



Access to University Course

Guidelines

Guiding you through your Access to University
Course Application



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

Access Office

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Introduction to AUC

What is the AUC?

The Access to University Course, spanning a duration of 13 weeks on a full-time basis, is thoughtfully designed to facilitate admission to the preferred undergraduate program at UL. This program extends its support to students hailing from underprivileged socio-economic backgrounds, allowing them to access higher education opportunities. The course operates within the timeframe of January to June, aligning with the spring semester.

Remarkably, the Access to University Course is distinguished by its commitment to eradicating financial barriers, as it is offered to students without any associated course fees. This commendable endeavor by UL serves as a testament to the institution's dedication to promoting inclusivity and equity in higher education.

Who can apply to the AUC?

- Applicants under the age of 23 years by 1st January in the calendar year of 2024.
- Applicants who are not currently studying at a University or Technological University.
- Applicants using their Leaving Certificate results to gain entry must meet the University minimum subject requirements (2 H5 & 406/ H7) and undergraduate subject specific requirements to be considered. [Please check here](#) for these requirements before you apply.
- Applicants using their QQI results must meet the university minimum requirements as [outlined here](#).
- Eligibility is based on socio-economic indicators which are set out further in this document.

What programmes can I progress to?

You can progress onto any undergraduate course once you satisfy the minimum and specific entry requirements outlined on the University of Limericks admissions website. However, you do not need to meet the Leaving Certificate points to be considered for this course. Successful completion of the Access to University Course will guarantee entry to a full-time undergraduate degree programme in UL the following September.

What will I study?

Our aim is to equip each student with the social, academic and life skills needed to thrive at the University of Limerick. For this reason, we provide a wide variety of modules to satisfy these three areas.

In this course you will study the following modules:

- AS2312 Informatics
- AS2342 Transition to University
- AS2352 Personal Development
- AS2332 Study Skills
- AS2322 Logical Problem Solving
- AS2332 Life Skills

These modules are subject to change.

Students will also study a module from the chosen degree you intend to start in the autumn. An exemption in this module may be granted to towards your degree.



Should I apply?

AUC applicant must meet a range of educational, financial, social, and cultural indicators (criteria) to be considered for a place on this course. Here is a list of all of these indicators.

1. Age Requirement: Students must be under the age of 23 years by 1st January in 2024.

2. Minimum entry requirements: Your Leaving Certificate results meet the University minimum subject requirements (2 H5 and 406 or H7) and undergraduate subject specific requirements. Please check the [University's website](#) before you apply.

Or

Your QQI results meet the university minimum requirements as outlined on the University's website.

3. Income: Your family income falls on or below the AUC Income Limit for the year 2022 (see page 7 for details of the AUC Income Limit).

4. Medical/GP Visit Card: Your family has a Medical Card/GP Visit Card that was in date on 31 December 2022.

5. Means Tested Social Welfare: Your family received a means-tested payment from the Department of Social Protection for at least 26 weeks in 2022.

6. Socio-economic Group: You belong to a group that is underrepresented in higher education based on the occupation and employment status of your parent(s) or guardian(s). The underrepresented groups are the Non-Manual Workers Group and the Semi and Unskilled Manual Workers Group.

7. 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.

8. 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, indicator 2 and Indicator 3, the age requirement, the minimum entry requirements and a correct combination of 2 other indicators to be eligible for AUC. The combinations are:

Indicator	Indicator	Indicator	Indicator
1 + 2 + 3 + 4 5 or 6 or 7 or 8	1 + 2 + 3 + 5 6 or 7 or 8	1 + 2 + 3 + 6 7 or 8	1 + 2 + 3 + 7 + 8

Indicator 2, the AUC 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 income is equal or less than the AUC income limit.

Number of dependent children* in your family	Income Limit
Fewer than 4	€46,790
4 – 7	€51,325
8 or more	€55,630
Add €4,785 to the total family/household income for every sibling/parent enrolled in a full time college, university or post leaving certificate course	

*A dependent includes:

- A sibling under the age of 16 years on 1 October 2022.
- A sibling over the age of 16 years on 1 October 2022 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 you have the minimum entry requirements for your chosen courses?

Yes

Your answer indicates that you should consider making an AUC application

No

Your answer indicates that you should not consider making an AUC application

Essential Information

How do I apply to the AUC?

