

12 THINGS EACH STUDENT SHOULD KNOW

1. Admission to any of our Further Education Courses is dependent on students reading, accepting and signing the Student Contract.
2. Students are requested to familiarise themselves with the Work Experience Policy. Garda clearance is required for all our Further Education Students.
3. Applicants who have a learning support need are asked to declare this need to the Course Co-ordinator at registration.
4. Students are expected to be punctual for all timetabled classes. They must attend all classes and all subjects, unless they have written evidence of exemptions from particular subjects.
5. Maintenance Grants will be paid to students who have a satisfactory attendance record subject to satisfying other criteria.
6. Assignments must be handed to the teacher in class on time.
7. Extenuating circumstances must be laid out in writing using the Extension/Late Submission form which is available from Course Co-ordinators.
8. Plagiarism will be dealt with the upmost gravity.
9. It is the students' responsibility to familiarise themselves with dates, times, locations and duration of examinations and assessments.
10. Students who have left Portlaoise College Institute of Further Education or who are deemed to have left Portlaoise College Institute of Further Education must apply in writing to Portlaoise College Institute of Further Education to sit FETAC exams at the end of the year and have the work they have submitted corrected.
11. Printing will be at the discretion of the class teacher. Work can be downloaded by students to a memory stick.
12. Students are expected to respect staff members and fellow students.