

# HEAR

## HIGHER EDUCATION ACCESS ROUTE 2017 HANDBOOK

**HEAR  
DARE**  
CELEBRATING  
**20,000**  
COLLEGE  
ENTRANTS

**HEAR**

HIGHER  
EDUCATION  
ACCESS  
ROUTE

**DARE**

DISABILITY  
ACCESS  
ROUTE TO  
EDUCATION



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



[www.facebook.com/accesscollege](http://www.facebook.com/accesscollege)





Talk to **DARE & HEAR**  
Advisors about your application



# DARE & HEAR

## Application Advice Clinics

**10AM - 2PM**

**SATURDAY 21 JANUARY 2017**



## VENUES

### CORK

University College Cork,  
DeVere Hall, Student Centre.

### DONEGAL

Villa Rose Hotel, Ballybofey.

### DUBLIN

Dublin Institute of Technology,  
Courtyard Café, DIT Aungier  
Street, Dublin 2.

### GALWAY

NUI Galway, Aula Maxima.

### 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

IT Sligo, Room B1080.

## ADDITIONAL ADVICE CLINICS

### KERRY

The Rose Hotel, Tralee, Co. Kerry.  
18 January 2017, Time: 7-9pm.

### WATERFORD

Woodlands Hotel, Dunmore Road,  
Waterford. 16 January, Time: 5-8pm.

### WEXFORD

Ferrycarrig Hotel, Wexford.  
18 January 2017, Time: 2-7pm.

Details and directions to all venues - [www.accesscollege.ie](http://www.accesscollege.ie)



# Contents

The Higher Education Access Route explained	2-6
HEAR Application Timeline	7
Completing your HEAR Application	8
Terms and Conditions of Application	10
<b>Section 1</b> Address	11
<b>Section 2</b> Second Level School	12
<b>Section 3</b> Medical Card / GP Visit Card	13
<b>Section 4</b> Children in Care	14
<b>Section 5</b> Family Dependents	15
<b>Section 6</b> Socio-Economic Group	16
<b>Section 7</b> Family Financial Circumstances	20
<b>Section 8</b> Carrying forward HEAR eligibility from 2016 to 2017	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](http://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](http://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?

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



## Who can apply to HEAR?

HEAR is for school leavers under the age of 23 as of 1 January 2017 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 366 points. An eligible HEAR applicant could be offered a place with a lower points score, e.g. 356 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](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. Examples of extra college supports may include:

- An Orientation Programme to introduce you to university/college – see [www.accesscollege.ie](http://www.accesscollege.ie) for the 2017 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 for the year 2015.
2. **Medical / GP Visit Card:** Your family has a Medical Card / GP Visit Card that was in date on 31 December 2016.
3. **Means Tested Social Welfare:** Your family received a means-tested payment from the Department of Social Protection for at least 26 weeks in 2015.
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	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;

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 dependant includes:

- a sibling under the age of 16 years on 1 October 2016.
- a sibling over the age of 16 years on 1 October 2016 who is either:
  - attending post primary education.
  - attending a full time course in FET or higher education.
  - 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	NO
Your answer indicates you should consider making a HEAR application	Your answer indicates you should not consider making 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 2017.
2. Apply online to CAO by **17:15 on 1 February 2017**. CAO applications open on 4 November 2016 at 12 noon.
3. No later than **17:15 on 1 March 2017**, indicate in your CAO application that you wish to apply for the HEAR scheme and fully and correctly complete all elements of the online HEAR form. Once you have completed the HEAR application form, a checklist will appear on-screen telling you which documents you need to supply.
4. Post your supporting documents to arrive in CAO no later than **17:15 on 1 April 2017**.