Applicants applying for AUC must:

1. Be under the age of 23 as of 1 January 2024.
2. Apply online to the Access Office by 17:00 on 13th of October 2023.
3. Deadline for supporting documentation to arrive to the Access Office no later than the 13th of October 2024.
4. Applicants must have the minimum entry requirements for their desired course to be eligible.

Completing your AUC Application

This section is designed to help you and your parent(s)/guardian(s) complete your AUC application.

Important Instruction for your AUC Application

1. Get assistance from your parent(s)/guardian(s) and use this handbook to help you answer all relevant questions on your online AUC application.
2. Fill in the application with your parent(s)/guardian(s) particularly questions.
3. Print off or email your checklist to your email account. The checklist is located at the bottom of your online AUC application, so you know exactly what documents to submit. Check this handbook for details on how to obtain your supporting documents.
4. Start to gather your supporting documents early. It can take several weeks to get all the documents ready.
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.
 - Statement of Liability for 2022 and/or Self-Assessment Letter – Chapter 4 for 2022.
 - Department of Social Protection form or statement for 2022.
8. Submit all pages of Statement of Liability for 2022 and/or Self-Assessment Chapter 4 for 2022.
9. Send good quality scans of documents.
10. When sending your Leaving Certificate be sure to send the official certificate.

AUC Online Application Form

Before proceeding with your AUC application, you must make sure of two things;

1. That your Leaving Certificate results meet the University minimum subject requirements **(2 H5 and 406 or H7)** and undergraduate **subject specific requirements**. Please check the University's website before you apply.

Or

Your QQI results meet the university minimum requirements as outlined on the University's website.

2. That your family income is within the AUC Income Limit.

Before you begin your application be sure to have all the relevant documentation requested ready to upload!




Starting Your Application

To start the form please follow this link: [AUC Application](#)

On the first page you will see the introduction page

The screenshots you will see throughout this booklet are taken directly from the Application.

Once you have read and understood this information then click the  button to progress with your application.



Access to University Course (AUC) Application 2024

Incomplete applications will not be accepted.

Applications must be fully completed by 13th of October 2023.

If you have any issues/ queries please email caitrona.moore@ul.ie

Please click next to continue with your Application.

Next

Figure 1. Start Page

Section 1: Personal Details

In this section you will be asked about your name, some personal questions and your address. Your name is used to identify you throughout the application process. Your age is used to determine if you are eligible for this course. You must be under 23 on the 1st of January 2024.

We will also need a copy of your passport/birth certificate to validate your age.



First Name

Surname

Other Name

Date of Birth (dd/mm/yyyy)

Please attach a copy of your Passport or your Birth Certificate

This information is needed to verify that you are under 23 years of age as of January 2024.

Drop files or click here to upload

Back

Next

Figure 2 Personal details



Nationality

Country of Birth

Gender

PPS Number

Please enter your CAO number if you have applied to the CAO this year or previously


If you have never applied through the CAO please comment below "I have never applied through the CAO"

Back

Next

Figure 3 Personal details (continued)

Your address 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. Some addresses don't have house names or numbers. 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.



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Home Address Line 1

Home Address Line 2

Home Address Line 3 (optional)

Home Address Line 4 (optional)

