



# APPLICATION GUIDE AND WORKBOOK

FOR ENTRY AUTUMN 2014

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**HEAR  
APPLICATION  
ADVICE CLINICS**

**Nationwide Saturday  
January 11th 2014**

See inside for locations  
and times

higher education  
access route  
**hear**

higher education  
access route  
**hear**



Disability Access Route To Education



**DROP IN ANYTIME  
BETWEEN 10AM AND 2PM  
TO LEARN MORE ABOUT  
HEAR AND DARE.**

### Additional Clinics

**Waterford**, Mon 13th Jan, 7pm - 9pm  
The Woodlands Hotel, Dunmore Road

**Sligo**, Tues 14th Jan, 6.30pm - 8.30pm  
The Glasshouse Hotel, Swan Point

**Kerry**, Thurs 16th Jan, 7pm - 9pm  
The Carlton Hotel, Dan Spring Rd., Tralee

**Wexford**, Thurs 16th Jan, 3pm - 8pm  
Ferrycarrig Hotel Wexford

# APPLICATION ADVICE CLINIC

TALK TO HEAR AND DARE ADVISORS  
ABOUT YOUR APPLICATION

**SATURDAY  
11TH JANUARY  
2014  
10AM - 2PM**

### Venues Nationwide:

**CORK** University College Cork, Devere Hall,  
Student Centre, **10am - 2pm**

**DONEGAL** Jackson's Hotel, Ballybofey, **10am - 2pm**

**DUBLIN** Dublin Institute of Technology, Courtyard Cafe,  
DIT Aungier Street, Dublin 2, **10am - 2pm**

**GALWAY** NUI Galway, Arts Millennium Building, **10am - 2pm**

**KILDARE** NUI Maynooth, Phoenix Building,  
North Campus, **10am - 2pm**

**KILKENNY** NUI Maynooth Kilkenny Campus,  
Collier Room, College Road, **10am - 2pm**

**MIDLANDS** Athlone Institute of Technology, The Coffee Dock,  
Main Campus, **10am - 2pm**

**MONAGHAN** The Glencarn Hotel, Castleblaney, **10am - 2pm**

**LIMERICK** University of Limerick, Main Building, **10am - 2pm**

**Full details and directions to all  
venues on [accesscollege.ie](http://accesscollege.ie)**

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## What is HEAR?

The Higher Education Access Route (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 have completed an Irish Leaving Certificate.

HEAR has been set up by a number of colleges and universities as evidence shows that long-term poverty and unemployment 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. The maintenance grant is the main source of financial help 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. If you apply to HEAR you should also apply to Student Universal Support Ireland (SUSI) for your higher education maintenance grant if you think you may be eligible. For more information log onto [www.studentfinance.ie](http://www.studentfinance.ie).



## 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
- Mater Dei Institute of Education
- National College of Ireland
- NUI Galway
- NUI Maynooth
- Pontifical University, Maynooth
- St Angela's College, Sligo
- St Patrick's College, Drumcondra
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Limerick



## Who can apply to HEAR?

HEAR is for school leavers under the age of 23 as of January 1, 2014 who have completed an Irish Leaving Certificate.

Mature and FETAC 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 filling in a HEAR Application?

### Reduced Points Places

You should fill in a HEAR application to compete for one of the reduced points places on offer in the participating colleges.

Each participating college and university has a reserved number of places to offer eligible HEAR students at lower leaving certificate points. This is what we mean by reduced points places.

You must meet the minimum course entry requirements to be considered for one of the reduced points places. Details of the places available and the minimum course entry requirements can be found at [www.accesscollege.ie](http://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. Details of the different supports available at the participating colleges can be found at [www.accesscollege.ie](http://www.accesscollege.ie).