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

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



## HEAR Application Timeline

<b>From November 2016</b>	<p>Review the HEAR Handbook with your parent(s)/guardian(s).          Make a CAO application at <a href="http://www.cao.ie">www.cao.ie</a>.          Fill in the online HEAR Application at <a href="http://www.cao.ie">www.cao.ie</a>.          Gather your supporting documents.  <b>Remember, they can take several weeks to issue.</b></p>
<b>By 1 February 2017</b>	Apply to CAO by 17:15.
<b>By 1 March 2017</b>	<p>Complete all elements of the online HEAR Application Form by 17:15.          Gather all supporting documents relevant to your application.</p>
<b>By 1 April 2017</b>	<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 and CAO number on all documents. Faxed/emailed documents are not accepted.  <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>          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>
<b>April – June 2017</b>	HEAR Application Assessment.
<b>In Late June 2017</b>	Applicants notified of outcome of HEAR Application.
<b>End June Early July 2017</b>	HEAR Application Recheck.
<b>August 2017</b>	<p>Leaving Certificate exam results.          CAO offers.          Successful HEAR Applicants notified by letter.          Accept CAO offer.          Accept HEAR offer of extra college supports.</p>
<b>Late August/ Early September</b>	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 to your email account. The checklist is located at the bottom of your online HEAR application, so you know exactly what documents to submit. Check this handbook for details on how to obtain your supporting documents.
3	After submitting your online application, go to <a href="http://www.cao.ie">www.cao.ie</a> , 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 2015 and / or Self- Assessment Letter - Chapter 4 for 2015. Department of Social Protection form or statement for 2015.
8	Submit all pages of P21 for 2015 and / or Self-Assessment - Chapter 4 for 2015.
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: <ul style="list-style-type: none"> <li>• 1 March 2017 for your online HEAR application</li> <li>• 1 April 2017 for your supporting documents.</li> </ul>
12	HEAR will not contact you about missing, incomplete or incorrect documentation, so please ensure that you have supplied all documents requested on your checklist by 1 April 2017. Please contact a HEAR advisor if you have any questions in advance of submitting your documentation.



## 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?

The following graphic of the HEAR application form can be used as a guide in completing your HEAR application.

#### 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](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 2017. 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 2015.

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 family/household income for every sibling/parent enrolled in a full time college, university or post leaving certificate 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 of Application

To apply to HEAR you must agree to the HEAR terms and conditions below:

1. I have read, understood and will comply with the rules and requirements of application as detailed in the HEAR Application Handbook.
2. I understand that it is my responsibility (and not that of my parents, guardians, teachers, or anyone else) to ensure that all parts of my HEAR application are submitted in a complete and accurate manner, within the specified HEAR deadlines. Failure to do so will negatively affect the outcome of my HEAR application.
3. I understand that:
  - a. information provided on my HEAR application form by 1 March 2017,
  - b. documentation received by the CAO by 1 April 2017 and, where relevant,
  - c. any further additional documentation requested by HEAR received within the specified deadline,
  - d. and any further information considered relevant by HEAR
 will be considered when determining the outcome of my HEAR application.
4. Neither the CAO nor the participating HEAR higher education institutions will accept any responsibility for any loss or hardship arising as a result of an applicant's failure to supply correct and complete information at the appropriate time.
5. I understand that all information supplied as part of my HEAR application may be subject to verification or clarification and that HEAR can request additional documentation from me in relation to any aspect of my application. Failure to supply additional documentation within the specified deadlines will result in my ineligibility for HEAR.
6. I understand that HEAR uses my address information to determine whether I live in an area of urban or rural disadvantage and that HEAR may contact me and ask me to provide proof of this address. Failure to provide proof of address within the specified deadline will mean that I am not awarded the HEAR Area Profile indicator.
7. I understand that, if I have indicated on my HEAR application form 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 this information with the Department of Education and Skills (DES) directly based on the PPS number provided in Section 2 of my application form. 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. Failure to provide verification from my school(s) within the specified deadline will mean that I am not awarded the HEAR DEIS School indicator.
8. I understand that, if I have indicated on my HEAR application form that either I or my parents/guardians have a Medical Card / GP Visit Card in date on 31 December 2016 and if I provided my/their PPS number(s), that this will be verified directly with the Health Service Executive (HSE). If I provide inaccurate or incomplete PPS number(s) I understand that this will mean that I am not awarded the Medical Card indicator.
9. I understand that, if I accept a HEAR place, a condition of acceptance is that I must attend the HEAR Orientation Programme in the participating higher education institution in which I have accepted the place. Failure to attend without prior permission from the Access Office or other relevant office of that higher education institution, could result in my HEAR place being withdrawn or in the withdrawal of other potential post-entry supports (e.g. financial supports).
10. I understand that data contained in my HEAR application will be used for research and analysis purposes by participating HEIs, agents acting on behalf of the HEIs or the CAO, but that these data will be anonymised and none of my personal data will be identifiable should it be published.
11. Where I am found to have made false declarations, or it is found that anyone else has made false declarations as part of my HEAR application, I understand that I will be ineligible for HEAR. I also understand that the participating HEAR higher education institutions reserve the right not to consider my application, and/or to cancel any offers of places in cases where it is found, during or post-admission to higher education, that false or misleading information was supplied in my HEAR application.
12. I certify that all information I have supplied in my HEAR application is accurate and true.