Home Address County

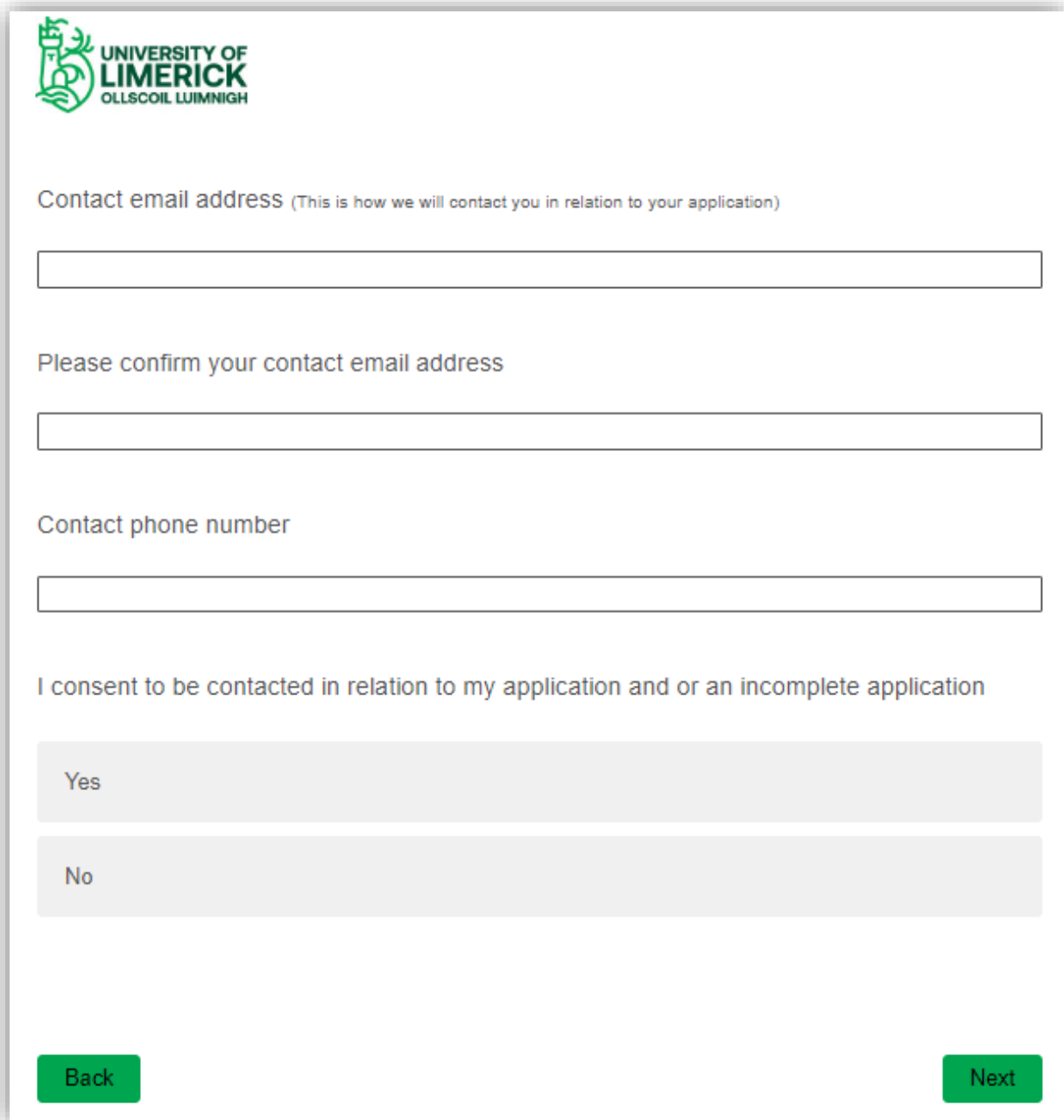
Home Address Eircode

[You can find your Eircode here.](#)

This information is used to determine whether you live in an area of urban or rural disadvantage.

Figure 4 Address Questions

When filling in your telephone number please do not leave any spaces when inserting your number. The information about your number and email is used to contact you about your application. Therefore, please double-check that your number and email are correct before moving to the next section. This information is essential so that we can contact you. If you do not consent to be contacted then we cannot follow up with you about your application.



The screenshot shows a web form for the University of Limerick. At the top left is the university's logo, which includes a stylized 'U' and 'L' with a book and a tree, and the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH'. Below the logo, the form contains the following elements:

- A label: 'Contact email address (This is how we will contact you in relation to your application)'. Below it is a single-line text input field.
- A label: 'Please confirm your contact email address'. Below it is a single-line text input field.
- A label: 'Contact phone number'. Below it is a single-line text input field.
- A label: 'I consent to be contacted in relation to my application and or an incomplete application'. Below it are two radio button options: 'Yes' and 'No', each with a corresponding light grey button.
- At the bottom left is a green button labeled 'Back'. At the bottom right is a green button labeled 'Next'.

Figure 5 Contact Information

Section 2: Educational Assessment

In this section you will be asked to provide proof of your educational attainment to date. This information is used to determine if you have the minimum entry requirements to enter the University of Limerick and also, if you have the subject specific requirements for your chosen undergraduate courses. Please make sure that you meet these requirements before you apply for this course. You can check the requirement for each course, [click here for Leaving Certificate results](#) and [click here for QQI results](#). If you have completed both your Leaving Certificate and a QQI you are best to submit both certificates. Submitting both increases your opportunity of being eligible for your courses. The Leaving Certificate points that you achieved do not affect your eligibility for this course.

