

HIGHER EDUCATION ACCESS ROUTE

2016

APPLICATION

GUIDE

HEAR
APPLICATION
ADVICE CLINICS

Nationwide Saturday
16 January 2016

See www.accesscollege.ie
for locations and times



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DARE AND HEAR

APPLICATION

ADVICE CLINICS

Talk to **DARE** and **HEAR**
advisors about your application

VENUES

NATIONWIDE

CORK University College Cork, Devere Hall, Student Centre

DONEGAL Villa Rose Hotel, Ballybofey, Co. Donegal

DUBLIN Dublin Institute of Technology, Courtyard Café,
DIT Aungier Street, D2

GALWAY NUI Galway, Bailey Allen Hall

KILDARE Maynooth University, The Phoenix

KILKENNY Maynooth University, Kilkenny Campus

LIMERICK University of Limerick, Kemmy Business School

MIDLANDS Athlone Institute of Technology, Coffee Dock,
Main Building, Dublin Road, Athlone

MONAGHAN Glencarn Hotel, Castleblaney

SLIGO The Glasshouse Hotel, Sligo

ADDITIONAL CLINICS

KERRY Fels Point Hotel, Tralee, Co. Kerry,
21 January 2016, Time: 7pm-9pm

WATERFORD Woodlands Hotel,
Dunmore Road, Waterford
19 January 2016, Time: 7pm-9pm

WEXFORD Ferrycarrig Hotel, Enniscorthy
14 January 2016, Time: 2pm-7.30pm

Full details and directions
to all venues on

www.accesscollege.ie

**SATURDAY
16 JANUARY
2016**



Contents

The Higher Education Access Route explained	2-6
HEAR Application Timeline	7
Completing your HEAR Application	8
Terms and Conditions of Application	10
Section 1 Address	11
Section 2 Second Level School	12
Section 3 Medical Card / GP Visit Card	13
Section 4 Children in Care	14
Section 5 Family Dependents	15
Section 6 Socio-Economic Group	16
Section 7 Family Financial Circumstances	20
Section 8 Carrying forward HEAR eligibility from 2015 to 2016	22
Supporting Documents Checklist	23
P21 / Self-Assessment Letter - Chapter 4	24
Department of Social Protection Form	27
Lump Sum Redundancy / Retirement Payments	28
TUSLA Letter for Children in Care	29
Next Steps in the Application Process	30
Department of Social Protection Request for Information Form	31
Advice and Support	33



What is HEAR?

HEAR is a college and university scheme which offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland.

HEAR has been set up by a number of colleges and universities as evidence shows that long-term poverty can have a negative effect on how well a student does at school and whether they go on to college.

HEAR applicants must meet a range of financial, social and cultural indicators to be considered for a reduced points place and extra college support.

What HEAR is not

HEAR is not your maintenance grant (SUSI grant). The maintenance grant is the main source of financial assistance available from the Irish State for students in full-time Post Leaving Certificate Courses (PLCs) and full-time higher education undergraduate courses. HEAR is an admissions scheme to help students who may not traditionally go on to third level.

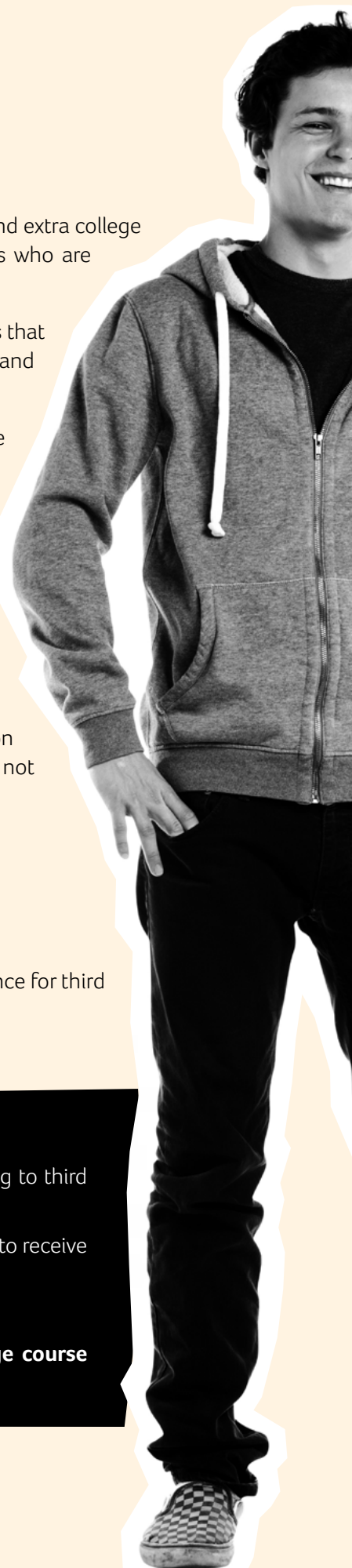
Financial Assistance

Students applying to HEAR are encouraged to find out more information on the maintenance grant. Additional information on other sources of financial assistance for third level students is available at www.studentfinance.ie.

Student Universal Support Ireland (SUSI)

For detailed information on financial support and student grants when going to third level, log on to www.susi.ie.

- Use the **Grant Eligibility Reckoner** to indicate if you meet SUSI's criteria to receive student grant funding.
- Apply early and return requested documentation as soon as possible.
- **Tick the SUSI option on your CAO application to share your college course details with SUSI.**



What colleges participate in HEAR?

- Church of Ireland College of Education
- Dublin City University
- Dublin Institute of Technology
- Marino Institute of Education
- Mary Immaculate College, Limerick
- National College of Ireland
- NUI Galway
- Maynooth University
- Pontifical University, Maynooth
- Royal College of Surgeons in Ireland
- St Angela's College, Sligo
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Limerick

Disability Access Route to Education (DARE)

DARE is a third level alternative admissions scheme for school-leavers whose disabilities have had a negative impact on their second level education.

DARE offers reduced points places to school leavers who as a result of having a disability have experienced additional educational challenges in second level education.

You should apply to both DARE and HEAR if they are relevant to you. Applicants who apply and are deemed eligible for both DARE and HEAR will be prioritised by the participating colleges and universities when offering their reduced points places.

For more information on DARE see www.accesscollege.ie.

Who can apply to HEAR?

HEAR is for school leavers **under the age of 23 as of 1 January 2016** who are resident in the Republic of Ireland.

Mature and Further Educational Training (FET) students have their own admissions routes and should contact college admissions offices for more information.

HEAR applications can only be made online. No means other than by way of online submission of a HEAR application form will be accepted.

What are the benefits of making a HEAR Application?

Reduced Points Places

If you apply to HEAR and meet the application criteria (that is, are deemed eligible for HEAR) you may be offered a place even if you do not have enough Leaving Certificate points for your preferred course. Each participating college and university has a number of reserved places to offer eligible HEAR applicants at lower or reduced Leaving Certificate points.

An example of a reduced points offer is that the Leaving Certificate points for a particular course is 360 points. An eligible HEAR applicant could be offered a place with a lower points score, e.g. 350 points. This applicant would also, like all other applicants applying to college on the basis of their Leaving Certificate results, need to meet the minimum entry requirements and any specific programme requirements before being considered for a HEAR reduced points offer. The reduction in points for HEAR places varies every year.

The amount of points a particular course is reduced by is dependent on a number of factors, such as;

- The overall number of places on the course.
- The number of reserved HEAR places on the course.
- The number of HEAR eligible applicants competing for these reserved places.