## 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 <a href="#">Click here for help</a> .	
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 is 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](http://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:

Breifne College, Cootehill Rd., Cavan

No. of years attended **1**

[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 2016. 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 2016? 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 2016. By ticking yes and entering my PPS number above I give permission to HEAR to directly verify the above statement with the HSE.	<input checked="" type="radio"/> Yes <input type="radio"/> No
My parent/guardian has a medical card/GP visit card valid on 31 December 2016. 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)	
<input type="button" value="Save"/>	

## 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.

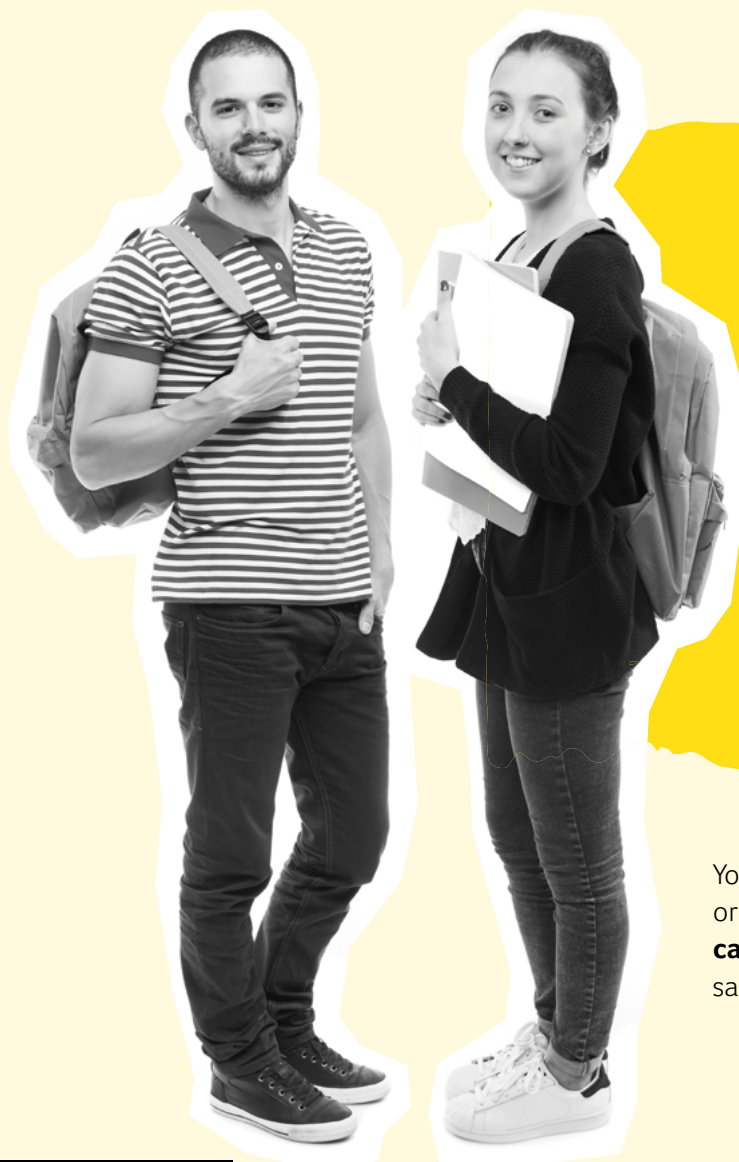
#### Section 4. Children in the care of the State/TUSLA

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 handbook.

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](http://www.tusla.ie) or **call 01-7718500** if you have any questions. See sample TUSLA letter on page 29.

## Section 5

### Family Dependants

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 dependant is anyone in your family who is:

- a sibling under the age of 16 years on 1 October 2016.
- a sibling over the age of 16 years on 1 October 2016 who is either:
  - attending post primary education.
  - attending a full time course in FET or higher education.
  - medically certified as permanently unfit for work.
- a parent attending a full time course in FET or higher education.

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 dependant**

Enter each dependant'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. Your socio economic group is determined by the information you provide under Section 6 of the HEAR application form. i.e.

6.1. Parent's/Guardian's Employment Status

6.2. Parent's/Guardian's Type of Employment

6.3. Parent's/Guardian's Occupation

Socio-economic group is not determined by whether your parent(s)/guardian(s) have completed third level education.