2.1 Leaving Certificate Results

When submitting your Leaving Certificate results be careful to attach the correct documentation. In Figure 6, you can see a screenshot of the Provisional Leaving Certificate results from the examination.ie website. We will not accept this as proof of your Leaving Certificate results. On the right-hand side of Figure 6 you will see the official Leaving Certificate results from the State Examination Commission, this is the only proof of Leaving Certificate results that we can accept. We can also accept older scanned Leaving Certificates that look similar to the ticked document

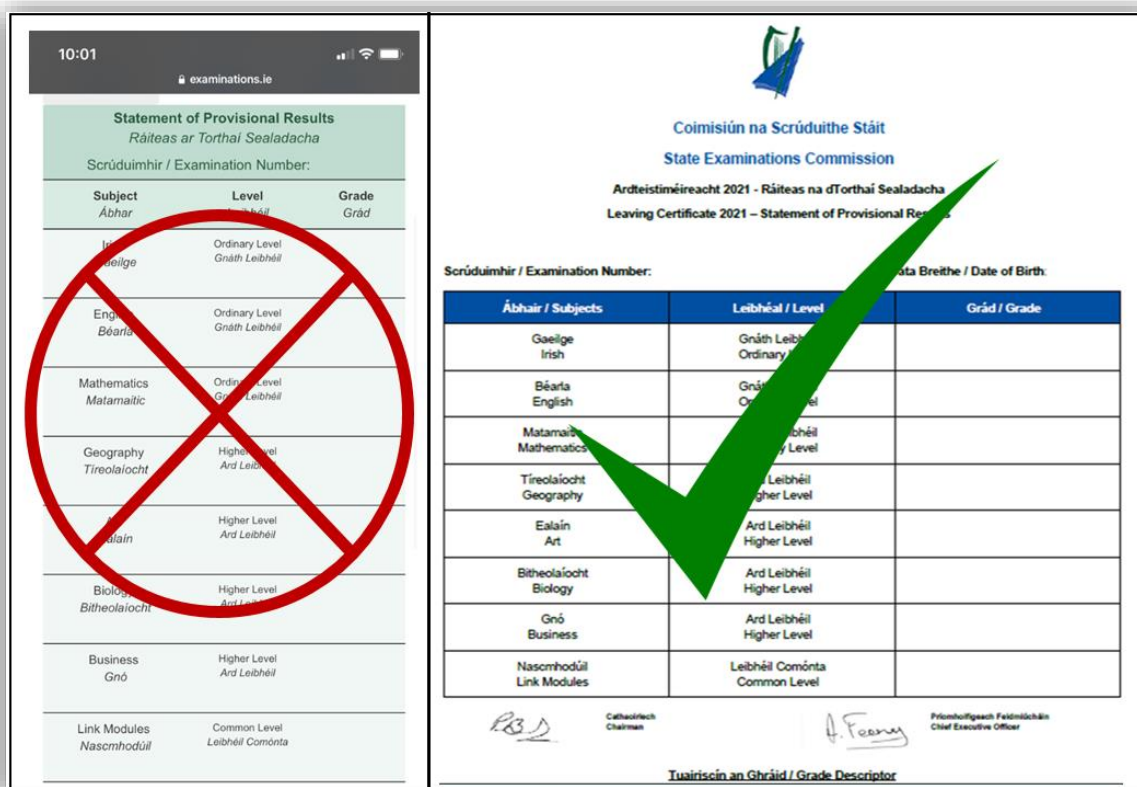


Figure 6 Incorrect document (left) correct document (right)

2.1 Quality and Qualifications Ireland (QQI) Results

When submitting your QQI results be careful to attach the correct documentation. In Figure 7, you can see a screenshot of the Official Award Certificate. We will not accept this as proof of your QQI results as it does not show the modules completed and grades achieved. On the right-hand side of Figure 7 you will see Official Transcript of Awards showing all the modules and grades achieved. This is the only proof of your QQI results that we can accept.



Figure 7 Incorrect documentation (left); Correct documentation (right)

When uploading documentation please be sure to label all your documentation with your name and the type of documentation e.g. John Smith Leaving Certificate Results. When you have all your documentation filled in, please click next to continue with your application.