Examples of extra college supports:

- An Orientation Programme to introduce you to university/college - see [www.accesscollege.ie](http://www.accesscollege.ie) for the 2014 Orientation dates.
- Extra tuition if required, study skills, 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 to be considered for a reduced points place and extra college support. Here is a list of all the HEAR indicators:

### Indicators

- Income:** Your family income falls on or below the HEAR Income Limit in 2012.
- Medical/GP Visit Card:** Your family has a Medical Card/GP Visit Card that was in date on 31 December 2013.
- Means Tested Social Welfare:** Your family received a means-tested payment from the Department of Social Protection (formally Dept. of Social Welfare) for at least 26 weeks in 2012.
- 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). Under-represented socio-economic groups are non-manual workers, semi-skilled and unskilled manual workers and agricultural workers.
- 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.
- Area Profile:** You live in an area in which 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	INDICATOR	INDICATOR	INDICATOR
1 plus 2 plus 4 or 5 or 6	1 plus 3 plus 4 or 5 or 6	1 plus 4 plus 5 or 6	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;
- How much your parent(s)/guardian(s) earned in income during the year ending 31 December 2012.

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	€48,811
4-7	€53,637
More Than 8	€58,230

Add €4,980 to the total income for every sibling/parent enrolled in a full time college, university or post leaving certificate further education course.

\* A dependent child is a child under the age of 16 years on the 1st of October 2013 or a child or parent over 16 years and attending a full time educational institution or medically certified as permanently unfit for work.



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

YES	NO
Your answer indicates you should consider making a HEAR application.	Your answer indicates you should not complete a HEAR application.



## How do I fill in a HEAR application?

### An application to HEAR is made up of 3 parts:

- Apply online to CAO by **17:15 on 1 February 2014**. CAO applications open on 5 November 2013 at 12 noon.
- No later than **17:15 on 1 March 2014**, you must indicate in your CAO application that you wish to apply for the HEAR scheme and you must fully and correctly complete all elements of the online HEAR form (the HEAR form is a part of your CAO application).
- Submit relevant evidence in support of your application to arrive at CAO no later than **17:15 on 1 April 2014**.

### To complete your online HEAR Application you must:

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





## HEAR timeline

<b>From November 2013</b>	<p>Fill in the HEAR Workbook with your parent(s)/guardian(s).</p> <p>Make a CAO application at <a href="http://www.cao.ie">www.cao.ie</a>.</p> <p>Fill in the online HEAR Application at <a href="http://www.cao.ie">www.cao.ie</a>.</p> <p>Prepare your supporting documents.</p> <p><b>They can take more than 8 weeks to issue.</b></p>
<b>By 1 February 2014</b>	Apply to CAO by 17:15
<b>By 1 March 2014</b>	<p>Complete all elements of the HEAR Application Form by 17:15.</p> <p>Gather all supporting documentation relevant to your application.</p>
<b>By 1 April 2014</b>	<p>Submit copies of supporting documents to CAO, Tower House, Eglinton Street, Galway by 17:15.</p> <p>Make sure your copies are clear and can be easily read. Put your name, CAO number, and PPS number on all documentation. Faxed/Emailed documents are not accepted.</p> <p><b>Keep the original of all documents and obtain a certificate of posting from An Post every time you post supporting documents to CAO.</b></p> <p>For confirmation that the documents you posted arrived safely in CAO, enclose a stamped*, self-addressed postcard with details of documents you have submitted.</p> <p><i>*Stamp not required in the case of applicants from outside Republic of Ireland.</i></p>
<b>April - June 2014</b>	HEAR Application Screening.
<b>In Late June 2014</b>	Applicants notified of outcome of HEAR Application.
<b>End June/Early July 2014</b>	HEAR Application Recheck.
<b>August 2014</b>	<p>Leaving Certificate exam results.</p> <p>CAO offers.</p> <p>Successful HEAR Applicants notified by letter.</p> <p>Accept CAO offer.</p> <p>Accept HEAR offer of extra college supports.</p>
<b>Late August /Early September</b>	Attend mandatory orientation programme.



## HEAR Application Workbook Section

Following the HEAR Timeline and filling in the workbook with your parent(s)/guardian(s) makes completing your online HEAR application much easier. You must apply to CAO by 1 February 2014 and complete your HEAR application by 1 March 2014.

This workbook will help you and your parent(s)/guardian(s) determine which supporting documents you need to send to Central Applications Office (CAO) by 1 April 2014.