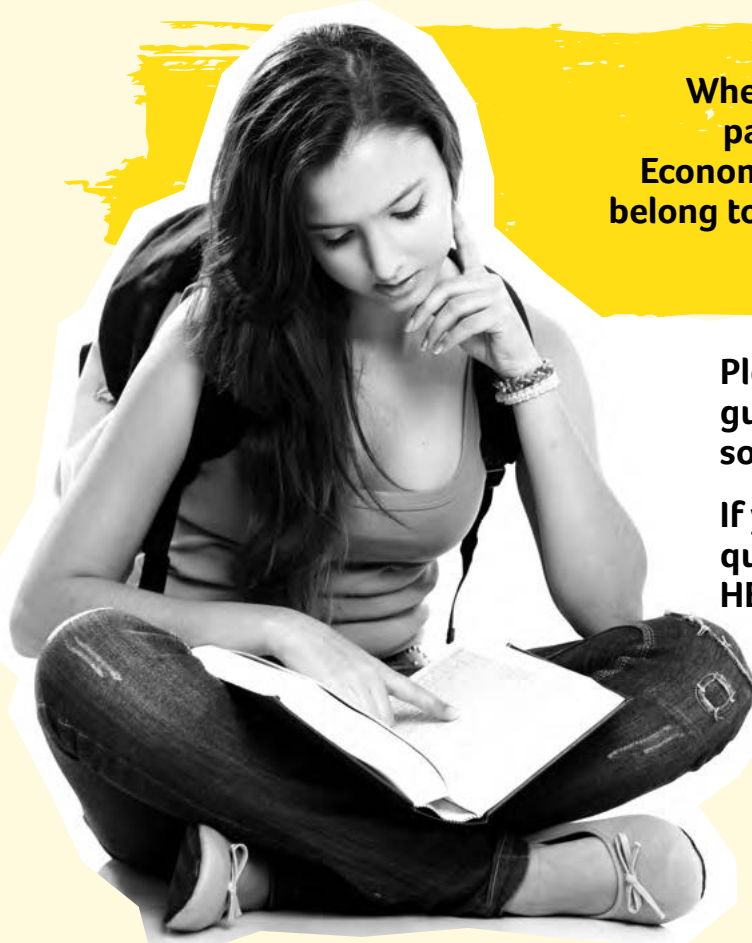
Research shows that students from particular socio-economic groups are under- represented in higher education relative to their proportion of the population as a whole. The under-represented groups are the Non-Manual Workers Group and the Semi and Unskilled Manual Workers Group.

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 Handbook. [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.

Complete this section with your parents or guardians. Below are the options you can select under Section 6.1 of the HEAR application form.

Present Principal Status	Parent/Guardian 1	Parent/Guardian 2
Working for payment of profit	<input type="checkbox"/>	<input type="checkbox"/>
Currently unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Looking after home/family	<input type="checkbox"/>	<input type="checkbox"/>
Full-time student	<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"/>
Never worked	<input type="checkbox"/>	<input type="checkbox"/>
No contact whatsoever	<input type="checkbox"/>	<input type="checkbox"/>
Deceased	<input type="checkbox"/>	<input type="checkbox"/>

- 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**.

## 6.2 Parent's/Guardian's Type of Employment

Below are the options you can select under Section 6.2 of the HEAR application form. 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".

**Below are the details to be completed under Section 6.3 of the HEAR application form.**

	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 2015. Your family income may come from:

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

#### 7.1 Who contributed to your family's income in 2015?

**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 2015. 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 2015 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 in 2015 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 2015 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	See Page 24
Was your parent/ guardian self- employed, engaged in farming, or receiving rent from rental properties in 2015?	<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	See Page 24
Did your parent/ guardian receive any social welfare payments in 2015 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	See Page 27
Did your parent/ guardian receive any lump sum payments in 2015 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	See Page 28
Was your parent/ guardian retired in 2015?	<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 2016 to 2017

**This section is only relevant to applicants who made a HEAR application and were eligible in 2016 (e.g. applicants who are now repeating the Leaving Certificate).**

