

Work Placement Programmes Policy

Not staying for the full academic year? (September – May)

As you may be aware some courses offered by IT Tralee provide a semester of work placement in several programmes of study.

If you wish to stay in Kings Court Apartments for a partial period of the academic year (i.e. one semester) we would advise to contact us directly to book this accommodation.

Please note this is only available to IT Tralee students with valid IT Tralee identification.

How to reserve a One Semester Stay in Kings Court Apartments

We would like to outline to you that only a certain number of students will be accepted to stay in Kings Court Apartments for a one semester only due to work placement.

Spaces are allocated on a first come, first serve basis. The date in which we will start accepting applications for the Academic year is Thursday 1st March 2018 from 10.30am.

To apply for one semester stay we would require the following:

- **A fully completed application form**
- **A fully completed guarantor form**
- **A fully completed security form**
- **Two passport photos attached where indicated**
- **€350.00 deposit**

Please note if forms are not fully completed then they will be returned to the sender. A place will not be held for you until forms are returned completed.

Please make sure all areas of the form are fully completed before submission. Please use the instructions available in the forms as a guide if you are unsure of the answers to some areas.

- Submission can be made via post or in person, please send to The Rookery Management Company, Block D, Managers Office, Kings Court Apartments, Manor West, Tralee, Co Kerry.
- Alternatively submission can be made in person to the office. (Please note opening hours).
- Emailed application will not be accepted.
- We will process your application and once we are assured that all areas are complete you will be issued with an email which outlines the terms and conditions of One Semester Stay only.
- Once you have agreed to the terms then you have been issued an allocation for the one semester stay.

What happens if the allocation is full

If you are in a situation in which our allocation for one semester stay is full and you would like to stay in Kings Court then you may still apply.

Any applications that are submitted after the allocation is full for one Semester only will be contacted and you will have the option to:

- Withdraw your application
- Agree to stay for the full academic year. We wish to make you aware that You will be liable to pay all rent and utility charges for the full academic year prior to check in.

If you so wish to apply to be added to our one semester waiting list then you may do so. However, in the interest of fair practise this must be submitted in writing (i.e. via email).

We would advise any students in this predicament to try obtain work placement in Tralee. Failure to do so we would advise students to speak with their tutors in IT Tralee to try organise placement for them locally.



Paying for the full academic year

Please note that is the policy of Kings Court Apartments that 'All students with work placement programmes in their course and that have agreed to sign up for the full academic year are required to pay for the academic year in full prior to taking up residency in Kings Court Apartments'.

Payment must be made in full regardless if you plan to stay in Tralee and the surrounding areas for work placement.