Further details can be found at www.accesscollege.ie.

Extra College Support

If you get a place through HEAR you will receive a variety of academic, personal and social supports while at college. Examples of extra college supports may include:

- An Orientation Programme to introduce you to university/college – see www.accesscollege.ie for the 2016 Orientation dates.
- Extra tuition if required, study skills and exam preparation.
- One to one meetings with student advisers.
- Social gatherings/mentoring.
- Extra financial assistance when available/advice regarding grants and scholarships.

Should I apply?

HEAR applicants must meet a range of financial, social and cultural indicators (criteria) to be considered for a reduced points place and extra college support. Here is a list of all the HEAR indicators:

1. **Income:** Your family income falls on or below the HEAR Income Limit.
2. **Medical / GP Visit Card:** Your family has a Medical Card / GP Visit Card that was in date on 31 December 2015.
3. **Means Tested Social Welfare:** Your family received a means-tested payment from the Department of Social Protection for at least 26 weeks in 2014.
4. **Socio-economic Group:** You belong to a group that is under-represented in higher education based on the occupation and employment status of your parent(s) or guardian(s). The under-represented groups are the Non-manual Workers Group and the Semi and Unskilled Manual Workers Group.
5. **DEIS School Attendance:** You completed five years in a second level school that takes part in the Delivering Equality of Opportunity in Schools (DEIS) scheme run by the Department of Education and Skills.
6. **Area Profile:** You live in an area where there is concentrated disadvantage – in other words an area where, for example, there is high unemployment and poverty and where only a small proportion of adults have attained third level education.

You must meet Indicator 1, the HEAR Income Limit, plus a correct combination of 2 other indicators to be eligible for HEAR. The combinations are:

INDICATOR
1 plus 2 plus
4 or 5 or 6

INDICATOR
1 plus 3 plus
4 or 5 or 6

INDICATOR
1 plus 4 plus
5 or 6

INDICATOR
1 plus 5 plus 6

Indicator 1, the HEAR Income Limit, is calculated by:

- How many children there are in your family;
- How many people in your family are in full time education;

Use the table to estimate if your family's income is less than the HEAR Income Limit.

Number of dependent children* in your family	HEAR Income Limit
Less than 4	€45,790
4-7	€50,325
More than 8	€54,630
Add €4,670 to the total family/household income for every sibling/parent enrolled in a full time college, university or post leaving certificate course.	

* A dependent includes:

- a child under the age of 16 years on 1 October 2015.
- a child over 16 years attending a full time course in FET or higher education or who is medically certified as permanently unfit for work.
- a parent attending a full time course in FET or Higher Education.

Is your family income less than the HEAR Limit and do you think you may meet a correct combination of the other HEAR indicators?

YES

Your answer indicates you should consider making a HEAR application.

NO

Your answer indicates you should not complete a HEAR application.

How do I fill in a HEAR application?

Applicants applying for HEAR must:

1. Be under the age of 23 as of 1 January 2016.
2. Apply online to CAO by **17:15 on 1 February 2016**. CAO applications open on 5 November 2015 at 12 noon.
3. No later than **17:15 on 1 March 2016**, indicate in your CAO application that you wish to apply for the HEAR scheme and fully and correctly complete all elements of the HEAR form. Once you have completed the HEAR application form you will get a checklist which tells you which documents you need to supply.
4. Post your supporting documents to arrive in CAO no later than **17:15 on 1 April 2016**.

To complete your online HEAR Application you must:

Get assistance from your parents/guardians and use this application guide to help you answer all relevant questions on your online HEAR application.

HEAR Application Timeline

From November 2015	<p>Fill in the HEAR Application Guide with your parent(s)/guardian(s). Make a CAO application at www.cao.ie. Fill in the online HEAR Application at www.cao.ie. Gather your supporting documents. Remember, they can take more than 8 weeks to issue.</p>
By 1 February 2016	Apply to CAO by 17:15.
By 1 March 2016	<p>Complete all elements of the online HEAR Application Form by 17:15. Gather all supporting documents relevant to your application.</p>
By 1 April 2016	<p>Submit copies of supporting documents to CAO, Tower House, Eglinton Street, Galway by 17:15. Make sure your copies are clear and can be easily read. Put your name, CAO number, and PPS number on all documents. Faxed/emailed documents are not accepted. Keep the original of all documents and obtain a certificate of posting from An Post every time you post supporting documents to CAO. For confirmation that the documents you posted arrived safely in CAO, enclose a stamped, self-addressed postcard with details of the documents you have submitted.</p>
April – June 2016	HEAR Application Assessment.
In Late June 2016	Applicants notified of outcome of HEAR Application.
End June Early July 2016	HEAR Application Recheck.
August 2016	<p>Leaving Certificate exam results. CAO offers. Successful HEAR Applicants notified by letter. Accept CAO offer. Accept HEAR offer of extra college supports.</p>
Late August/ Early September	Attend mandatory HEAR orientation programme.

Remember to check your email account regularly for important CAO notifications in relation to your application.

Completing your HEAR Application

This section is designed to help you and your parent(s)/guardian(s) complete your HEAR application.

Important Instructions for your HEAR Application

1	Fill in the application with your parent(s)/guardian(s) particularly questions 6 & 7.
2	Print off or email your checklist. The checklist is located at the bottom of your online HEAR application, so you know exactly what documents to submit. Check this guide for details on how to obtain your supporting documents.
3	After submitting your online application, go to www.cao.ie , click on My Account , login and check your application has been filled in correctly.
4	Start to gather your supporting documents early. It can take several weeks to get all documents ready to be sent to CAO.
5	Only provide documents which have been requested on your checklist. No other documents or information will be considered.
6	It is your responsibility to make sure all forms have been signed, stamped and completed with the correct information by the appropriate Department of Social Protection personnel.
7	Check that your income documents relate to the correct year. P21 for 2014 and / or Self-Assessment Letter - Chapter 4 for 2014.
8	Submit all pages of P21 for 2014 and / or Self-Assessment - Chapter 4 for 2014.
9	Send good quality photocopies of documents not originals.
10	Keep a photocopy of all documents you submit to CAO.
11	Submit all information before deadlines: 1 March 2016 for your online HEAR application and 1 April 2016 for your supporting documents.

HEAR Online Application Form

To log-in you must enter your details in the **My Application** section of the CAO website and click Log-In. Scroll down and select the **HEAR Form** button under the Higher Education Access Route.

In this section you must do 3 things:

1. Confirm your family income is within the HEAR Income Limit.
2. Agree to be considered for HEAR.
3. Agree that you have read and accept the HEAR Terms and Conditions.

Before proceeding with your HEAR application you must make sure that your family income is within the HEAR Income Limit.

To do this you must tick **YES** or **NO** to the question:

Is your family income less than the HEAR Income Limit?

What is HEAR?

The Higher Education Access Route (HEAR) is a college and university scheme which offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland. HEAR has been set up by a number of higher education institutions in Ireland. See www.accesscollege.ie for a list of participating higher education institutions.

Who can apply?

HEAR is for school leavers under the age of 23 as of January 1 2016. Mature and FET students have their own admissions routes and should contact the admissions offices of individual HEIs for more information.

Should I apply?

You must have a low family income to be considered for HEAR. For the purpose of HEAR low family income is determined by:

- How many children there are in your family
- How many people in your family are in full time education
- How much your parents or guardians earned in income during the year ending 31 December 2014.