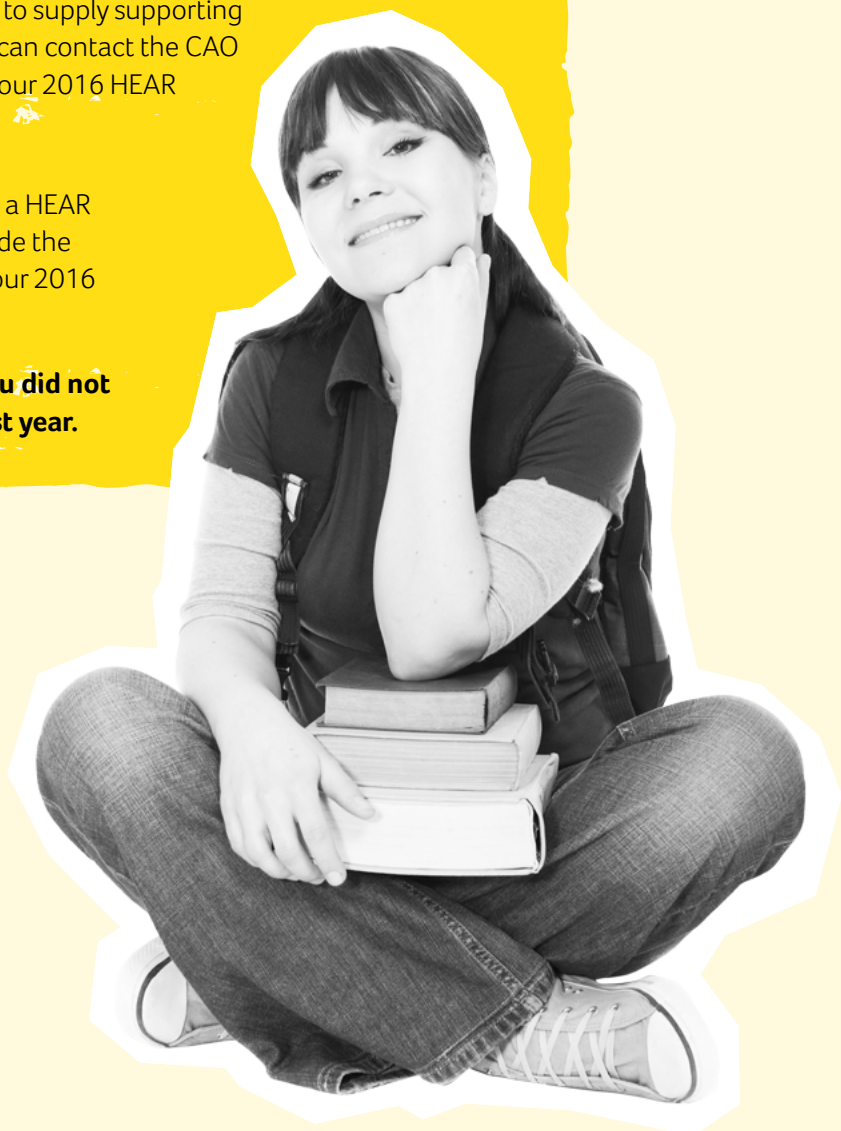
Eligibility for HEAR carries forward for one year provided that you:

- apply to CAO by 17:15 on 1 February 2017 and indicate that you wish to apply to HEAR by 17:15 on 1 March 2017.
- supply your correct CAO 2016 application number.

The outcome of your 2016 HEAR application was communicated to you in writing in June 2016. If you applied to CAO in 2016 and you were deemed eligible for HEAR in 2016, then your HEAR eligibility can be carried forward to your application for entry in 2017. You must enter your correct CAO 2016 application number in the box provided. You are still required to complete all relevant sections of the 2017 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 2016 HEAR eligibility.

In the event of being offered and accepting a HEAR place in 2017, you may be required to provide the original documents, which accompanied your 2016 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

