

## Access Eligibility Criteria

### Young Adult Applicants (21 years or younger Jan 1<sup>st</sup>, 2025)

#### **UCD Access to Arts, Humanities, Social Sciences and Law (AHSSL) Programme**

The Access Criteria is in line with the [Higher Education National Access Plan 2022-28](#) which aims to ensure equity of access to higher education. It is to support applicants who have experienced socio-economic disadvantage and/or educational disadvantage. Each applicant is screened at the short-listing stage to determine eligibility for the programme.

**Young adult applicants must be 21 years or under on January 1<sup>st</sup> 2025  
and satisfy three of the access indicators listed below.**

If you were **22 or over on January 1<sup>st</sup>, 2025** – you are considered a mature applicant and do not need to complete the Access Criteria section of the form.

## ACCESS INDICATORS

**Provide proof that you are eligible for HEAR (Higher Education  
Access Route) from either the 2024 or 2025 academic year      OR**

⇒ You must meet **three** of the below criteria to be eligible.

1. You have attended a DEIS post primary school for at least two years.
2. Your household income in 2024 must be on or below €55,924.
3. You or your family are in receipt of a medical card/ GP visit card that was in date on 31 December 2024.
4. Your family received a means tested payment from the Department of Social Protection for at least 26 weeks in 2024 (Appendix I: List of Payments).
5. You live in an area of urban or rural disadvantage. To meet this indicator your address must be in an area classified as disadvantaged, very disadvantaged or extremely disadvantaged.
6. Your parents have not gone to college

**Before completing the Access Eligibility section, please read the information below.**

- If you have applied for HEAR please remember to tick this in the application form.
    - ⇒ You will also need to forward your HEAR eligibility email from HEAR/CAO as soon as you receive it.
  - In addition to the access criteria listed above, special consideration is given to applicants in the [National Access Plan 2022-28 Priority Groups](#)
    - ⇒ Please complete this section of the form if applicable.
  - If you are unsure if you meet the eligibility criteria; you can complete the application form and provide a letter of support outlining your suitability for the Access to AHSSL Programme.
    - ⇒ This letter must be from a person who has supported you in a professional capacity like the following: Guidance Counsellor/Principal/Sports Coach/Other
- \*We cannot accept letters from friends or family members.

## **SUPPORTING DOCUMENTATION:**

- Your application will require you to submit evidence and documentation.
- Documents can be uploaded with the application form **OR** we will contact you after you submit your application about the required documents.

**SEE NEXT PAGE FOR FURTHER DETAILS**

## Financial Documents:

- If your parent(s)/guardian(s) were in paid employment in 2024 on a full, part time or temporary basis.
  - ⇒ Please provide a Statement of Liability from 2024 (Formerly a P21), this can be requested from the [revenue website.](#) (See Appendix II)
- If your parent(s)/guardian(s) were self-employed, engaged in farming, or receiving rent from rental properties in 2024.
  - ⇒ Please provide a Self-Assessment – Chapter 4 for 2023 from Revenue Commissioners or Tax Exemption Letter
- If your parent(s)/guardian(s) received social welfare payments in 2024, other than child benefit.
  - ⇒ [Please complete this Social Welfare form](#), it can be stamped at your local Intreo. (See Appendix I)
- If your parent(s)/guardian(s) retired in 2024
  - ⇒ Please provide a Statement of Liability for 2024 or Self-Assessment – Chapter 4 for 2023 and/or [DEASP Form](#) for 2023 signed and stamped.

## Medical Card Documentation

If you or your parent(s)/guardian(s) are in receipt of a **medical card/ GP visit card** that was in date on 31 December 2024

- ⇒ Please complete this [Medical Card Verification Form.](#)

## If you are or were in care of the state/TUSLA (The Child and Family Agency)

Please contact UCD Access & Lifelong Learning for further information on supporting documentation and support with the form.

- ⇒ You can email/phone [all@ucd.ie](mailto:all@ucd.ie)/ (01) 716 7123
- OR
- ⇒ Contact Therese, University Access Student Support on [therese.fitzgerald@ucd.ie](mailto:therese.fitzgerald@ucd.ie)

## Educational Documentation

There are **no standard educational requirements**, such as the Leaving Certificate

- ⇒ It is important to include educational history in your application and upload any relevant exam results or certificates for e.g. Junior Certificate, Leaving Cert Applied, FET/QQI Awards and any other non-certificates.
- ⇒ To demonstrate a desire to pursue third level programmes and a level of learning ability suitable to do so.
- ⇒ To demonstrate an ability to communicate effectively in English at a level suitable to commencing the programme.

\*Candidates who already hold a higher education qualification will be considered ineligible.

