-paid by a third party, should be fully aware that responsibility for payment of fees and liaison with these bodies rests solely with the student and not with PCI College. The College makes every effort to provide the Programme as described, and to avoid altering course dates, tutors, locations etc. However, should any changes be necessary, you will be notified at the earliest opportunity. All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that the class does not proceed.

Where a student receives a refund and chooses to keep the refunded fees on their account, this credit shall only be applicable to programmes within that programme category (e.g. counselling & psychotherapy or CPD). Credit will remain on the students account for a period of two years only from the date of refund.

### **Student Requirements:**

Students are required to have sufficient IT skills and access to appropriate IT facilities to participate in the course. All students are assigned an individual email address and given access to an online Student Portal. The Portal includes course materials, an online library and College announcements and students are required to upload all written assignments online. Email is the primary communication method of the College and all students are requested to access their individual student email account on a regular basis to ensure receipt of all notices.

Students with a disability may require adjustments to facilitate their learning. These adjustments will be fully evaluated by PCI College. Students are requested to make the College aware of any disability, special need or learning support requirement on application.

Students will be required to participate in Garda Vetting procedures in relation to programme and accreditation requirements.

Our Terms and Conditions may change and be updated from time to time. Students are requested to review the current version of Terms and Conditions on our website at [www.pccollege.ie](http://www.pccollege.ie).

**Group supervision starts in 3rd year and will be outside standard timetable hours. It is 2 hours once a month running over academic year 3 and 4**

**PLEASE NOTE DEADLINE FOR APPLICATIONS IS FRIDAY 31st of July 2022.**



### Fees

PCI College tuition fees for courses commencing in September 2022 are as follows:

**Year 1: €5,490\* (Includes all academic and administration costs and charges)**

**Year 2: €4,390**

**Year 3: €4,390**

**Year 4: €3,360**

**This course is eligible for tax relief on tuition fees.**

**In order to facilitate students, PCI College has introduced a monthly Direct Debit Plan. Please note that there is an extra charge of €100 for this option.**

\*Please note that there is an additional charge of €20 for Garda vetting process which is required prior to course entry and it is not included in the above fees.

\*\*Students are required to register with Middlesex University before the course commences in the first year of study, this is a once off fee and is payable in addition to any Tuition Fees due.

### Additional Course Costs

Course fees do not cover costs associated with Additional Course Requirements including Personal Therapy, Supervision and Workshop requirements .

Fees for Supervision and Personal Therapy are decided by negotiation between you and your Supervisor and Therapist. The average cost for supervision is approximately €60. Personal therapy may also average about €60 per session.

### Accreditation

The PCI College BSc (Hons) Counselling & Psychotherapy is fully accredited by the Irish Association for Counselling & Psychotherapy (IACP). This professional body provides standards of practice, professional identification, education/training and regulation for the counselling and psychotherapy profession in Ireland. The IACP is Ireland's largest and most well-recognised body for counsellors and psychotherapists; GP's, state bodies, HSE professionals and others will often specifically request IACP accreditation when referring clients to counsellors.





## Application Form

### 1. Personal Details (please fill in all fields in Block Capitals)

Name (for registration - as appears on passport/utility bills)

Forename: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Gender: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

(for M.U. registration—please leave blank if you prefer not to say)

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Current Employment: \_\_\_\_\_

FOR OFFICE USE ONLY	
ID No: _____	IT: Y/N
Deposit: _____	
Interview: _____	
Offer: _____	
Accepted: _____	

Where did you see details of this course advertised? (e.g. online search, online advert, website, e-mail-direct marketing, Facebook, Twitter, word-of-mouth, press, radio, event) \_\_\_\_\_

I wish to apply for a place on the course commencing September 2021. I have indicated my **Top 3 Preferences** of venue and time, from the options below. (1 being the most preferred, 2 being next preferred and so on). Please note that we operate on a first come, first served basis.

<b>Dublin West</b>
<input type="checkbox"/> Wednesday 14.00 - 20.00 - September 2022*
<input type="checkbox"/> Thursday 14.00 - 20.00 - September 2022*
<input type="checkbox"/> Saturdays 9.30 -17.30 - September 2022*
<b>Kilkenny</b>
<input type="checkbox"/> Wednesday 14.00 - 20.00 - September 2022*
<input type="checkbox"/> Saturdays 9.30 -17.30 - September 2022*
<b>Athlone</b>
<input type="checkbox"/> Saturdays 9.00 -17.30 - September 2022*
<b>Limerick</b>
<input type="checkbox"/> Saturdays 9.00 -17.30 - September 2022*
<b>Cork</b>
<input type="checkbox"/> Saturdays 9.00 -17.30 - September 2022*
<input type="checkbox"/> Wednesday 14.00 - 20.00 - September 2022*

### 2. Experience of Counselling (if any)

Have you ever attended Counselling/Psychotherapy?  Yes  No

Have you ever volunteered?  Yes  No

If yes please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Application Form



### 3. Education Background

Highest Education Achieved (Primary/Secondary/Third Level)

Please give details of Course, Institution and Award:

CERTIFICATE COURSE IN COUNSELLING & PSYCHOTHERAPY (OR SIMILAR)

**OR** A LEVEL 7+ COURSE IN PSYCHOLOGY, SOCIAL CARE/SOCIAL WORK, PSYCHIATRIC NURSING OR EQUIVALENT

Course: \_\_\_\_\_

Institution: \_\_\_\_\_

Award: \_\_\_\_\_

Please list any other course you consider relevant to your application: \_\_\_\_\_

If you have a disability or special need, will you require extra learning support?

Yes       No

If yes, please give details?

### 4. References

Please give names and addresses of two personal referees who would attest to your competence to undertake a course in Counselling & Psychotherapy. (BLOCK CAPITALS PLEASE)

1	Name:		2	Name:	
	Address:			Address:	
	Tel:			Tel:	

Have you ever been convicted of a criminal offence?

Yes       No

If yes, please give details? \_\_\_\_\_

### 5. Declaration

I wish to register for the programme selected above. I have read and understood the terms and conditions for programme registration (as set out in page 2 of this application form & online at [www.pcicollege.ie](http://www.pcicollege.ie)) with PCI College and I agree to be bound by those terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 6. I enclose a deposit of €250.00 (of which €60.00 is non-refundable)

- BANK TRANSFER  
BOI Account Number : 75917606      Sort Code: 90-01-21
- Online Payment via website
- Cheque