



### Venue

PCI College @ 63 Malone Rd, Belfast, BT9 6SA

### Timetable

#### Weekend Programme 20th September 2019\*

Every Second Weekend

Fri. 18.00-21.00 & Sat. 9.30-17.30

**OR**

#### Weekday Programme 18th September 2019\*

Every Wednesday 14.00 - 19.00

From September - May

*\*(Please note all start dates are subject to change)*

### Entry Requirements

1. Applicants should possess a maturity to reflect on their own development as a person. .
2. Applicants need to have successfully completed a:  
Certificate Course in Counselling & Psychotherapy (or similar) - 100 Hours

OR

Equivalent:

- Work/Volunteer training with a substantial counselling element.\*
  - Level 5+ course in Psychology, Social Care/Social Work, Psychiatric Nursing or Equivalent.\*
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.

Intake interviews will be arranged for suitable applicants. Applicants who are offered a place will be required to confirm acceptance in writing, accompanied by a Booking Deposit of £1,000. 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.

### 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 or Psychology). 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 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 may be requested 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).

### 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

PCI College tuition fees for courses commencing in September 2019 are as follows:

<b>Year 1</b>	£3,360 (+ Middlesex University Fee £980)
<b>Year 2</b>	£3,360
<b>Year 3</b>	£3,360
<b>Year 4</b>	£3,360

### The Fees Listed include VAT

\*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.

**In order to facilitate students, PCI College has introduced a monthly Direct Debit Plan. Please note that there is an extra charge of £80 for this option.**

**In addition, students wishing to pay the full course fee in advance can avail of a significant discount of £2,000, paying a total in Year 1 of £12,000.**

## Additional Course Costs

Course fees do not cover costs associated with Additional Course Requirements; Personal Therapy & Supervision. Fees for Supervision and Personal Therapy are decided by negotiation between you and your Supervisor and Therapist. The average cost for supervision is approximately £50. Personal therapy may also average about £50 per session.

## Accreditation

The PCI College BSc (Hons) Counselling and Psychotherapy (meets the criteria of the British Association for Counselling and Psychotherapy (BACP) and is fully accredited by the Irish Association for Counselling & Psychotherapy (IACP).





## 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: \_\_\_\_\_

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

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

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

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

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

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

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

Where did you see details of this course advertised? \_\_\_\_\_

#### FOR OFFICE USE ONLY

ID No: \_\_\_\_\_ IT: Y/N

Deposit: \_\_\_\_\_

Interview: \_\_\_\_\_

Offer: \_\_\_\_\_

Accepted: \_\_\_\_\_

I wish to apply for a place on the course commencing September 2019. I have indicated my Preference of time from the options below. (1 being the most preferred). Please note that we operate on a first come, first served basis.

Alternate Weekends (Fri. 19.00– 22.00 & Sat. 9.30-17.30) or every Wednesday 14.00 - 19.00 Choose the Timetable that suits you

<input type="checkbox"/> Every Second Weekend	Belfast	PCI College, 63 Malone Rd, Belfast, BT9 6SA
<input type="checkbox"/> Every Wednesday	Belfast	PCI College, 63 Malone Rd, Belfast, BT9 6SA

### 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:

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

Have you ever been convicted of a criminal offence?

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) - 100 HOURS

**OR** A LEVEL 5+ COURSE IN PSYCHOLOGY, SOCIAL CARE/SOCIAL WORK, PSYCHIATRIC NURSING OR EQUIVALENT  
Course: \_\_\_\_\_

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

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

Please list any other courses 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

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:	_____

**I enclose a deposit of £250.00 (of which £60.00 is non-refundable)**

**OR**

VISA / MASTERCARD / LASER

Card No: \_\_\_\_\_

Exp Date: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_ (on back of card)

Name on Card \_\_\_\_\_

**OR**

BANK TRANSFER

Ulster bank Account Number : 16458622

Sort Code: 98-00-60

### 4. 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.co.uk](http://www.pcicollege.co.uk)) with PCI College and I agree to be bound by those terms and conditions.

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

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

**Please post all applications to PCI College, Corrig House, Old Naas Road, Clondalkin, Dublin 22**