Use the table to estimate if your family's income is less than the HEAR Income Limit:

Number of dependent children in your family. Help?	HEAR Income Limit
Less than 4	€45,790
4-7	€50,325
More Than 8	€54,630
Add €4,670 to the total income for every sibling/parent enrolled in a full time college, university or post leaving certificate further education course.	

Is your total family income less than the HEAR Limit? ☒ Yes ☐ No

If you tick **YES** to this question you will then be asked if you wish to be considered for HEAR.

Ticking YES – that you want to be considered for HEAR- also means that you have read and accept the HEAR Terms and Conditions.

HEAR Terms and Conditions

- I have read, understood and will comply with the rules of application as detailed in the HEAR Application Guide.
- I certify that the information I have supplied in my HEAR application form is correct.
- I understand that failure to complete the application form fully will negatively affect the outcome of my HEAR application.
- I understand that only:
 - (i) Information provided on my HEAR application form by 1 March 2016 and
 - (ii) Documentation received by the CAO by 1 April 2016 will be considered when determining the outcome of my HEAR application.
- I understand that any of the information supplied as part of my HEAR application is subject to verification. Where I am found to have given false declaration, I understand that I will be ineligible for HEAR.
- I agree that my supporting documents may be reviewed by independent experts and they will be treated confidentially.
- I understand that HEAR uses my address information to determine whether I live in an area of urban or rural disadvantage and HEAR may contact me and ask me to provide proof of this address.
- I understand that if I have indicated on my HEAR Application that I have attended a Delivering Equality of Opportunity in Schools (DEIS) School for 5 years or more of my second level education that HEAR will verify that information with the Department of Education and Skills (DES) directly based on the PPS number provided in Section 2. If my information cannot be verified by DES, I understand that I may be asked to provide documentation from my secondary school(s) detailing my DEIS school attendance.
- I understand that if I have indicated that either I or my parents/guardians have a Medical Card / GP Visit Card and have supplied details to support this, these will be verified directly with the Health Service Executive (HSE).
- I understand that if I am offered a HEAR place, I will have to attend the HEAR Orientation Programme in the College or University in which I have accepted the place.
- I understand that some details of my application will be used for research purposes, but that these details will be anonymised and none of my personal information will be identifiable.

SECTION 1

Your address

This information is used to determine whether you live in an area of urban or rural disadvantage. Filling in your address carefully using the format below ensures we have the best picture of where you live. Please note, HEAR may contact you and ask you to provide evidence of this address.

Section 1: Address

Enter your current home address.

Please note that you may be contacted and requested to provide proof of your address. For information on filling in your address or to see what evidence of address may be requested. [Click here for help.](#)

House Name:	
Number of House:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Area or Town:	
County:	
Eircode:	

Some addresses don't have house names or numbers. If your address doesn't have a name or number leave the fields blank.

Eircode, Ireland's postcode system launched in July 2015. An Eircode can help accurately identify an address. Further information on how to find your Eircode is available from eircode.ie.

Please note HEAR may contact you and ask you to provide proof of this address. You only have to provide this if HEAR contacts you and requests it. If you are asked to provide evidence of this address HEAR will accept any of the following documents as evidence of your address:

- Utility bill (gas, electricity, telephone, mobile phone).
- Letter from house or car insurance companies.
- Statement from a Bank, Building Society, Credit Union, Credit Card Company.
- Correspondence from a Government Department, Local Authority or the Revenue Commissioners.
- Correspondence from the HSE.

SECTION 2

Second Level School

This information is used to determine if you attended a DEIS (Delivering Equality of Opportunity in Schools) school for 5 or more years of your second level education. The DEIS school list was compiled by the Department of Education and Skills (DES) in 2006. In order to assess your application HEAR seeks your permission to contact the DES directly to verify your DEIS school(s) attendance. In order to do that you must enter your Personal Public Service (PPS) Number. If your information cannot be verified by the DES, you may be asked to provide documentation from your secondary school(s) detailing your DEIS school attendance.

Section 2: Second Level School

Use the drop down menus to select which county you went to second level school in and what second level school you attended. If your school is not listed select: My School is Not Listed. [Click here for help.](#)

Select County ▼ DEIS School ▼

Selected School:

Marian College, Ballsbridge, Dublin 4

No. of years attended **5**

[Remove school](#)

If you went to more than one second level school, use the drop down menus below to enter details of your previous schools. If your previous school is outside the Republic of Ireland select: School Outside Republic of Ireland.

Select County ▼ DEIS School ▼

Selected School:

Brefine College, Cootehill Rd., Cavan

No. of years attended **0**

[Remove school](#)

HEAR verifies your attendance with the Department of Education and Skills (DES). In order to do that you must enter your PPS Number in the box below. If your attendance at the school(s) selected above cannot be verified with DES HEAR will be in contact with you to seek alternative evidence to confirm attendance.

Please enter your PPS number:

By entering my PPS Number above I give permission to HEAR Scheme to directly verify it with the DES.

- Check the official name of your school.
- If your previous school was outside the Republic of Ireland, select: School Outside of Republic of Ireland.
- If you attended more than one second level school, enter the details of the previous school(s) you attended.

SECTION 3

Medical Card/GP Visit Card

In order to assess your application HEAR seeks permission to contact the HSE directly to verify that you or your parent(s) or guardian(s) have a medical card or a GP visit card that is in date on 31 December 2015. You can supply us with the information for yourself or your parent(s)/ guardian(s). If you have a medical card in your own name you should enter your own PPS number in the box.

If you do not have a medical card / GP visit card in your own name but your parent/ guardian does you should enter their name, date of birth and PPS number in the box below. Please remember to insert your own PPS number also.

Section 3: Medical Card/GP Visit Card	
Do you or your parent(s) or guardian(s) have a HSE medical card/GP visit card that is in date on 31 December 2015? Click here for help.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please enter your PPS number: <input type="text"/>	
I have a medical card/GP visit card valid on 31 December 2015. By ticking yes and entering my PPS number above I give permission to HEAR to directly verify the above statement with the HSE.	<input type="radio"/> Yes <input type="radio"/> No
My parent/guardian has a medical card/GP visit card valid on 31 December 2015. By ticking yes and entering my parent(s) or guardian(s) information below and my PPS number above we give permission to HEAR to directly verify the above statement with the HSE.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Parent/Guardian's Name: <input type="text"/> Parent/Guardian's Date of Birth: <input type="text"/> Year/Month/Day Parent Guardian's PPS number: <input type="text"/> (click to save your details and continue on to complete the form) <div>Save</div>	

SECTION 4

Children in the Care of the State/TUSLA

Some applicants are foster children or separated children and/or in the care of TUSLA (the Child and Family Agency).
Please answer the question below to indicate if you are or have been in care.

Section 4. Children in the care of the State/TUSLA

Are you currently in the Care of the State / TUSLA (the Child and Family Agency) or were you previously in Care of the State / HSE? Click here for help.

☒ Yes ☐ No

If **NO** please continue to the next page of the application guide.

If **YES** you do not need to complete Sections 5 to 7, but you must supply:

a letter from TUSLA on TUSLA headed stationery detailing the date you were taken into care.

A foster child is any child who is looked after by someone else other than the parents, by an order of the court or TUSLA, without a formal adoption of the child by the person.

A separated child is any child under 18 years of age who is outside his/her country of origin and separated from both parents or his/her previous legal primary caregiver.

