



UniHaven Student Application Form

1. Personal Details

Title: (Mr/Mrs/Miss/Ms)		First Name:	
Last Name:		Maiden Name:	
Gender: Male/ Female		Date of Birth:	
Citizen of:		Country of Birth:	
Country of Residence:		How long have you lived there?	
Main Contact Address for Correspondence:			
Country			
Main Contact Number			
Email Address			
Date of Birth	Day	Month	Year
Emergency Contact Details			
Contact Name:		Contact Phone:	
Relationship with Emergency Contact			



Do you have any health conditions or special needs which may affect your studies or require us to make special arrangements and to provide extra support for you? (e.g., dyslexia, ASD)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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2. Further Details

This section is only to be completed if you are travelling to another country for your programme of study and may require a visa.

Have you lived in the UK/ Ireland or Malaysia during the past three years?	
If yes, please state first date of entry to the UK/ Ireland or Malaysia	

Have you previously applied for a student visa for the UK/ Ireland or Malaysia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, was your visa approved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you previously applied for a student visa for any other country?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, was your visa approved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If your visa application was refused, please provide the details for the refusal.



3. Is an Education Agent assisting you with your application?

If yes, please provide details of your Education Agent below.

Agent Contact Details	
Agent Name:	
Agent Email:	



4. Details of Course (s) To Which You Wish to Apply.

NB: online studies can be taken from any country and have flexible intake dates. (for further information on courses available please visit www.unihaven.ie/pathways or contact Sandra Traynor sandra@unihaven.ie)

Undergraduate Pathway		
Course Name	Course Stream	Month/ Year of Entry e.g. <i>September/ January</i>
	<input type="checkbox"/> Business <input type="checkbox"/> Sport <input type="checkbox"/> IT	<input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024

Please indicate how you heard of this course?	
Social Media	<input type="checkbox"/>
Internet Search	<input type="checkbox"/>
Education Agent	<input type="checkbox"/>
Other	<input type="checkbox"/>

5. University Progression.

University Partner	University Course Title	Year of Entry
		<input type="checkbox"/> 2022 <input type="checkbox"/> 2023



		<input type="checkbox"/> 2024
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Please indicate how you heard of this course?	
Social Media	<input type="checkbox"/>
Internet Search	<input type="checkbox"/>
Education Agent	<input type="checkbox"/>
Other	<input type="checkbox"/>

6. Work Experience & Qualifications Gained

Work Experience (*please provide a personal CV outlining the roles and responsibilities*)

Employer	Type of Business	Job Title	Full Time/ Part Time	From Month/ Year	To Month/ Year



7. Qualifications Gained (Please provide copies of your certificates and academic transcripts in support of your application*)

Institution Name & Country	Name of Qualification	Start Date (mm/yy)	Finish Date (mm/yy)	Subjects	Results/ Grades

** Original transcripts will be required prior to registration of any programme.

8.English Language Level: (Please provide copies of certificates)

Name of Test (SELT) e.g., IELTS, Cambridge (CELA), TOEFL	Date of Test	Result	Certificate Number



9. Financial Requirements & Funding

Have you read and understood the financial requirements to study in the UK/ Ireland or Malaysia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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How do you propose to fund your studies?		
Sponsored or Government Funded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Privately Funded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Loan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If sponsored or Government funded, please provide the Name (s) and Addresses of Sponsor/ funder (Please provide stamped references on letter header paper).

Name	
Address	
Telephone Number	
Email Address	
What is the sponsors relationship to you: e.g. <i>parent/family member, government sponsorship</i>	
Why is your sponsor supporting you in your education abroad	
How much financial support they will be providing	€

10. Checklist for Application Documents



Please find attached the following supporting documents:

- Copy of Passport.
- Copy of high school and University (if any) academic transcripts.
- Valid (recognised) English secure qualification as proof of English.
- If sponsored or Government funded, please provide stamped references on letter header paper.

11. Declaration

I confirm that the information given on this form is true, complete, and accurate and no information requested, or other material information has been omitted.

I understand that the information provided will be held and processed by UniHaven Ltd in accordance with the Data Protection Act (the Act) and I give my express consent to the processing of my personal sensitive data by UniHaven as defined by the Act. I undertake to pay UniHaven by the due date, all fees and charges for tuition and other services and goods supplied to me by UniHaven, should my application be successful.

Tick to confirm you have read and understand the above declaration		<input type="checkbox"/>
Date		
Signature		



Notes to Aid Form Completion

Please see full policies on our website.

Academic Information

College Holidays & Duration of Lessons

UniHaven will define the academic calendar for the year and students may only take holidays during designated College holidays. UniHaven programmes follow a defined syllabus and have a defined number of hours.

Attendance

UniHaven requires its students to attend all scheduled lectures, classes, labs, tutorials and computer sessions. Students who fail to attend will be subject to UniHaven's disciplinary code which can, in serious cases, lead to removal from a programme and without recourse to refund.

Force Majeure

UniHaven will not be liable in any way to the student in the event of any service contracted to be supplied by UniHaven, becoming impossible to supply by reason of industrial dispute, natural disaster, contagion or force majeure. UniHaven will not be liable for loss, damage, or injury to persons or property howsoever caused, save where the liability is expressly imposed beyond exclusion by statute. In the event that the World Health Organization (WHO), or an Irish governmental authority issues advice relevant to the temporary closure of educational institutions, UniHaven reserves the right to suspend the college timetable until such time as it is appropriate to safely reinstate it. In such cases, every reasonable effort will be made to provide self-study plans for students.

Fees and Costs

Tuition and Administration Fees

These will have been communicated to students prior to application via our website and by our team as per UniHaven Fees and Refunds Policy.

Methods of Payment

Tuition fees should be paid by Transfermate or bank transfer to the UniHaven bank account



details provided.

Re-Booking Fee

Each time you request a change of course after your initial application, UniHaven may charge you a non-refundable re-booking fee of €50, which is payable immediately.

Refund Policy

Refunds are only applicable in certain cases, the full details of which can be found on the college website. Any questions regarding refunds may be sent to the recruitment and admissions office. If you arrive late to a course, or are absent during your course, no refund will be granted.



UniHaven Progression Guarantee

Students who study at UniHaven are eligible for guaranteed progression to a Third Level University or College as per the pathway they choose providing they have met all of the following conditions:

- All invoices have been paid in full.
- Class attendance more than 85% is achieved.
- All required course work is submitted on time.
- All university/college application deadlines are met, as advise by UniHaven team.

The student is deemed to have received the required grades as communicated to them by UniHaven and as relevant to the university they will progress to.

Cancellations Policy

All cancellations and withdrawals should be made in writing to a local UniHaven representative office or the UniHaven Head Office. In certain cases, refunds of tuition fees paid may applicable less administration fees. Students should consult the college website for full terms and conditions. These conditions do not affect your rights as defined by the consumer protection laws in Ireland.

Withdrawals

All withdrawals from courses, before or after commencement, must be communicated to UniHaven in a timely manner using the college withdrawal form. Full terms and conditions of withdrawals are available on the college website.

A no clearance letter will be issued in these circumstances; however, a statement of attendance will be issued where four weeks advance notice of withdrawal is received. Where a student fails to give four weeks' notice in writing, a statement of attendance can be requested by paying the Irregular Statement Fee of €50.

Enforcement

All contracts and agreements with UniHaven will be governed by Irish law. Non-enforcement of any of these Term & Conditions does not waive our right to enforce them.