

Pathfinders Access Route- Application Form 2017/18

PART ONE

PERSONAL DETAILS

- To be completed in BLOCK CAPITALS and returned by post to:
Student Services, Q Block, Institute of Technology Tralee, North Campus, Dromtacker.
- The deadline for receipt of the application is **1st May 2018.**

Section 1: Personal Details

Surname(as on CAO form)	First Name (as on CAO form)
Date of Birth (DD/MM/YY)	Gender (Male/Female)
Home Address	Home Phone: Mobile Phone:
	E-mail address:
Eircode:	PPS Number:
Country of Birth: Nationality:	Have you been living in Ireland or an EU country for 3 of the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
School Attended:	Leaving Cert Number:
CAO Number:	Year of Leaving Certificate:

Section 2: Parent/Guardians Details

	Parent/Guardian 1	Parent/Guardian 2
Name:		
Contact Number:		

Pathfinders Access Route- Application Form 2017/18

Course Preference: Please list your Course preferences as per your CAO Application.

LEVEL 8 PROGRAMMES (HONS)		LEVEL 6 & 7 PROGRAMMES	
Code & Name:	Preference	Code & Name:	Preference

PLEASE NOTE:

If you avail of the “Change of Mind” option with CAO, you must notify the Admissions Office in writing.

PART B

PARENTS/GUARDIANS DETAILS

This section has to be completed and signed by the parent/guardian. The information given in this section is to determine eligibility for the ITT Pathfinders Route. Under no circumstances will any confidential information be disclosed to any other agency or body.

Income				
	Parent/Guardian 1		Parent/Guardian 2	
Is it more than 2 years since you have been in fulltime employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Family Income & No. of Dependent Children:				
Total combined household gross income for Parent(s)/Guardian(s) inclusive of any Social Welfare payments:	€			
Number of dependent children: A dependent child is a child under the age of 16 years on 1 st October 2017, or over 16 years and attending a full educational institution or medically certified as permanently unfit for work.				
Please tick all that apply to each individual parent/guardian:				
Are you in receipt of any social welfare payments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a Medical Card?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a GP Visit Card?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a participant on an Employment/Community Scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Pathfinders Access Route- Application Form 2017/18

Socio- Economic Status

	Parent/Guardian 1	Parent/Guardian 2
Do you hold a third-level qualification i.e. Higher Certificate, Degree, Masters, PhD?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any other children studying at third-level?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have any of your other children received a third-level qualification?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the applicant or any of your other children taken part in the Star Pupil Traveller Access to Education Programme at IT Tralee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an EU Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are a non EU Citizen do you have official refugee status?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What type of employment are you in?		
Non-manual work	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Semi-unskilled, un-skilled manual or Agricultural Work	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Supporting Document Checklist

IT Tralee requires evidence of a full year's income for 2017 (i.e. 1st January- 31st December).

It is important that you submit all the necessary supporting documents along with your completed application form by the 1st May 2018. **If you fail to submit these documents your application will be null and void.**

You can use the following checklist to help you determine what supporting documents you will need to provide with your application.

It is important to note that if you have indicated income from both parents/guardians that you must submit supporting documents for both.

Type of Income	Supporting Document Required
Was your parent/guardian in paid employment in 2017 on a full, part-time or temporary basis?	P60 OR P21 from 2017 from Revenue Commissioners.
Was your parent/guardian self-employed, engaged in farming, or receiving rent from rental properties in 2017?	Self-Assessment – Chapter 4 from 2017 from Revenue Commissioner or Tax Exemption Letter plus Company/Farm accounts
Did your parent/guardian receive any social welfare payments in 2017 other than child benefit?	Statement of Earnings from 2017 from the Department of Employment Affairs and Social Protection
Was your parent/guardian in paid employment OR self-employed AND in receipt of social welfare in 2017? *Some applicants, depending on their circumstances, will be required to submit documents from the Revenue Commissioner and The Dept. of Employment Affairs and Social Protection.	In this instance please ensure you that you submit either A. P21 OR B. Self-Assessment – Chapter 4 PLUS a Statement of Earnings from 2017 from the Department of Employment Affairs and Social Protection.
Was your Parent(s)/Guardian(s) employed and receiving income from self-employment in 2017?	Self-Assessment – Chapter 4 PLUS Company/Farm Accounts.
Does your parent/guardian currently hold a medical card or GP visit card?	Copy of Medical Card or GP visit card. Alternatively you can submit a letter from the HSE.