### Important Instructions for your HEAR Application

<b>1</b>	Fill in the application with your parent(s)/guardian(s) particularly questions 6 & 7.
<b>2</b>	Print off or email your checklist from your online HEAR application so you know exactly what documents to submit. Check this guide for details on how to obtain your supporting documents.
<b>3</b>	After submitting your online application, go to <a href="http://www.cao.ie">www.cao.ie</a> , click on <b>My Account</b> , login and check your application has been filled in correctly.
<b>4</b>	Start to gather your supporting documentation early. It can take several weeks to get all documents ready to be sent to CAO.
<b>5</b>	Only provide documents which have been requested on your checklist. No other documentation or information will be considered.
<b>6</b>	It is your responsibility to make sure all forms have been <b>signed, stamped and completed</b> with the correct information by the appropriate Department of Social Protection personnel.
<b>7</b>	Submit the correct year tax document. Long Format Notice of Assessment 2012 and/or P21 2012.
<b>8</b>	Send good quality photocopies of documents, not originals.
<b>9</b>	Submit all pages of P21 and/or Long Format Notice of Assessment.
<b>10</b>	Keep a photocopy of all documents you submit to CAO.
<b>11</b>	In all cases where an applicant sends supporting documents to CAO, they should enclose a stamped addressed card/envelope (stamp not required in the case of applicants from outside Republic of Ireland) giving details of documents submitted. This card/envelope will be stamped as received by CAO and returned to the applicant.
<b>12</b>	Every time you post something to CAO obtain a certificate of posting from An Post. We have printed 4 certificates on the back cover of your 2014 CAO handbook.
<b>12</b>	Submit all information before deadlines: 1 March 2014 for your online HEAR application and 1 April 2014 for your supporting documentation.



Fill in all questions with your parent(s)/ guardian(s). When you have completed your HEAR workbook you are ready to complete your online HEAR Application at [www.cao.ie](http://www.cao.ie)

We use 5 symbols to help guide you through the workbook:



### Screenshot

The screenshot symbol shows you what the HEAR Online Application looks like.



### Pencil

Any time you see the pencil symbol write in the answer to the question. These are questions that you need to complete by 1 March 2014 at [www.cao.ie](http://www.cao.ie)



### Call Out

The Call Out symbol gives useful tips.



### Gears

The Gears symbol gives essential instructions and information.



### Envelope

The Envelope symbol means that you need to supply documentary evidence to CAO. You must supply the relevant evidence to CAO by 1 April 2014.



# 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 the HEAR Scheme.
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 total family income less than the HEAR limit?**



## Higher Education Access Route (HEAR)

### What is HEAR?

The Higher Education Access Route is a 3rd level admissions scheme for school leavers from socio-economically disadvantaged backgrounds who have completed an Irish Leaving Certificate. HEAR has been set up by a number of higher education institutions in Ireland. See [www.accesscollege.ie](http://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 2014. Mature and FETAC 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 2012.

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

Number of dependent children in your family <a href="#">Help?</a>	HEAR Income Limit
Less than 4	€48,811
4-7	€53,637
More Than 8	€58,230

Add €4,980 to the total income for every sibling or 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 the HEAR Scheme.



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

**To be considered for HEAR you must agree to the HEAR terms and conditions below:**

- I certify that the information I have supplied in this application form is correct.
- I understand that failure to complete the application form fully may negatively affect 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 advisors 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 evidence 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 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 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 evidence of your address. For information on filling in your address or to see what evidence of address may be requested [Click here for help](#) <sup>Ⓜ</sup>

House Name:	<input style="width: 80%;" type="text"/>
Number of House:	<input style="width: 80%;" type="text"/>
Address line 1:	<input style="width: 80%;" type="text"/>
Address line 2:	<input style="width: 80%;" type="text"/>
Address line 3:	<input style="width: 80%;" type="text"/>
Address line 4:	<input style="width: 80%;" type="text"/>
Area or town:	<input style="width: 80%;" type="text"/>
County:	<input style="width: 80%;" type="text" value="Select County"/>



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



House Name:

Number of House:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Area of Town:

County:



Please note HEAR may contact you and ask you to provide evidence 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 Health Service Executive (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 in 2006. In order to assess your application HEAR seeks your permission to contact the Department of Education and Skills (DES) directly to verify your DEIS schools(s) attendance. In order to do that you must enter your 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:**  
 Marion College, Dallsbridge, Dublin 4 No. of years attended:

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:**  
 Breifne College, Cootehill Rd, Cavan No. of years attended:

Select County  DEIS 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 school cannot be verified with DES the HEAR Scheme will seek alternative evidence from you. [Click here for help](#)

Please enter your PPS number:

By entering my PPS Number above I give permission to the 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.