You can get the TUSLA letter from your social worker or project worker. See www.tusla.ie or call 01-7718500 if you have any questions. See sample TUSLA letter on page 29.

SECTION 5

Family Dependents

To determine your HEAR income Limit we need to know the number of dependents in your family.

Section 5: Family Dependents

[Click here for help](#)

A dependent is anyone in your family who is:

- a sibling under the age of 16 years on 1 October 2015.
- a sibling or parent over 16 years and attending a full time educational institution.
- a sibling medically certified as permanently unfit for work.

Enter the number of dependents in your family.

Do not include (count) yourself in this section.

Choose no. ▼

(click to save your details and continue on to complete the form)

Save

- Make sure to count any parent/guardian attending a full time course
- Do not count yourself as a dependent

Enter each dependent's name, date of birth, and the name of school or college they are attending (if any).

Name	Date of birth	School/College attending

SECTION 6

Socio Economic Group

Socio-Economic Group is a measure of social background derived from three pieces of information: your parent(s)/guardian(s)' Employment Status, their Type of Employment and their Occupations. Socio-economic group is not determined by whether your parent(s)/guardian(s) have completed third level education.

Research shows that students from particular socio-economic groups are under-represented in higher education relative to their proportion of the population as a whole. The under-represented groups are the Non-manual Workers Group and the Semi and Unskilled Manual Workers Group. The Higher Education Authority, the statutory planning and policy development body for higher education and research in Ireland has set specific targets for colleges and universities in order to increase the number of new students entering higher education who belong to these groups. Students who belong to either of these groups will be awarded the HEAR socio-economic group indicator. Students who belong to any of the other socio-economic groups will not be awarded the HEAR socio-economic group indicator.

Where you are providing information on two parents/guardians under Section 6: Socio Economic Group, both parents/ guardians must belong to an underrepresented group in order for you to meet the SEG Indicator.

Please enter details for your parent(s)/guardian(s) so that we can determine your socio-economic group.

If you are unsure about how to answer this question please contact any member of the HEAR team for assistance.

6.1 Parent's/Guardian's Employment Status

Section 6: Parent(s) or Guardian(s) Employment Status

This is an important section of your HEAR application. Seek assistance from your parent(s)/guardian(s). Be as precise as possible when describing your parent(s)/guardian(s) status and job titles. To ensure you answer this section correctly please look at the instructions in the Application Guide. [Click here for help](#)

Parent 1/Guardian 1

1. Present Principal Status:

Please select ▼

Answer the following questions about your parent/guardian's main job or their last main job if they are not currently working.

2. Do (did) they work as an employee or are (were) they self-employed in their main job? Their main job is the job in which they usually work(ed) the most hours.

Please select ▼

3. What is (was) their occupation in their main job?

In all cases describe the occupation fully and precisely giving the full job title, such as Office Administrator (do not use Administrator), Retail Store Manager (do not use Manager), Electrical Engineer (do not use Engineer), Construction Labourer (do not use Construction) etc.

(click to save your details and continue on to complete the form)

Save

- Only tick **No contact** whatsoever if you have never had any contact with your parent/guardian.
- Only tick **Never worked** if your parent/guardian has never had a job.
- If your parent/guardian works part-time or is on an employment scheme tick **Working for payment or profit**.

Present Principal Status	Parent/ Guardian 1	Parent/ Guardian 2
Working for payment of profit	<input type="checkbox"/>	<input type="checkbox"/>
Never worked	<input type="checkbox"/>	<input type="checkbox"/>
Looking after home/family	<input type="checkbox"/>	<input type="checkbox"/>
Retired from employment	<input type="checkbox"/>	<input type="checkbox"/>
Unable to work due to permanent sickness/ disability	<input type="checkbox"/>	<input type="checkbox"/>
Currently unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Full-time student	<input type="checkbox"/>	<input type="checkbox"/>
No contact whatsoever	<input type="checkbox"/>	<input type="checkbox"/>
Deceased	<input type="checkbox"/>	<input type="checkbox"/>

6.2 Parent's/Guardian's Type of Employment

If your parent/guardian is not working at present enter the details of the job in which they usually worked the most hours in the past.

Tick the type of employment your parent(s)/guardian(s) have or had in their current or last main job.

Type of Employment	Parent/ Guardian 1	Parent/ Guardian 2
Employee	<input type="checkbox"/>	<input type="checkbox"/>
Self-Employed (including farmer)	<input type="checkbox"/>	<input type="checkbox"/>
Self-Employed (including farmer) with paid employees	<input type="checkbox"/>	<input type="checkbox"/>

6.3 Parent's / Guardian's Main Job Title

- You must give an accurate job title otherwise we may not be able to establish your socio-economic group. Do not use generic terms such as Administrator, and be as specific as possible. For instance:
 - If your parent/guardian works as a cook in a fast-food restaurant, enter "works as a cook in a fast-food restaurant" instead of "McDonald's".
 - If your parent/guardian is a computer programmer please enter "computer programmer" instead of "computing".
 - If your parent/guardian works in retail, do not write retail. Be more specific for example "sales assistant" or "store manager".
- If your parent/guardian is a member of the Gardaí, army or a civil servant enter the rank or grade.
- If your parent/guardian is working in an employment scheme e.g. CE Scheme, enter "CE Scheme Worker" under job title.
- If your parent/guardian is currently unemployed or looking after the home/ family enter the title of the job in which they worked the most hours in the past. Do not enter "Unemployed".

	Job title
Parent/Guardian 1	
Parent/Guardian 2	

SECTION 7

Family Financial Circumstances

This question asks you to tell us who contributed to your family's income in 2014. Your family income may come from:

- Employment
- Social Welfare
- Pensions
- Rental Property
- Farming

7.1 Who contributed to your family's income in 2014?

Fill in section 7 with your parent(s)/guardian(s). Entering inaccurate information in this section will affect the outcome of your HEAR Application.

Tick who contributed financially to your family's income in 2014. If your parent(s)/ guardian(s) are separated/divorced only fill in the income of the parent that you live with most of the time.

Section 7. Family Financial Circumstances

Please note this section relates to the year 2014 only. [Click here for help.](#)

Warning: Complete Section 7 with your parents or guardians. Entering incorrect information or failure to answer all questions in this section will affect the assessment of your HEAR application.

Select who contributes to your family's income.

☒ Mother ☒ Father ☐ Guardian 1 ☐ Guardian 2

Enter your Mother's Full Name:

Enter your Father's Full Name:

(click to save your details and continue on to complete the form)

Save

7.2 Family Financial Circumstances

Please list all sources of income your parent(s)/guardian(s) received excluding child benefit.
You must tick yes or no to all types of income.

Type of income	Mother	Father	Guardian 1	Guardian 2	Document required
Was your parent/ guardian in paid employment in 2014 on a full, part time or temporary basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 24
Was your parent/ guardian self- employed, engaged in farming, or receiving rent from rental properties in 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 24
Did your parent/ guardian receive any social welfare payments in 2014 other than child benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 27
Did your parent/ guardian receive any lump sum payments in 2014 from his/her former employer as a result of being made redundant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 28
Was your parent/ guardian retired in 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 24 and/or Page 27 and/or Page 28

SECTION 8

Carrying forward HEAR eligibility from 2015 to 2016

This section is only relevant to applicants who made a HEAR application and were eligible in 2015 (e.g. applicants who are now repeating the Leaving Certificate).