Please do not submit original documents, as they will not be returned. Send good quality photocopies including the front and back of the relevant pages.

Pathfinders Access Route- Application Form 2017/18

The following section is optional, however we encourage all applicants who may require specific post-entry support to fill in the sections below and also to disclose the disability on the CAO application form and complete the CAO Supplementary Information Forms.

Additional Participant Information

Please tick the relevant boxes below:

Physical Disability ambulant	<input type="checkbox"/>	Significant Health Condition e.g. Asthma, Cystic Fibrosis, Diabetes	<input type="checkbox"/>
Physical Disability non-ambulant (wheelchair user)	<input type="checkbox"/>	Specific Learning Difficulty e.g. Dyslexia, Dyspraxia, Dyscalculia	<input type="checkbox"/>
Hard of Hearing	<input type="checkbox"/>	Autistic Spectrum Disorder/Asperger's	<input type="checkbox"/>
Deaf	<input type="checkbox"/>	ADD/ADHD	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>	Speech/Language/Communication Disorder	<input type="checkbox"/>
Blind	<input type="checkbox"/>	Other	<input type="checkbox"/>
Neurological (e.g. MS, Acquired Brain Injury)	<input type="checkbox"/>		

The following section is optional, however we encourage all applicants who are members of the Irish Traveller community to declare it. The Institute provides a range of pre-entry and post-entry supports to students from the Irish Traveller community as well as the alternative entry route for students taking part in either the Star Pupil or Pathfinders programme.

Additional Participant Information – Member of Irish Traveller Community

Tick this box <i>only</i> if you wish to declare that the applicant or their parents or guardians are members of the Irish Traveller Community	<input type="checkbox"/>
------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------

Pathfinders Access Route- Application Form 2017/18

Completed forms together with ALL relevant evidence must be submitted together by **1st May 2018** to:

Student Services,

Q Block,

Institute of Technology Tralee,

Dromtacker,

Tralee,

Co. Kerry

For more information please contact:

Stephanie Somers - Student Services/Schools Access Administration

Tel: 066 714 5636

Ext: 5636

Email: Stephanie.Somers@staff.ittralee.ie

Supporting Document Guidelines

Requesting supporting documents from the Revenue Commissioner:

If your parent(s)/guardian(s) have received income from employment or self-employment in 2017 on a full, part-time or temporary basis:

- You must submit your parent(s)/guardian(s) P60, P21 or a Self-Assessment – Chapter 4 for 2017.
- 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 P60, P21 including front and back and If you are submitting a Self-Assessment- Chapter 4 or Notice of Assessment all pages are required.

What is a P60 and how do I get one for 2017?

A P60 is a statement of total income an employer gives you. They contain details of an employees pay as well as the income tax, PRSI and Universal Social Charge that has been deducted by the employer and paid to Revenue. Your employer must give you a p60 within 6 weeks of the end of each tax year.

If an employer does not give a P60 at the end of each year, your Parent(s)/Guardian(s) should contact their local tax office. Revenue can contact an employer to obtain a P60 for an employee.

What is a P21 and how do I request a P21 for 2017?

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. **Please note that you do not automatically receive a P21 statement from Revenue. If not, you must request this document.**

The quickest way for your parent(s)/guardian(s) to get their P21 is to visit www.revenue.ie or alternatively they can request their P21 by forwarding their P60(s) for 2017 to their local Revenue office and asking for a P21.

It is important that your parent(s)/guardian(s) apply for their P21 early as it can take several weeks to be issued.

What is a Self-Assessment – Chapter 4 and how do I request one for 2017?

A Self-Assessment – Chapter 4 is a statement of total income, 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.

A Self-Assessment – Chapter 4 can be accessed in your parent(s)/guardian(s) Revenue On-Line Service (ROS) inbox after they have completed their return and self-assessment for 2017.