**For students who have been in the same second level school for 5 or more years**

What County do you attend second level school in?

What is the official name of your second level school?

How many years have you been in this school?



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 that is in date on 31 December 2013. 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.



**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 2013? [Click here for help](#)  YES |  NO

Please enter your PPS number:

I have a medical card/GP visit card valid on 31 December 2013  
By ticking yes and entering my PPS number above I give permission to the HEAR Scheme to directly verify the above statement with the HSE  YES |  NO

My parent/Guardian has a medical card/GP visit card valid on 31 December 2013  
By ticking yes and entering my Parent/Guardian's information below and my PPS number above we give permission to the HEAR Scheme to directly verify the above statement with the HSE  YES |  NO

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

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 2013? [Click here for help](#)  YES |  NO

Please enter your PPS number:

I have a medical card/GP visit card valid on 31 December 2013  
By ticking yes and entering my PPS number above I give permission to the HEAR Scheme to directly verify the above statement with the HSE  YES |  NO

My parent/Guardian has a medical card/GP visit card valid on 31 December 2013  
By ticking yes and entering my Parent/Guardian's information below and my PPS number above we give permission to the HEAR Scheme to directly verify the above statement with the HSE  YES |  NO

Parent/Guardian's Name:

Parent/Guardian's Date of Birth: Year  Month  Day

Parent Guardian's PPS number:

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

## SECTION 4

### Children in the Care of the State/HSE

Some applicants are foster children or separated children and/or in the care of the Health Service Executive (HSE).



**Section 4. Children in the Care of the State/HSE**

Are you in the care of the State/Health Service Executive? [Click here for help](#)  YES |  NO

Are you in the care of the State/Health Service Executive (HSE)?



NO <input type="checkbox"/>	YES <input type="checkbox"/>
<p><b>If no, please continue to complete the rest of this workbook.</b></p>	<p>If yes you do not need to complete the rest of the workbook but you must supply 2 things:</p> <ol style="list-style-type: none"> <li>1. A letter from the HSE on HSE headed stationery detailing:                             <ol style="list-style-type: none"> <li>a. The date you were taken into the care of the HSE.</li> <li>b. The amount of income and/or type of support that the HSE provided to you/your foster family in year ending 31 December 2013.</li> </ol> </li> <li>2. Please remember to insert your PPS number in the box provided in Section 3.</li> </ol>



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, 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 HSE letter from your social worker or project worker Contact [www.hse.ie](http://www.hse.ie) or **LoCall 1850 241 850** if you have any questions. See sample HSE letter on page 27.

# SECTION 5

## Family Dependents

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

**A dependent is anyone in your family who is:**

- a sibling under the age of 16 years on 1 October 2013;
- a sibling or parent over 16 years and attending a full time educational institution;
- a sibling medically certified as permanently unfit for work.

**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 2013
- 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.)

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

Write the number of dependents in your family.

Write each dependent's name, date of birth, and the name of school or college attending (if any) and whether the course is full or part-time.

NAME	DATE OF BIRTH	SCHOOL/COLLEGE ATTENDING	FULL OR PART TIME COURSE	
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time

# SECTION 6

## Socio-Economic Group

Socio-economic group is a measure of your social background based on your parent(s)' or guardian(s)' occupation and employment status. Socio-economic group is not determined by whether your parent(s)/guardian(s) have completed third level education. The measure is used by the Central Statistics Office to analyse the social background of the Irish population.

To determine your socio-economic group we need to know your parent(s)/guardian(s) present principal employment status. This means you should enter details that describe their main job and employment status.

### 6.1 Parent/Guardian 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), if as precise as possible when describing your parent(s)/guardian(s) status and job title. To ensure you answer this section correctly please look at the instructions in the Application Guide and Workbook. [Click here for help.](#)

**Mother/Guardian 1**

1. Present Principal Status:

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 worked (or the most hours).

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.)

- 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**.