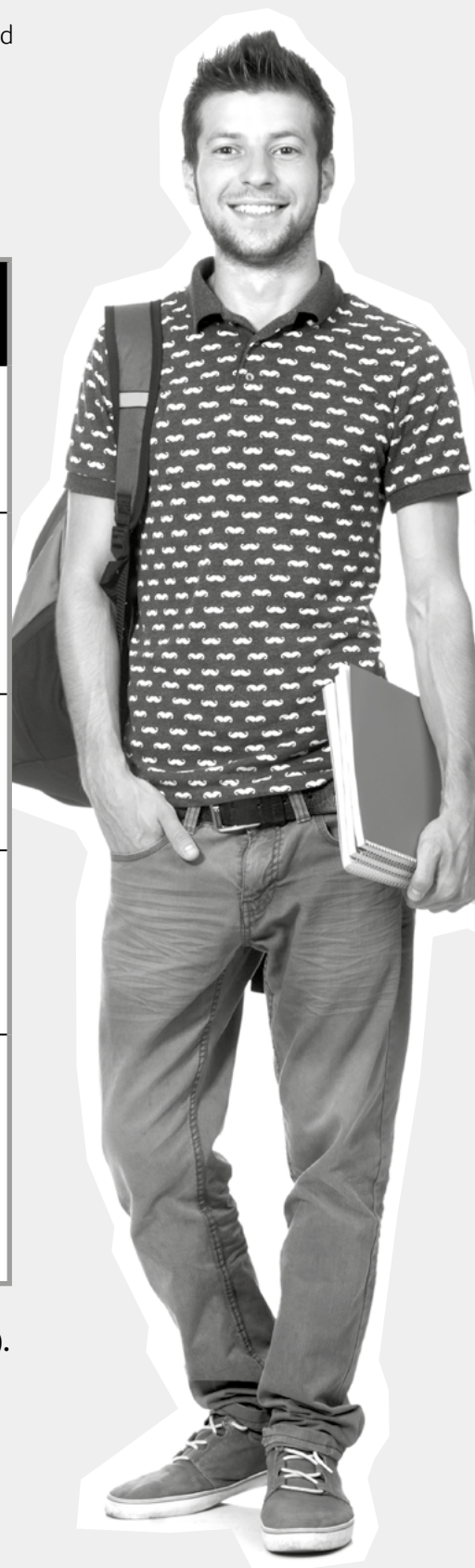
You can use this page to work out what types of documents you need to supply. Review each question and answer Yes/No to each. Where you answer Yes, check the “Document Required” column. This tells you what documents you must send to the CAO by 1 April 2017.

If you have indicated income from both parents you must submit documents detailing both their incomes.

**HEAR requires evidence of a full year’s income for 2015 (i.e. 52 weeks)**

Type of Income	Document Required
Was your parent/guardian in paid employment in 2015 on a full, part time or temporary basis?	<b>P21 for 2015</b> from Revenue Commissioners. <b>See Page 24</b>
Was your parent/guardian self- employed, engaged in farming, or receiving rent from rental properties in 2015?	<b>Self-Assessment - Chapter 4 for 2015</b> from Revenue Commissioners or Tax Exemption Letter. <b>See Page 24</b>
Did your parent/guardian receive any social welfare payments in 2015 other than child benefit?	<b>Department of Social Protection (DSP) Form or DSP Statement for 2015. See Page 27</b>
Did your parent/guardian receive any lump sum payments in 2015 from his/her former employer as a result of being made redundant?	<b>Form RP50</b> Notification of Redundancy. <b>See Page 28</b>
Was your parent/guardian retired in 2015?	<ul style="list-style-type: none"> <li>• <b>Retirement Lump Sum Letter</b> from Employer (Page 28) and/or</li> <li>• <b>P21 for 2015 / Self-Assessment - Chapter 4 for 2015 (Page 24)</b> and or</li> <li>• <b>Department of Social Protection Form for 2015</b> signed and stamped. (Page 27)</li> </ul>

- **HEAR requires evidence of a full year’s income for 2015 (i.e. 52 weeks).** Some applicants, depending on their parent(s)/guardian(s)’ circumstances in 2015, may need to submit Revenue Commissioner’s documents and/or evidence of other income as well as evidence of Department of Social Protection income.
- If more than one family member is making an application to HEAR ensure you send full documents for each family member.
- You must submit all supporting documents before 1 April 2017.



## 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 2015.
- 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 as this is not a required document and will not be accepted.

### How do I request a P21 for 2015?

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](http://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 2015 to their local Revenue office and asking for a P21.

### How do I request a Self-Assessment - Chapter 4 for 2015?

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 2015.