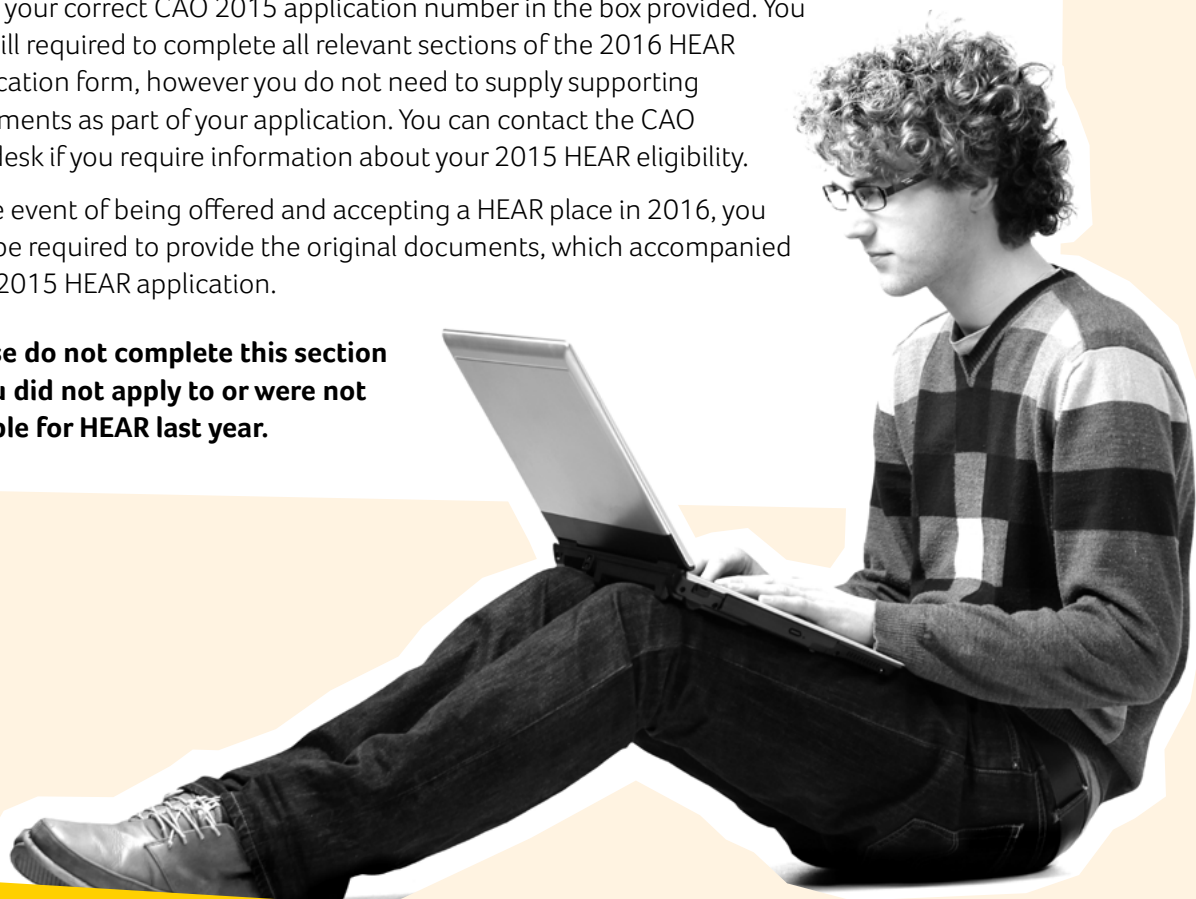
Eligibility for HEAR carries forward for one year provided that you:

- apply to CAO by 17:15 on 1 February 2016 and indicate that you wish to apply to HEAR by 17:15 on 1 March 2016.
- supply your correct CAO 2015 application number.

The outcome of your 2015 HEAR application was communicated to you in writing in June 2015. If you applied to CAO in 2015 and you were deemed eligible for HEAR in 2015, then your HEAR eligibility can be carried forward to your application for entry in 2016. You must enter your correct CAO 2015 application number in the box provided. You are still required to complete all relevant sections of the 2016 HEAR application form, however you do not need to supply supporting documents as part of your application. You can contact the CAO helpdesk if you require information about your 2015 HEAR eligibility.

In the event of being offered and accepting a HEAR place in 2016, you may be required to provide the original documents, which accompanied your 2015 HEAR application.

Please do not complete this section if you did not apply to or were not eligible for HEAR last year.



Supporting Document Checklist

You can use this page to work out what types of documents you need to supply. Review each question and answer Yes/No to each. Where you answer Yes, check the "Document Required" column. This tells you what documents you must send to the CAO by 1 April 2016.

HEAR requires evidence of a full year's income for 2014 (i.e. 52 weeks)

Type of income	Mother	Document Required
1. Was your parent/guardian in paid employment in 2014 on a full, part time or temporary basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	P21 for 2014 from Revenue Commissioners See Page 24
2. Was your parent/guardian self- employed, engaged in farming, or receiving rent from rental properties in 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Self-Assessment - Chapter 4 for 2014 from Revenue Commissioners or Tax Exemption Letter See Page 24
3. Did your parent/guardian receive any social welfare payments in 2014 other than child benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Department of Social Protection (DSP) Form or DSP Statement See Page 27
4. Did your parent/guardian receive any lump sum payments in 2014 from his/her former employer as a result of being made redundant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Form RP50 Notification of Redundancy See Page 28
5. Was your parent/guardian retired in 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No	→ Retirement Lump Sum Letter from Employer (Page 28) and/or → P21 for 2014 / Self-Assessment - Chapter 4 for 2014 (Page 24) and or → Department of Social Protection Form signed and stamped (Page 27)

- **HEAR requires evidence of a full year's income for 2014 (i.e. 52 weeks).** Some applicants, depending on their parent(s)/guardian(s)' circumstances in 2014, may need to submit Revenue Commissioner's documents and/or evidence of other income as well as evidence of DSP income.
- If more than one family member is making an application to HEAR ensure you send full documents for each family member.
- Submit all supporting documents before 1 April 2016. No late supporting documents will be accepted after 1 April 2016.

Supporting Document Section

How to request supporting documents from the Revenue Commissioners

If your parent(s)/guardian(s) received income from employment, self-employment, land, farming or rent from rental properties:

- You must submit your parent(s)/guardian(s) P21 or a Self-Assessment - Chapter 4 for 2014. If they are exempt from paying tax provide a tax exemption letter from Revenue.
- Supply documents for both parent(s)/guardian(s). If they are jointly assessed one document is sufficient.
- Submit both pages of a P21 including front and back. If only one page is submitted, it cannot be assessed.
- In all cases where you are submitting a Self-Assessment - Chapter 4 or Notice of Assessment all pages are required.

What is a P21?

A P21 is a statement of total income, tax credit and tax paid for a particular tax year for people in paid employment who pay all of their income tax under PAYE (Pay As You Earn). You do not automatically receive a P21 statement from Revenue; you must request this document. Your P60 will not be accepted.

What is a Self-Assessment - Chapter 4?

A Self-Assessment - Chapter 4 is a statement of total income or profits, tax chargeable and tax paid for a particular tax year for people who are: self-employed, directors, and/or receiving income of any kind where some or all of the tax cannot be collected under the PAYE system. Do not submit Form 11; this will not be accepted.