## **Appendix I: List of Social Protection Payments**

**The most common means-tested social assistance payments are:**

- Carer's Allowance
- Disability Allowance
- Working Family Payment (WFP) (formerly known as Family Income Support, FIS)
- Jobseeker's Allowance (JA)
- One-Parent Family Payment (OFP)
- State Pension (Non-Contributory)

**Other acceptable means-tested social assistance payments are:**

- Back to Work Enterprise Allowance – Self-employed year 2-4
- Back to Work PAYE work
- Deserted Wife's Allowance
- Guardian's Payment (Non-Contributory)
- Jobseeker's Transitional Payment
- Part-Time Job Incentive Scheme
- Pre-Retirement Allowance (PRETA)
- Prisoner's Wife Allowance
- Blind Pension
- Rent Allowance
- Supplementary Welfare Allowance (SWA)<sup>2</sup>
- Widow's or Widower's (Non-Contributory) Pension

## Appendix II: Images of Acceptable Financial Documents

In all correspondence please quote:  
PPS No.:  
Notice No.:  
Enquiries: 01 8556300  
23rd Jan 2022

**PAYEE/USC STATEMENT OF LIABILITY FOR THE TAX YEAR 2022**

PAYEE Calculation		€
Income	(See Panel 1 overlaid for a breakdown)	50,000.00
Less: Deductions	(See Panel 3 overlaid for a breakdown)	0.00
Taxable Income		50,000.00
Charged as follows	€ 50,000.00 @ 20 % =	€ 10,000.00
Tax Due		€ 10,000.00
Plus: Tax Retained by you (See Panel 5 overlaid for a breakdown)		€ 10,000.00
Adjustments	(See Panel 7A overlaid for a breakdown)	€ 0.00
Gross Tax Payable		€ 0.00
Less: Tax Credits (See Panel 4 overlaid for a breakdown)		€ 10,000.00
Taxes Deductible (See Panel 2 overlaid for a breakdown)		€ 10,000.00
Reliefs (See Panel 6 overlaid for a breakdown)		€ 0.00
Adjustments (See Panel 7A overlaid for a breakdown)		€ 0.00
PAYE Result		€ 0.00
<b>Income Chargeable to USC (see panels 8 and 9 overlaid for a breakdown)</b>		
SELF	12,012.35 @ 3.2% =	€ 384.39
	7,000.00 @ 2% =	€ 140.00
	10,128.35 @ 4.2% =	€ 425.29
USC Result		€ 949.68
USC Deductible		€ 949.68
Final Result	Underpayment	€ 0.00
<b>Treatment of Result</b>		
This underpayment will not be collected at this time		
<b>Notice</b>		
I, the below named taxpayer, give notice that I have directed that this statement shall be treated in all respects as if it were an assessment to be used on my...		
<b>What if you do not agree with the result on this PAYEE/USC Statement of Liability?</b>		
If you do not agree that the result reflects your income or your claims for tax credits, allowances or reliefs for the tax year, you may contact us through Information Services (01-8556300) or via email to <a href="mailto:info@icds.ie">info@icds.ie</a> or by using the phone number or address shown above. We will advise the result and, if appropriate, make any necessary change.		
<b>Appeal this Statement to the Tax Appeals Commission (an independent statutory body)</b>		
If you wish to appeal against this Statement, you must do so within the period of 30 days after the date of the Statement by completing and submitting a Notice of Appeal form to the Tax Appeals Commission (TAC). The Notice of Appeal form, which is available on the TAC website, sets out the procedure for appealing this Statement. You will be required to submit a copy of this Statement with your Notice of Appeal.		

Sample Statement of Liability 2022

In all correspondence please quote:  
District: 001  
Unit: 010  
PPS No.:  
Notice No.:  
Enquiries: 01 8556300  
31/12/2022

**Self Assessment - Chapter 4 of Part 41A TCA 1997**  
**Income Tax for the year ending 31/12/2022**

Dear Sir/Madam

I acknowledge receipt of your income tax return and self assessment for the year ending 31/12/2022. 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 tax payable for this period	€ 0.00
Amount of surcharge due under S. 108A 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 2022	
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: 01/01/2022 to 31/12/2022  
Whole Euro only - DO NOT ENTER CENT

AS231  
5

Sample Self-Assessment Letter  
Chapter 4 for 2022

In all correspondence please quote:  
District: 001  
Unit: 010  
PPS No.:  
Notice No.:  
Enquiries: 01 8556300  
23 December 2022  
Page: 1 of 4

**NOTICE OF ASSESSMENT**  
**Chapter 4 of Part 41A Taxes Consolidation Act 1997**  
**Income Tax for the year ending 31 December 2022**

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 2022
- the amounts included in the self assessment are based on statements and particulars specified in your tax return for the year ending 31 December 2022 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 934G provides that no appeal may be made against a self assessment made under section 959U. Also, section 935B 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	2022
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** **NoA 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: 01/01/2022 to 31/12/2022  
Whole Euro only - DO NOT ENTER CENT

AS231  
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Sample Notice of Assessment  
(Chapter 4) for 2022

In all correspondence please quote:  
District: 001  
Unit: 010  
PPS No.:  
Notice No.:  
Enquiries: 01 8556300  
23 December 2022  
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 2022**

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 2022 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](mailto:info@icds.ie) 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 agreed 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	2022
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** **NoA 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: 01/01/2022 to 31/12/2022  
Whole Euro only - DO NOT ENTER CENT

AS231  
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Sample Notice of Amended  
Assessment (Chapter 5) for 2022