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"/>
No contact whatsoever	<input type="checkbox"/>	<input type="checkbox"/>

## 6.2 Parent/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/Guardians' Main Job Title



- You must give an accurate job title otherwise we will not be able to code your information. This will mean you will automatically receive a negative outcome for this indicator.
- If your parent/guardian is a member of the Gardaí, army or a clerical officer 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 a full time student enter student.
- If your parent/guardian has never worked in paid employment enter Never Worked.
- 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.



Write your parent/guardian's main job title.

JOB	
Parent/Guardian 1	
Parent/Guardian 2	

# SECTION 7

## Family Financial Circumstances

This question asks you to tell us who contributed to your total family income in 2012. Your family income may come from:

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

### 7.1 Who contributed to your total family's income in 2012



**Section 7. Family Financial Circumstances**

Please note this section relates to the year 2012 only

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  Guardian1  Guardian2



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



Tick who contributed financially to your family's income in 2012. If your parents are separated/divorced only fill in income of the parent that you live with most of the time.

Mother	<input type="checkbox"/>	Guardian 1	<input type="checkbox"/>
Father	<input type="checkbox"/>	Guardian 2	<input type="checkbox"/>

Write your Mother's Full Name	
Write your Father's Full Name	
Write your Guardian 1's Full Name	
Write your Guardian 2's Full Name	

## 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	
Was your parent/guardian in paid employment in 2012 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 23
Was your parent/guardian self-employed, engaged in farming, or receiving rent from rental properties in 2012?	<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 23
Did your parent/guardian receive any social welfare payments in 2012 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 25
Was your parent/guardian made redundant in 2012? Did he/she receive any lump sum payments from his/her former employer?	<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 26
Was your parent/guardian retired in 2012?	<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 23 and/or Page 25 and or Page 26

## SECTION 8

### Carrying forward HEAR eligibility from 2013 to 2014

Please do not complete this section if you did not apply to or were not eligible for the HEAR Scheme last year 2013.

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

- apply to CAO by 17:15 on 1 February 2014 and indicate that you wish to apply to the HEAR scheme by 17:15 on 1 March 2014
- supply your correct 2013 CAO number.

The outcome of your 2013 HEAR application was communicated to you in writing in June 2013. If you applied to CAO in 2013 and you were deemed eligible for HEAR in 2013, then your HEAR eligibility can be carried forward to your application for entry in 2014. You must enter your correct 2013 CAO application number in the box provided. You are required to complete ALL relevant sections of the 2014 HEAR application form, however you DO NOT need to supply supporting documentation as part of your application. Applicants can contact a HEAR representative if they require information about their 2013 HEAR eligibility.

In the event of being offered and accepting a HEAR place in 2014, you will be required to provide the original documentation, copies of which accompanied your 2013 HEAR application.



**Section 8. Eligibility Carry Forward**

Please do not complete this section if you did not apply or were not eligible to the HEAR scheme last year (2013)  
If you applied to CAO in 2013 and you were deemed **eligible** for HEAR in 2013 then your HEAR eligibility can be carried forward to your application for entry in 2014. You must enter your correct 2013 CAO application number in the box provided. [Click here for help](#)

CAO 2013 Application Number:

# Supporting Document Checklist

Tick yes or no to all questions; for all questions you tick yes to you must submit supporting documents to CAO by 1 April 2014.



		IF YES, CHECKLIST OF DOCUMENTS NEEDED TO SEND TO CAO.
Was your parent/guardian in paid employment in 2012 on a full, part time or temporary basis?	<input type="checkbox"/> YES <input type="checkbox"/> NO	P21 for 2012 from Revenue Commissioners See <b>Page 23</b>
Was your parent/guardian self-employed, engaged in farming, or receiving rent from rental properties in 2012?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Long format Notice of Assessment 2012 from Revenue Commissioners or Tax Exemption letter See <b>Page 23</b>
Did your parent/guardian receive any social welfare payments in 2012 other than child benefit?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Department of Family and Social Protection (DSP) Form or DSP Statement Signed and Stamped See <b>Page 25</b>
Was your parent/guardian made redundant in 2012? Did he/she receive any lump sum payments from his/her former employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Form RP50 Notification of Redundancy See <b>Page 26</b>
Was your parent/guardian retired in 2012?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Retirement Lump Sum Letter from Employer and/or P21 for 2012 and/or Long Format Notice of Assessment for 2012 and/or Department of Social Protection Form signed and stamped See <b>Pages 23</b> and/or <b>25</b> and/or <b>26</b>



- If you wish to have confirmation that the documents you posted arrived safely in CAO, enclose a stamped, self-addressed postcard (stamp not required in the case of applicants from outside Republic of Ireland), with details of documents you have submitted.
- Every time you post something to CAO obtain a certificate of posting from An Post. We have printed 4 certificates on the back cover of your 2014 CAO handbook.
- 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 the deadline 1 April 2014.