### **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 2015'?**

If your parent(s)/guardian(s) have a 'Notice of Amended Assessment - Chapter 4' or 'Notice of Amended Assessment - Chapter 5 for 2015' 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 2015 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 several weeks to issue. If your parent(s)/guardian(s) do not have a Self-Assessment - Chapter 4 (or a Notice of Assessment) for 2015 they need to complete their Tax Return and Self-Assessment for 2015 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 2015 if parent(s)/guardian(s) are jointly assessed by Revenue. OR
- A P21 for 2015 and a Self-Assessment - Chapter 4 for 2015 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 2015?**

HEAR requests that you provide the Revenue equivalent of supporting documents for the tax year 1 January 2015 to 31 December 2015. See [accesscollege.ie](http://accesscollege.ie) for details. You can also 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 2015, plus a Department of Social Protection form or statement for 2015 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.:

Office of the Revenue Commissioners  
East & South East Region  
P.O. Box 1, Posttown Harbour  
Dublin 1

Enquiries: 1800 444425

MR. A. O'NEILL  
10 SAMPLE ROAD  
TOWN  
IRELAND

**Amended Paye Balancing Statement (P21) For The Tax Year 2015**

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 6 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 5 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 Balance:  
A cheque for € will issue to you

P21

Sample P21 for 2015

In all correspondence please quote:  
District: 001  
Unit: 010  
PPS No.:  
Notice No.:

Dublin Region  
City Centre North City Business Taxes District  
8/15 Upr O'Connell St  
Dublin 1

Enquiries: June 2016

MR TEST CASE TESTING 1  
T/A MR TEST  
BISHOPS SQUARE  
DUBLIN 2

**Self Assessment - Chapter 4 of Part 41A TCA 1997  
Income Tax for the year ending 31/12/2015**

Dear Sir/Madam

I acknowledge receipt of your income tax return and self assessment for the year ending 31/12/2015. 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 • 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 2015.  
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: 01/01/2015 to 31/12/2015  
Whole Euro only - DO NOT ENTER CENT

ASC31  
S

Sample Self-Assessment Letter  
Chapter 4 for 2015

In all correspondence please quote:  
District: 001  
Unit: 010  
PPS No.:  
Notice No.:

Dublin Region  
City Centre North City Business Taxes District  
8/15 Upr O'Connell St  
Dublin 1

Enquiries: 01 6055000  
23rd June 2016  
Page: 1 of 4

MR TEST CASE TESTING 2  
T/A TEST  
BISHOPS SQUARE  
DUBLIN 2

**NOTICE OF ASSESSMENT  
Chapter 4 of Part 41A Taxes Consolidation Act 1997  
Income Tax for the year ending 31 December 2015**

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 2015
- the amounts included in the self assessment are based on statements and particulars specified in your tax return for the year ending 31 December 2015 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 959AC 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	2015
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: 1/1/2015 to 31/12/2015  
Whole Euro only - DO NOT ENTER CENT

ASC31  
S

Sample Notice of Assessment  
(Chapter 4) for 2015

In all correspondence please quote:  
District: 001  
Unit: 010  
PPS No.:  
Notice No.:

Dublin Region  
City Centre North City Business Taxes District  
8/15 Upr O'Connell St  
Dublin 1

Enquiries: June 2016  
Page: 1 of 4

MR TEST CASE TESTING 2  
T/A TEST  
BISHOPS SQUARE  
DUBLIN 2

**NOTICE OF AMENDED ASSESSMENT  
Chapter 5 of Part 41A Taxes Consolidation Act 1997  
Income Tax for the year ending 31 December 2015**

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 2015 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 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	2015
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: 1/1/2015 to 31/12/2015  
Whole Euro only - DO NOT ENTER CENT

ASC31  
S

Sample Notice of Amended Assessment  
(Chapter 5) for 2015

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

If your parent(s)/guardian(s) received income from the DSP in year ending 31 December 2015 you must provide the following four pieces of information from the DSP:

- The total amount of social welfare income received in 2015.
- 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 handbook 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 2015 (i.e. 52 weeks). Some applicants depending on their parent(s)/guardian(s)' circumstances in 2015 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](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).

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


**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 2017. 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 2015?

In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2015? ☐ 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.

# Lump Sum Redundancy/Retirement Payments

If your parent(s)/guardian(s) received any lump sum payments in 2015 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 2015.
  - 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 2015.

**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

**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.**

CAO  
Tower House  
Eglinton Street  
Galway

1 March 2017

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

**See [www.tusla.ie](http://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 2017, 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 2017. 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 orientation dates can be found on [www.accesscollege.ie](http://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. Further information on the recheck process is available at [www.accesscollege.ie/hear/recheck-and-appeals/](http://www.accesscollege.ie/hear/recheck-and-appeals/)

### 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 2016/2017 cycle, will be published at [www.accesscollege.ie/hear/recheck-and-appeals/](http://www.accesscollege.ie/hear/recheck-and-appeals/).

