

SETU Carlow and Wexford Campus

Access Programme 2024

**Form Ref. CAP 2**

Financial Supports –QQI-FE and Mature Applicants

**Section 1: Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname: (as on Birth Cert)** | **First Name:** | | **Date of Birth:** |
| **Home Address:** | | **Email Address :** | |
|  | | **Home Phone :** | |
|  | | **Mobile Phone:** | |
|  | | **Country of Birth:** | |

**Section 2: CAO Details**

**2024 CAO No. (not Leaving Cert. No.)**

(A copy of your CAO confirmation email with course choices must accompany your application.)

**Section 3: Personal Statement**

**This is mandatory and MUST accompany application**

|  |
| --- |
| Your Personal statement should be in **your own words** and may be typed or written and **must be** attached to your application form. It should include any information you believe to be relevant to your application, for example, why you want to go to college, any barriers/difficulties you may have had, your reasons for choosing the courses on your CAO, your hopes for the future, any courses/work experience/interests you may have that you would like us to know about. Let us know about any visits and involvement you have had with SETU and tell us why you should be considered for a place on the SETU Access Programme.  **Applications without a Personal Statement will not be short-listed** |

**Section 4: References**

**Please provide the name, occupation and contact details of a Person should we require it, who can provide us with a character reference for you. E.g. VTOS Co-ordinator, Programme Co-ordinator, Career Guidance Teacher, Principal.**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: History of Education**

**Tell us about your and your family’s prior education**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Highest Level of Education achieved to date.  *(Primary Education, Junior/ Leaving Certificate, PLC, Diploma, Degree etc.)* | **Any other formal Education/Training Programmes?** | **Current occupation**  ***or***  **current place of study**: |
| Self |  |  |  |
| Partner |  |  |  |
| Mother |  |  |  |
| Father |  |  |  |
| Sibling 1 |  |  |  |
| Sibling 2 |  |  |  |
| Sibling 3 |  |  |  |

***All applicants must complete the following table:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 6 : Income Details** | | | |
|  | **Total income for the year ended 31st December 2023** | | |
| Parents (if under 23) Self (if Mature) | Partner (if applicable) | *Documents Required\** |
| **Occupation** |  |  | **N/A \*** |
| **Income from Social Welfare (if applicable)** |  |  | **P21 or Social Welfare Statement\*** |
| **Income from employment**  **(e.g. PAYE- salary, wages, fees, etc.)** |  |  | P21 and P60 \* |
| **Income from self-employment** |  |  | Notice of Assessment and Accounts\* |
| **Income from pension**  **(from former employer or pension scheme)** |  |  | P60 andP21\* |
| **Income from land: profits from farming activities** |  |  | Notice of Assessment and Accounts\* |
| **Income from any other source.**  **Please specify:** |  |  | Relevant Evidence\* |
| * Any change to your circumstances since 31st December 2023 (please include documents) Care Leavers Must include a letter from TUSLA. Asylum Seekers must include evidence of Leave to remain, Refugees should include evidence of status. | | | |

**Application Form Checklist**

***In order to avoid the return of incomplete application forms please ensure that you:***

1. Have supplied CAO confirmation email with Choice Information;

1. Have included your CAO number;

3. Have filled in all sections 1 – 7;

4. Have included a photocopy of your Junior Certificate/ Leaving Cert/QQI-FE/PLC results (if applicable)

1. Have attached all necessary financial documentation (or forward by 1st April 2024)

1. Have you completed the Personal Statement?
2. Have you signed the form?

**Closing Date for receipt of completed forms is Friday, 1st March 2024**

**Closing date for receipt of financial and other supporting documentation is 1st April 2024.**

#### Declaration

**Please tick boxes**

I authorise SETU to download all information I may provide to the CAO regarding my financial circumstances in order to support this application.

I give permission for my Referee to be contacted if necessary in relation to my application.

I understand that this application will be processed by Student Services personnel and other relevant staff.

I certify that the information supplied in this SETU Access Programme form is correct and complete.

I consent to SETU retaining my details for Carlow Access Programme purposes.

**Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each Application will be considered on its own merit.

Incomplete forms cannot be processed

SETU is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University’s Privacy notice is available on the Institute’s website (<https://www.itcarlow.ie/resources/data-protection.htm> ). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the Institute’s Data Protection Oversight Group.