# Supporting Document Section

## How to request a P21 or a Notice of Assessment (long format) for 2012

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

- You must submit your parent(s)/guardian(s) P21 or a Long format Notice of Assessment for 2012. If your parent(s)/guardian(s) are exempt from paying tax provide a tax exempt letter from Revenue.
- Supply documents for both parent(s)/guardian(s). If your parent(s)/guardian(s) are jointly assessed one document is sufficient.
- Submit all pages including front and back. P21s that are missing pages will not be accepted.
- In all cases where we refer to Notice of Assessment it is the long format which is required. Long format with missing pages or short format will not be accepted.

### 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 Notice of Assessment?

A Notice of Assessment is a statement of total income, tax credit 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 2012?

The quickest and easiest way to get your parent(s)/guardian(s) Form P21 is to request it online at [www.revenue.ie](http://www.revenue.ie). You can also request a P21 by forwarding your parent(s)/guardian(s) Form P60(s) for 2012 to their local Revenue office and asking for a P21.

### How do I request a Notice of Assessment for 2012?

A Notice of Assessment would have been sent out when your parent(s)/guardian(s) completed their pay and file tax return for 2012. Contact your local Revenue Office or [www.revenue.ie](http://www.revenue.ie) for more information.

### How long will it take for Revenue to issue a P21 and Notice of Assessment?

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 2012 long format Notice of Assessment they need to complete their pay and file tax return for 2012 as soon as possible.

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

A Notice of Assessment for 2012 if parents/guardians are jointly assessed by Revenue or a P21 for 2012 and a long format Notice of Assessment for 2012 if parents/guardians are separately assessed by Revenue.

**What if my parent(s)/guardian(s) earned income from outside the Republic of Ireland in 2012?**

We need documentary evidence for the tax year 1 January 2012 to 31 December 2012. Contact CAO Helpdesk for further information at 091 509800 or email CAO by clicking on Contact Us at www.cao.ie.

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

Submit a copy of a Notice of Assessment for 2012, including all pages front and back plus a Department of Social Protection form or statement as outlined on page 25.



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

**Amended Pays Balancing Statement (P21) For The Tax Year 2012**

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

Final Result: Overpayment

Treatment of Result: A cheque for € will issue to you

Sample 2012 P21

**Income Tax**

Dear Sir/Madam,

I attach your Notice of Assessment for the year ending 31 December 2012. The balance payable is outlined below:

Year of Assessment 2011	Total € 9,200.00
-------------------------	------------------

You have a right to appeal this assessment in certain circumstances. If you wish to appeal, you should give written notice to me within 30 days of the date of this notice.

Before giving notice of appeal, a chargeable person must make a return for the period in question and pay the tax and interest due on the basis of that return.

Section 953 and 957 of the Taxes Consolidation Act, 1997, as amended, contain details of your statutory rights and obligations.

Yours Faithfully  
Paul Dempsey  
District Manager

**€ Payslip No A C**

The amount entered below is to be credited to the tax year indicated.

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

Name: LEEANN O'PED DO NOT USE

PPS No: \_\_\_\_\_

Year: 1/1/2012 to 31/12/2012

Whole Euro only - DO NOT ENTER CENT

Sample 2012 Notice of Assessment



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

If you or your parent(s)/guardian(s) received income from Department of Social Protection (DSP) in year ending 31 December 2012 you must provide the following 4 pieces of information from the DSP:

- The total amount of social welfare income received in 2012;
- 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 Social Welfare Office to Complete, Sign and Stamp your DSP Form.
- You can submit the DSP form or a statement from DSP.