Education Qualifications to date

Please include all your Educational achievements to date e.g. Leaving Certificate results and QQI results. Ensure you have the minimum and subject-specific requirements for your chosen courses.

Leaving Certificate Results

If applying with your Leaving certificate Results do you have at least Two H5(Higher Level) and Four O6 (Ordinary Level) grades OR four H7 (Higher Level) grades? If you have sat the Leaving Certificate more than once you can combine your two leaving certificates to satisfy this.

QQI Results

If you are applying with your QQI Results, do you have a full award with a minimum credit value of 120 including distinction in at least 5 component awards?

Total Leaving Certificate points (Best Six subjects)

Please enter QQI FET/FETAC Level 5/6 Exams information

Please upload an official copy of your Leaving certificate and QQI results if applicable

Drop files or click here to upload

Upload file here

Figure 8 Educational Questions

Section 3: Course Choice

In this section you will be asked to outline the 3 undergraduate courses you wish to apply for. Please put your first preference in the text box under Course Choice 1, your second preference under Course Choice 2 and your least preferred course in the text box for Course Choice 3. When filling in the course please insert the course code and the name of the course e.g. LM038 BA Psychology and Sociology. Please select a difference choice for each box. Do not fill in the same choice for each of the Course Choice as you will be requested to fill in two alternative options and this will delay the assessment of your application. This information is used to assess you for each of your chosen courses and to determine if you are eligible for the courses.

Course Choice

Ensure you have the minimum and subject specific requirements for your chosen course.

Leaving Certificate Entry Requirement

[Check the minimum entry requirements and subject requirements for your course choices.](#)

QQI Entrant Requirements

Please check that you have met the [minimum entry requirements and course requirements.](#)

[Check your University of Limerick course choices](#)

please select 3 courses you wish to apply for in order of preference 1, 2, 3 only.

Course 1: Title

Please insert the full course title (example: Bachelor of Science in Food Science and Health)

Course 1: Code

Please insert the full course code (example: LM068)

Figure 9 Course Choice Questions

You will also need to confirm that you have checked to make sure that you are eligible for the courses that you have chosen. Please make sure that you meet these requirements before you apply for this course. You can check the requirement for each course, [click here for Leaving Certificate results](#) and [click here for QQI results](#).

<p>Course 2: Title Please insert the full course title (example: Bachelor of Science in Food Science and Health)</p> <input type="text"/>
<p>Course 2: Code Please insert the full course code (example: LM068)</p> <input type="text"/>
<p>Course 3: Title Please insert the full course title (example: Bachelor of Science in Food Science and Health)</p> <input type="text"/>
<p>Course 3: Code Please insert the full course code (example: LM068)</p> <input type="text"/>
<p>I confirm that I do meet the requirements for the courses I have chosen</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

Figure 10 Course Choice Questions Continued

Section 4: Medical Card/GP Visit Card

In order to assess your application, we need 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 2023. You can supply us with the information for yourself or your parent(s)/guardian(s). If you do not have a medical card/GP Visit card in your own name but your parent/guardian does, insert their card number in the box indicated in Figure 12. If you have a medical card in your own name, you should enter your own medical card number in the box. Only the options you pick in Figure 11 will appear in Figure 12. If you select 'Not Applicable' the application will bring you to the next section.



Medical/GP Visit Card

In order to assess your application, We seek 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 2023.

Please tick the options that apply to you.

I have a medical/GP Visit card valid on 31 December 2023

My parent/guardian has a medical/GP Visit card valid on 31 December 2023

Not Applicable

Back

Next

Figure 11 Medical Card Questions



Please enter your Parent/Guardian's medical card/G.P Card number.

Please enter your own medical card/G.P Card number.

Back

Next

Figure 12 Medical Card Question if you selected yes to the last question

Section 5: 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. In order to assess your application, you will need to inform us on the Second level school you attended. We are also interested in any other education that you have attended, which can positively support your application. Please see Figure 13 for the questions asked in relation to this. Official Name of School, Address, Date of attendance: (From yyyy to yyyy), If you attended more than one Secondary School: Official Name of School number 2: (if applicable). 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.

Secondary School Attendance

If you have attended more than one Secondary School please also fill in the Official Name of School number 2: (if applicable).
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.

Please list the Secondary School you attended

Date of Attendance

Please write in the format yyyy To yyyy.