How do I request a P21 for 2014?

The quickest and easiest way for your parent(s)/guardian(s) to get their P21 is by clicking on the PAYE Anytime link on the Revenue website at www.revenue.ie. There is a simple registration process and a PIN will be issued by post in 5-8 working days. They should log in using this PIN and request the P21. If your parent(s)/guardian(s) have chosen to receive correspondence electronically, the P21 will be available by clicking on the Requests History tab, which is their own personal mailbox, otherwise the P21 will be posted to them. Your parent(s)/guardian(s) may also request a P21 by forwarding their P60(s) for 2014 to their local Revenue office and asking for a P21.

How do I request a Self-Assessment - Chapter 4 for 2014?

A Self-Assessment - Chapter 4 will be in your parent(s)/guardian(s) Revenue On-Line Service (ROS) inbox after they have completed their return and self-assessment for 2014.

What if parent(s) / guardian(s) cannot get a Self-Assessment - Chapter 4 document?

A Notice of Assessment - Chapter 4 will be issued by Revenue to parent(s)/guardian(s) who file a paper tax return to Revenue and who do not complete a self-assessment on that return. The majority of self-employed Revenue customers receive a Self-Assessment - Chapter 4.

What if my parent(s) / guardian(s) have a 'Notice of Amended Assessment (Chapter 4)' or 'Notice of Amended Assessment (Chapter 5) for 2014'?

If your parent(s)/guardian(s) have a 'Notice of Amended Assessment - Chapter 4' or 'Notice of Amended Assessment - Chapter 5 for 2014' from Revenue you should send this document to the CAO. Where a Notice of Amended Assessment - Chapter 4 or Notice of Amended Assessment - Chapter 5 for 2014 is received HEAR will not require a Self-Assessment - Chapter 4 or Notice of Assessment - Chapter 4.

How long will it take for Revenue to issue a P21 or Self-Assessment - Chapter 4?

It is essential that you apply for a P21 early. P21s can take up to 8 weeks to issue. If your parent(s)/guardian(s) do not have a Self-Assessment - Chapter 4 (or a Notice of Assessment) for 2014 they need to complete their Tax Return and Self-Assessment for 2014 on ROS as soon as possible.

If one parent / guardian was PAYE and one parent / guardian was self-employed what document do I submit?

A Self-Assessment - Chapter 4 for 2014 if parent(s)/guardian(s) are jointly assessed by Revenue. A P21 for 2014 and a Self-Assessment - Chapter 4 for 2014 is required if parent(s)/guardian(s) are separately assessed by Revenue.

What if my parent(s) / guardian(s) earned income from outside the Republic of Ireland in 2014?

HEAR requests that you provide supporting documents for the tax year 1 January 2014 to 31 December 2014. Contact a member of the HEAR team for further information. Contact details are listed on page 33.

What if my parent / guardian is self-employed and is also in receipt of a Social Welfare payment?

Submit a copy of a Self-Assessment - Chapter 4 for 2014, plus a Department of Social Protection form or statement as outlined on page 27.

Please do not submit original documents. Documents will not be returned by CAO. Send good quality photocopies including front and back of all pages.

In all correspondence please quote:
District: 001
Unit: 010
PPS No.:
Notice No.:
MR. A. OTHER
10 SAMPLE ROAD
TOWN
IRELAND
Office of the Revenue Commissioners
East & South East Region
P.O. Box 1, Roosters Harbour
Co. Wicklow
Enquiries: 1890 444425

Amended Paye Balancing Statement (P21) For The Tax Year 2014

Income (See Panel 1 overleaf for a breakdown)
Less: Deductions (See Panel 3 overleaf for a breakdown)
Taxable Income

Charged as follows:
20%
41%

Tax Due

Plus: Tax Retained by you (See Panel 5 overleaf for a breakdown)
Adjustments (See Panel 7B overleaf for a breakdown)
Gross Tax Payable

Less: Tax Credits (See Panel 4 overleaf for a breakdown)
Taxes Deducted (See Panel 2 overleaf for a breakdown)
Reliefs (See Panel 6 overleaf for a breakdown)
Adjustments (See Panel 7A overleaf for a breakdown)

Final Result: Overpayment

Treatment of Result
A cheque for € will issue to you

P21

Sample P21 for 2014

In all correspondence please quote:
District: 001
Unit: 010
PPS No.:
Notice No.:
Dublin Region
City Centre-North City Business Taxes District
815 Upr O'Connell St
Dublin 1
MR TEST CASE TESTING 1
T/A MR TEST
BISHOPS SQUARE
DUBLIN 2
Enquiries: June 2015

**Self Assessment - Chapter 4 of Part 41A TCA 1997
Income Tax for the year ending 31/12/2014**

Dear Sir/Madam

I acknowledge receipt of your income tax return and self assessment for the year ending 31/12/2014. Details of your Self Assessment are set out as follows:

Amount of income or profits arising for this period	€0.00
Amount of income tax chargeable for this period	€0.00
Amount of USC chargeable for this period for self	€0.00
Amount of USC chargeable for this period for spouse	€0.00
Amount of PRSI chargeable for this period for self	€0.00
Amount of PRSI chargeable for this period for spouse	€0.00
Amount of tax payable for this period	€0.00
Amount of surcharge due under S 1084 because of:	
• late filing of this return or	€0.00
• of non-compliance with LPT requirements	€0.00
Amount of tax paid directly to the Collector General for this period	€0.00
Balance of Tax Payable for this period	€0.00

This balance of tax should be paid on or before 31 Oct 2014
Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours Faithfully,
District Manager

€ Payslip IT ACK

The amount entered below is to be credited to the tax year indicated.
Signature: _____ Date: _____
Name: MR TEST CASE TESTING 1
PPS No.:
Year: 01/01/2014 to 31/12/2014
Whole Euro only - DO NOT ENTER CENT
ASC31
5

Sample Self-Assessment Letter Chapter 4 for 2014

In all correspondence please quote:
District: 001
Unit: 010
PPS No.:
Notice No.:
MR TEST CASE TESTING 2
T/A TEST
BISHOPS SQUARE
DUBLIN 2
District Manager
Dublin Region
City Centre-North City Business Taxes District
815 Upr O'Connell St
Dublin 1
Enquiries: 01 6650000
23rd June 2015
Page: 1 of 4

**NOTICE OF ASSESSMENT
Chapter 4 of Part 41A Taxes Consolidation Act 1997
Income Tax for the year ending 31 December 2014**

Dear Sir/Madam,

I hereby give notice that:

- in accordance with section 959U of the Taxes Consolidation Act 1997, a self assessment to Income Tax has been made in relation to you for the year ending 31 December, 2014.
- the amounts included in the self assessment are based on statements and particulars specified in your tax return for the year ending 31 December 2014 and are set out on the following pages of this notice.

Section 933 and Chapter 6 of Part 41A of the Taxes Consolidation Act 1997 contain details of your statutory rights and obligations in relation to the making of an appeal. In particular, section 959AD provides that no appeal may be made against a self assessment made under section 959U. Also, section 959AI provides that no appeal may be made against amounts in an assessment that are based on statements or particulars specified in your tax return.