You can find your local Social Welfare Office at [www.welfare.ie](http://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](http://www.accesscollege.ie)

**Request for Information from the Department of Social Protection**

Keep photocopy and proof of postage. Submit all documents to CAO by 1 April 2014. 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: \_\_\_ / \_\_\_ / 19 \_\_\_

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**

You can find details of local social welfare offices on [www.welfare.ie](http://www.welfare.ie) or LoCall 1890 662244

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 2012? € \_\_\_\_\_

In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2012?  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 appropriate Department of Social Protection personnel.



# Lump Sum Redundancy/Retirement Payments

If your parent(s)/guardian(s) retired or were made redundant in 2012 and were given a lump sum payment on retirement/redundancy, you must submit:

- 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 2012;
  - Number of years in that employment;
  - Gross annual pension.

Sample Form RP50

Sample Retirement Lump Sum Letter



# Children in Care of the State/HSE

If you are a foster/separated child or in the care of the Health Service Executive (HSE), you must:

- Supply a letter from HSE detailing:
  - Date you were taken into the care of the HSE;
  - Amount of income and/or type of support the HSE provided to you/your foster family in year ending 31 December 2013.
- Be sure to enter your PPS number in Section 3 Medical Card/GP Visit Card.

The letter must be on HSE headed stationery.

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, without a formal adoption of the child by the person.

Contact [www.hse.ie](http://www.hse.ie) or LoCall 1850 241850.

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

## 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 2014, you will receive a letter from HEAR stating whether you are eligible or ineligible to be considered for a HEAR place.

### What does it mean if I am eligible for HEAR?

If you are eligible for HEAR, you will now compete for one of the 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 2014.

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](http://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 the orientation dates can be found on [www.accesscollege.ie](http://www.accesscollege.ie).

### What does it mean if I am ineligible for HEAR?

If you are ineligible for HEAR, you will not receive a HEAR offer through CAO.

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 higher education 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 screening procedures have been applied consistently. You can request to have your HEAR application rechecked for 2 reasons:

1. You believe it was unsuccessful because of an administrative error. An administrative error can involve for example failure 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 documentation before 1 April 2014. You can not submit new documentation and change of circumstances will not be considered.

The Recheck Board will decide if an error occurred when processing your HEAR application.

The decision of the Recheck Board is final.

### How do I request a recheck?

If you would like to recheck your application, you will complete an online Recheck Form under the **My Application** section of the CAO website at [www.cao.ie](http://www.cao.ie) and outline 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.

### HEAR and DARE Independent Appeals Commission

The HEAR & DARE Independent Appeals Commission (IAC) considers appeals received which arise as a result of the HEAR and DARE application and recheck processes. Further information on the HEAR and DARE appeals process, including deadlines for receipt of appeals for the 2013-14 cycle, will be published on [www.accesscollege.ie](http://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 2014.  
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:	<input type="text"/>
Address:	<input type="text"/>
CAO Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of Birth:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / 19 <input type="text"/> <input type="text"/>
PPS Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### 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

You can find details of local social welfare offices on [www.welfare.ie](http://www.welfare.ie) or Locall 1890 662244

Parent 1/Guardian 1 Name:	<input type="text"/>
PPS Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Please do not alter the year for which information is required on this form.	
<b>Total Social Welfare Income on all social welfare schemes* previously paid to this PPS number in the year 2012? €</b>	<input type="text"/>
<b>In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2012?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Payment(s):	
Payment 1:	<input type="text"/>
Payment 2:	<input type="text"/>

\*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.





## Advice and Support

For questions about completing your HEAR application contact CAO Helpdesk:

CAO HELPDESK	Email CAO by clicking <b>Contact Us</b> at <a href="http://www.cao.ie">www.cao.ie</a>	091 509800	<a href="http://www.cao.ie">www.cao.ie</a>
ACCESS COLLEGE			<a href="http://www.accesscollege.ie">www.accesscollege.ie</a>

For questions relating to a specific college or university contact a HEAR Representative:

HIGHER EDUCATION INSTITUTION	WEBSITE	EMAIL	TELEPHONE
Church of Ireland College of Education	<a href="http://www.cice.ie">www.cice.ie</a>	<a href="mailto:info@cice.ie">info@cice.ie</a>	01 497 0033
Dublin City University	<a href="http://www.dcu.ie/students/access">www.dcu.ie/students/access</a>	<a href="mailto:hear@dcu.ie">hear@dcu.ie</a>	01 700 8869
Dublin Institute of Technology	<a href="http://www.dit.ie/ace">www.dit.ie/ace</a>	<a href="mailto:hear@dit.ie">hear@dit.ie</a>	01 402 7625 / 7605
Marino Institute of Education	<a href="http://www.mie.ie/access">www.mie.ie/access</a>	<a href="mailto:hear@mie.ie">hear@mie.ie</a>	01 805 7744
Mary Immaculate College, Limerick	<a href="http://www.mic.ul.ie">www.mic.ul.ie</a>	<a href="mailto:hear@mic.ul.ie">hear@mic.ul.ie</a>	061 204 927
Mater Dei Institute of Education	<a href="http://www.materdei.ie">www.materdei.ie</a>	<a href="mailto:hear@materdei.dcu.ie">hear@materdei.dcu.ie</a>	01 808 6584
National College of Ireland	<a href="http://www.ncirl.ie">www.ncirl.ie</a>	<a href="mailto:hear@ncirl.ie">hear@ncirl.ie</a>	01 449 8548
NUI Galway	<a href="http://www.nuigalway.ie/access">www.nuigalway.ie/access</a>	<a href="mailto:hear@nuigalway.ie">hear@nuigalway.ie</a>	091 494 053
NUI Maynooth	<a href="http://access.nuim.ie">http://access.nuim.ie</a>	<a href="mailto:hear@nuim.ie">hear@nuim.ie</a>	01 708 6025 / 6614
Pontifical University, Maynooth	<a href="http://access.nuim.ie">http://access.nuim.ie</a>	<a href="mailto:hear@nuim.ie">hear@nuim.ie</a>	01 708 6025
St Angela's College, Sligo	<a href="http://www.stangelas.nuigalway.ie">www.stangelas.nuigalway.ie</a>	<a href="mailto:hear@stangelas.nuigalway.ie">hear@stangelas.nuigalway.ie</a>	071 919 5575
St Patrick's College, Drumcondra	<a href="http://www.spd.dcu.ie/access">www.spd.dcu.ie/access</a>	<a href="mailto:hear@spd.dcu.ie">hear@spd.dcu.ie</a>	01 884 2169
Trinity College Dublin	<a href="http://www.tcd.ie/trinity_access">www.tcd.ie/trinity_access</a>	<a href="mailto:hear@tcd.ie">hear@tcd.ie</a>	01 896 3590 / 2751
University College Cork	<a href="http://www.ucc.ie/uccplus">www.ucc.ie/uccplus</a>	<a href="mailto:hear@ucc.ie">hear@ucc.ie</a>	021 490 2002 / 3282
University College Dublin	<a href="http://www.ucd.ie/openingworlds">www.ucd.ie/openingworlds</a>	<a href="mailto:hear@ucd.ie">hear@ucd.ie</a>	01 716 1653
University of Limerick	<a href="http://www.ul.ie/access">www.ul.ie/access</a>	<a href="mailto:hear@ul.ie">hear@ul.ie</a>	061 234 122

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 2012?**

€

**In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2012?**

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: \_\_\_ / \_\_\_ / 20 \_\_\_

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 have completed an Irish Leaving Certificate.*



Apply to CAO by 1 February 2014 on [www.cao.ie](http://www.cao.ie).

Complete and submit your online HEAR Application Form by 1 March 2014.

Supporting Documents must be sent to CAO, Tower House, Eglinton Street, Galway by 1 April 2014.

Put your name, PPS number and CAO number on all documents submitted to CAO.

Keep the originals of all documents and proof of postage.

Late documents will not be accepted.

[www.accesscollege.ie](http://www.accesscollege.ie)

#### Useful contacts:

Qualifax	<a href="http://www.qualifax.ie">www.qualifax.ie</a>	
Student Finance	<a href="http://www.studentfinance.ie">www.studentfinance.ie</a>	
Health Service Executive	<a href="http://www.hse.ie">www.hse.ie</a>	LoCall 1850 241850
Department of Social Protection	<a href="http://www.welfare.ie">www.welfare.ie</a>	LoCall 1890 662244
Revenue Commissioners	<a href="http://www.revenue.ie">www.revenue.ie</a>	LoCall 1890 306 706
Department of Education and Skills	<a href="http://www.education.ie">www.education.ie</a>	090 648 3772 / 3775