**Keep photocopy and proof of postage. Submit all documents to CAO by 1 April 2017. 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 2015?**

**In receipt of means-tested social assistance payment(s)  
for at least 26 weeks or 6 months in the year 2015?**

☐ 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 2015?**

€

**In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2015?**

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.**





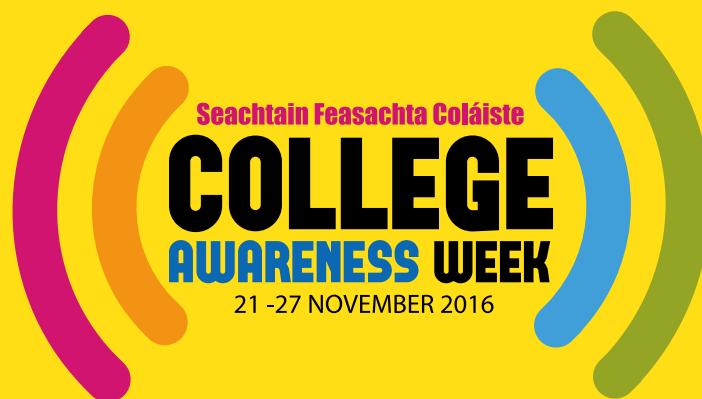
## Advice and Support

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
Dublin City University	<a href="http://www.dcu.ie/access">www.dcu.ie/access</a>	<a href="mailto:hear@dcu.ie">hear@dcu.ie</a>	01 700 8814
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
National College of Ireland	<a href="http://www.ncirl.ie">www.ncirl.ie</a>	<a href="mailto:hear@ncirl.ie">hear@ncirl.ie</a>	01 659 9269
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- 493553
Maynooth University	<a href="http://www.maynoothuniversity.ie/access-office">www.maynoothuniversity.ie/access-office</a>	<a href="mailto:hear@nuim.ie">hear@nuim.ie</a>	01 708 6025
Pontifical University, Maynooth	<a href="http://www.maynoothuniversity.ie/access-office">www.maynoothuniversity.ie/access-office</a> <a href="http://www.maynoothcollege.ie/pontifical-university/hear-scheme-2/">www.maynoothcollege.ie/pontifical-university/hear-scheme-2/</a>	<a href="mailto:hear@nuim.ie">hear@nuim.ie</a>	01 708 6025
Royal College of Surgeons in Ireland	<a href="http://www.rcsi.ie/ugcoursefinder">www.rcsi.ie/ugcoursefinder</a>	<a href="mailto:hear@rcsi.ie">hear@rcsi.ie</a>	01 402 2237
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
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 8962754/8962751
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/all">www.ucd.ie/all</a>	<a href="mailto:hear@ucd.ie">hear@ucd.ie</a>	01 7167535
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

**For Questions about completing your HEAR application contact CAO Helpdesk:**

CAO Helpdesk	Email CAO by clicking Contact Us at <a href="http://www.cao.ie">www.cao.ie</a>	091 509 800	<a href="http://www.cao.ie">www.cao.ie</a>
--------------	---	-------------	--



## Key Dates

1. DARE and HEAR Application Advice Clinics take place nationwide on **Saturday 21 January 2017** from 10am-2pm.
2. Apply to CAO by **1 February 2017** on [www.cao.ie](http://www.cao.ie).
3. Complete and submit your online HEAR Application Form by **1 March 2017**.
4. Send your supporting documents to the CAO, Tower House, Eglinton Street, Galway by **1 April 2017**.
5. Put your name and CAO number on all documents submitted to CAO.
6. Keep the originals of all documents and proof of postage.

HEAR will not contact you about missing, incomplete or incorrect documentation, so please ensure that you have supplied all documents requested on your checklist by 1 April 2017. Please contact a HEAR advisor if you have any questions in advance of submitting your documentation.

**HEA** | HIGHER EDUCATION AUTHORITY  
AN tÚDARÁS um ARD-OIDEACHAS



COLÁISTE MUIRE GAN SMÁL  
CELEBRATING COMMUNITY  
MARY IMMACULATE COLLEGE  
UNIVERSITY OF LIMERICK



NUI Galway  
OÉ Gaillimh



**HEAR** | HIGHER  
EDUCATION  
ACCESS  
ROUTE

**DARE** | DISABILITY  
ACCESS  
ROUTE TO  
EDUCATION



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



[www.facebook.com/accesscollege](https://www.facebook.com/accesscollege)