The balance payable is as follows:

Year of Assessment	2014
Total €	00.00
Rounded Total €	00.00

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours faithfully,
District Manager

€ Payslip No A C

The amount entered below is to be credited to the tax year indicated.
Signature: _____ Date: _____
Name: MR TEST CASE TESTING 2
PPS No.:
Year: 1/1/2014 to 31/12/2014
Whole Euro only - DO NOT ENTER CENT
ASC31
5

Sample Notice of Assessment (Chapter 4) for 2014

In all correspondence please quote:
District: 001
Unit: 010
PPS No.:
Notice No.:
MR TEST CASE TESTING 2
T/A TEST
BISHOPS SQUARE
DUBLIN 2
District Manager
Dublin Region
City Centre-North City Business Taxes District
815 Upr O'Connell St
Dublin 1
Enquiries: June 2015
Page: 1 of 4

**NOTICE OF AMENDED ASSESSMENT
Chapter 5 of Part 41A Taxes Consolidation Act 1997
Income Tax for the year ending 31 December 2014**

Dear Sir/Madam,

I hereby give notice that:

- in accordance with Chapter 5 of Part 41A of the Taxes Consolidation Act 1997, your assessment to Income Tax for the year ending 31 December 2014 has been amended.
- the amounts included in the amended assessment are set out on the following pages of this notice.

If you wish to appeal the assessment to which this notice refers, you must give notice of appeal in writing to me [within 30 days](#) after the date of this notice.

Before giving notice of appeal, a chargeable person must, within the time for bringing the appeal, have made a return for the chargeable period in question and have paid the tax and any interest due on the basis of that return. The notice of appeal must specify each amount or matter with which an appellant is aggrieved together with the grounds, in detail, of the appeal as respects each such amount or matter.

Section 933 and Chapter 6 of Part 41A of the Taxes Consolidation Act 1997 contain details of your statutory rights and obligations in relation to the making of an appeal.

The balance payable is as follows:

Year of Assessment	2014
Total €	00.00
Rounded Total €	00.00

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours faithfully,
District Manager

€ Payslip No A C

The amount entered below is to be credited to the tax year indicated.
Signature: _____ Date: _____
Name: MR TEST CASE TESTING 2
PPS No.:
Year: 1/1/2014 to 31/12/2014
Whole Euro only - DO NOT ENTER CENT
ASC31
5

Sample Notice of Amended Assessment (Chapter 5) for 2014

How do I complete the Department of Social Protection (DSP) form or statement?

If you or your parent(s)/guardian(s) received income from the DSP in year ending 31 December 2014 you must provide the following four pieces of information from the DSP:

- The total amount of social welfare income received in 2014.
- The name of the person(s) receiving the payment.
- The name of the payment(s) received.
- The date the payment started and the date the payment stopped (if applicable).
- The DSP form is included at the back of this application guide or you can download it from your online HEAR Application.
- Ask your Local DSP Office to **Complete, Sign and Stamp** your DSP Form.
- You can submit the DSP form or a statement from DSP.
- Remember HEAR requires evidence of a full year's income for 2014 (i.e. 52 weeks). Some applicants depending on their parent(s)/guardian(s)' circumstances in 2014 may need to submit Revenue documents and/or evidence of other income as well as evidence of DSP income.

You can find your local Social Welfare Office at www.welfare.ie or LoCall 1890 662244.

If you misplace your form you can download it again from your online HEAR application or find it at www.accesscollege.ie.

HEAR
HIGHER EDUCATION ACCESS ROUTE

Request for Information from the Department of Social Protection

CAO Office Use Only

Keep photocopy and proof of postage. Submit all documents to CAO by 1 April 2016. It is the responsibility of every applicant to ensure both pages of this form are filled in correctly.

Part 1: To be completed by HEAR Applicant

HEAR Applicant's Name: _____

Address: _____

CAO Number: _____

Date of Birth: _____

PPS Number: _____

Part 2: To be completed by applicant's Parent(s)/Guardian(s)

I authorise the release of information outlined below for the purposes of assessing a HEAR application.

Parent 1/Guardian 1 Signature _____ Parent 2/Guardian 2 Signature _____

Part 3: To be completed by DSP Official in Local Social Welfare Office

Parent 1/Guardian 1 Name: _____

PPS Number: _____

Please do not alter the year for which information is required on this form.

Total Social Welfare Income on all social welfare schemes* previously paid to this PPS number in the year 2014? € _____

In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2014? ☐ YES ☐ NO

Name of Payment(s): _____

Payment 1: _____

Payment 2: _____

*Excluding Child Benefit, Early Childcare Supplement and Supplements paid under the Supplementary Welfare Allowance schemes.

This is page 1 of a 2 page form. Page 2 must be completed, signed and stamped.

1/2

It is your responsibility to make sure all forms have been **signed, stamped and completed with the correct information** by the Department of Social Protection.

Lump Sum Redundancy/ Retirement Payments

If your parent(s)/guardian(s) received any lump sum payments in 2014 from his/her former employer as a result of being made redundant or retiring from employment, you must submit:

- All pages of Form RP50 Notification of Redundancy
- OR
- A letter from your parent(s)/guardian(s)' last employer or body administering pension showing:
 - Date employment ceased.
 - Gross amount of lump sum received in year ending 31 December 2014.
 - Number of years in that employment.
 - Gross annual pension.

Online application for
**Redundancy Payment under the
Redundancy Payment Acts 1967 to 2012**

For Office use only

Social Welfare Services
RP 50
Data Classification R

• Part 1, 3, 4, 5 and 6 must be completed for all applications.
• Part 2 must be completed if company is in liquidation, receivership or examinership.

Session Timer : 50:27

Part 1

Employer's details Save Details

1. Employer's PAYE No.:

2. Employer's registered name:

3. Trading name: (if different from above)

4. Correspondence address:

County:

Country:

5. Business sector:

6. Reason for redundancy:

7. Please state what you are claiming for: (insert an 'X')

☐ **Employer Rebate claim** (Claim by employer for rebate in respect of statutory redundancy lumpsum paid to an employee dismissed by reason of redundancy. Refers to claims where Employment End Date is before 1/1/2013)

or

☐ **Employee Lump Sum claim** (Claim by employee who has not received their full statutory redundancy entitlement from their employer).

Sample Form RP50

Lump Sum on Retirement

To be completed by HEAR Applicant

RE:

HEAR Applicant CAO PPS Number

To be completed by Employer or Body Administering Pension

(NAME) ceased employment with this company on (dd/mm/yyyy).

Lump Sum Payment:

The above received € as a lump sum on retirement in the year ending 31 December 2014.

Number of Years in Employment

The above worked for (NUMBER OF YEARS) in our employment.

Gross Annual Pension

The total gross annual pension for above is € .

Signature of Employer/Body Administering Pension Date

Company Stamp

Sample Retirement Lump Sum Letter

Children in Care of the State/ HSE/TUSLA

If you are or were a foster/separated child or in the Care of the Health Services Executive/TUSLA, you must:

- **Supply a letter from TUSLA detailing:**
 - That you are currently in the Care of TUSLA or you had previously been in the Care of the State/HSE

CAO
Tower House
Eglinton Street
Galway

1 March 2016

To Whom It May Concern:

_____ (name of HEAR Applicant) is currently/
or was previously in the care of TUSLA / the HSE.

He / she was taken into care from _____ (month / year)

Kind regards,

Name of Social Worker / Project Worker
Position in TUSLA / HSE
Contact Telephone
Contact Email

**You can get this letter from your
Social Worker or Project Worker.**

**A separated child is any child under
18 years of age who is outside his/her
country of origin and separated from
both parents or his/ her legal/customary
primary caregiver.**

**A foster child is any child who is looked after by someone else
other than the parents, by an order of the court or the Health
Service Executive/TUSLA without a formal adoption of the child
by the person.**

**See www.tusla.ie
or contact 01-771 8500**

Next steps in the Application Process

I have completed my online HEAR application and submitted supporting documents, what happens next?

After the Leaving Certificate ends in late June 2016, you will receive a letter from HEAR stating the outcome of your HEAR application and whether you are eligible to be considered for a HEAR place. If you do not receive a letter by 1 July, contact a member of the HEAR team listed on page 33.

What does it mean if I am eligible for HEAR?

If you are eligible for HEAR, you will now compete for one of the reserved places on offer in the participating colleges. If you are successful you will receive a HEAR course offer through CAO on receipt of your Leaving Certificate results in August 2016. You must meet the minimum entry and course requirements to be considered for a HEAR place. Details of places available and minimum course requirements can be found on www.accesscollege.ie.

What happens if I receive a HEAR offer?

If you are successful, you will be notified by CAO and by the college or university which makes you the HEAR offer. Accept your place through CAO and the college or university. If you accept the place you must attend the mandatory orientation programme before the first term. Details of orientation dates can be found on www.accesscollege.ie.

What does it mean if I am ineligible for HEAR?

Being ineligible for HEAR means that you cannot compete for one of the reduced points places. Applicants are ineligible because they did not meet criteria or they failed to meet the terms and conditions of application.

It does not affect any application you have made for courses through the CAO. In other words, you may still be offered a place on a course if you meet the entry requirements. It does not affect any application you may make to Student Universal Support Ireland (SUSI) for a maintenance grant.

I am ineligible can I have my application rechecked?

HEAR uses a recheck process to make sure that all HEAR applicants are treated fairly and the assessment procedures have been applied consistently. You can request to have your HEAR application rechecked for two reasons:

1. You believe it was unsuccessful because of an administrative error. An administrative error can involve for example failure of HEAR to take account of one or more documents or stating that a form was not stamped when it was.
2. Your supporting documents have been lost in the post and you have kept proof of postage and photocopies of all supporting documents. You can NOT request a recheck if you have failed to submit all supporting documents before 1 April 2016. You cannot submit new documents and change of circumstances will not be considered.

How do I request a recheck?

If you would like to recheck your application, you should complete an online Recheck Form under the **My Application** section of the CAO website at www.cao.ie and select the indicator(s) where you believe an administrative error occurred when your application was processed. You must request a recheck before the closing date indicated in the ineligible letter which you received at the end of June. No means other than by way of online submission of a Recheck Form will be accepted. A Recheck Form is not considered to have been received until the applicant receives an email from CAO confirming receipt.

HEAR Policy on Correspondence

HEAR will only discuss your application with you, your parent(s)/guardian(s) or a person nominated by you. Any unsolicited correspondence from a third party will not be taken into account.

DARE/HEAR Independent Appeals Commission

The DARE/HEAR Independent Appeals Commission reviews appeals from DARE and HEAR applicants. Further information on the DARE and HEAR appeals process, including deadlines for receipt of appeals for the 2015-2016 cycle, will be published on www.accesscollege.ie.



Request for Information from the Department of Social Protection

CAO Office Use Only

Keep photocopy and proof of postage. Submit all documents to CAO by 1 April 2016. It is the responsibility of every applicant to ensure both pages of this form are filled in correctly.

Part 1: To be completed by HEAR Applicant

HEAR Applicant's Name:

Address:

CAO Number:

Date of Birth:

PPS Number:

Part 2: To be completed by applicant's Parent(s)/Guardian(s)

I authorise the release of information outlined below for the purposes of assessing a HEAR application.

Parent 1/Guardian 1 Signature

Parent 2/Guardian 2 Signature

Part 3: To be completed by DSP Official in Local Social Welfare Office

Parent 1/Guardian 1 Name:

PPS Number:

Please do not alter the year for which information is required on this form.

Total Social Welfare Income on all social welfare schemes*
previously paid to this PPS number in the year 2014?

€

In receipt of means-tested social assistance payment(s)
for at least 26 weeks or 6 months in the year 2014?

☐

YES

☐

NO

Name of Payment(s):

Payment 1:

Payment 2:

*Excluding Child Benefit, Early Childcare Supplement and Supplements paid under the Supplementary Welfare Allowance schemes.

This is page 1 of a 2 page form. Page 2 must be completed, signed and stamped.

Parent 2/Guardian 2 Name:

PPS Number:

--	--	--	--	--	--	--	--	--

Please do not alter the year for which information is required on this form.

Total Social Welfare Income on all social welfare schemes*
previously paid to this PPS number in the year 2014?

€

In receipt of means-tested social assistance payment(s)
for at least 26 weeks or 6 months in the year 2014?

☐

YES

☐

NO

Name of Payment(s):

Payment 1:

Payment 2:

*Excluding Child Benefit, Early Childcare Supplement and Supplements paid under the Supplementary Welfare Allowance schemes.

All forms must be completed, signed and stamped by a DSP official. Forms that are not signed and stamped are invalid.

Name of DSP Official (BLOCK CAPITALS):

Signature of DSP Official

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

DSP Official Stamp

HEAR is a college and university admissions scheme which offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland.



Advice and Support

All participating colleges have a staff member who can advise you on how to apply to HEAR. If you wish to speak to someone about your HEAR application, or have questions relating to a specific college or university, contact any member of the HEAR team listed below.

Higher Education Institution	Website	Email	Telephone
Church of Ireland College of Education	www.cice.ie	info@cice.ie	01 497 0033
Dublin City University	www.dcu.ie/access	hear@dcu.ie	01 700 8814
Dublin Institute of Technology	www.dit.ie/ace	hear@dit.ie	01 402 7625 / 7605
Marino Institute of Education	www.mie.ie/access	hear@mie.ie	01 805 7744
Mary Immaculate College, Limerick	www.mic.ul.ie	hear@mic.ul.ie	061 204 927
National College of Ireland	www.ncirl.ie	hear@ncirl.ie	01 659 9269
NUI Galway	www.nuigalway.ie/access	hear@nuigalway.ie	091 494 053
Maynooth University	www.maynoothuniversity.ie/ access-office	hear@nuim.ie	01 708 6025
Pontifical University, Maynooth	www.maynoothuniversity.ie/ access-office www.maynoothcollege.ie/ pontifical-university	hear@nuim.ie	01 708 6025
Royal College of Surgeons in Ireland	www.rcsi.ie/admissions_access	hear@rcsi.ie	01 402 2237
St Angela's College, Sligo	www.stangelas.nuigalway.ie	hear@stangelas.nuigalway.ie	071 919 5575
Trinity College Dublin	www.tcd.ie/trinity_access	hear@tcd.ie	01 896 3346 / 2751
University College Cork	www.ucc.ie/uccplus	hear@ucc.ie	021 490 2002 / 3282
University College Dublin	www.ucd.ie/openingworlds	hear@ucd.ie	01 716 1653
University of Limerick	www.ul.ie/access	hear@ul.ie	061 234 122

For questions about completing your HEAR application contact CAO Helpdesk:

CAO Helpdesk	Email CAO by clicking Contact Us at www.cao.ie	091 509 800	www.cao.ie
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HEA | HIGHER EDUCATION AUTHORITY
AN tUDARAS um ARD-OIDEACHAS