Secondary School 2: Please list the Secondary School you attended

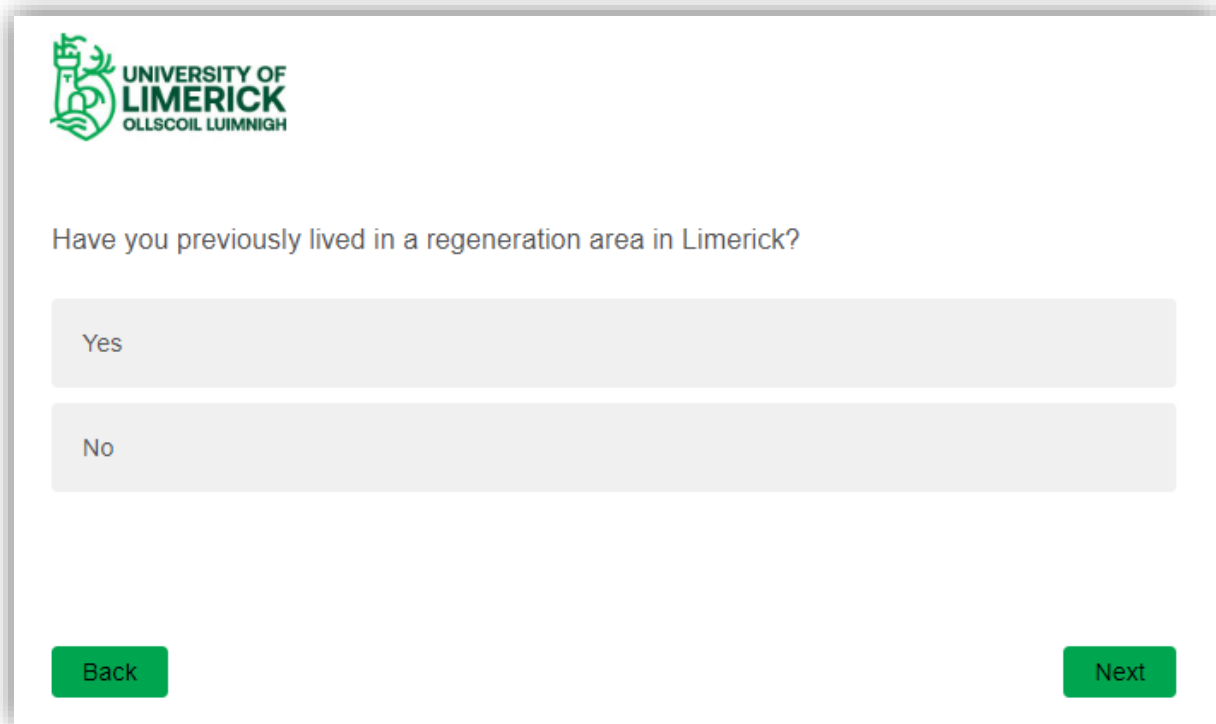
School 2: Date of Attendance

Please write in the format yyyy To yyyy.

Figure 13 Secondary School Attendance Questions

Section 6: Limerick Regeneration

If you click Yes to this section please email us and we will send you the Limerick regeneration form to fill in.



The screenshot shows a survey question from the University of Limerick. At the top left is the university's logo, which includes a stylized 'U' and 'L' with a book and a lamp, and the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH'. Below the logo is the question: 'Have you previously lived in a regeneration area in Limerick?'. There are two radio button options: 'Yes' and 'No'. At the bottom left is a green 'Back' button, and at the bottom right is a green 'Next' button.

Figure 14 Limerick Regeneration Question

Section 7: HEAR Eligibility

If you were eligible for the Higher Education Access Route in September 2022 and you have uploaded your documents, then you can skip to Sections 8 and 9. Please make sure that you were eligible and have the appropriate documentation before you continue. Otherwise, you must fill out the rest of the sections.



Were you eligible for the Higher Education Access Route (HEAR) for entry in September 2023

Please Note: The Access to University Course eligibility is based on the HEAR eligibility criteria. Only HEAR eligibility approved in 2023 for the first time can be considered. You, the applicant, must contact the CAO to request a letter confirming which HEAR indicators you met as proof of your eligibility and attach it to this application. If you do not have HEAR eligibility and/or want to be re-assessed, please complete all sections of this form [further information on HEAR eligibility criteria information is available](#).

Yes

No

Back

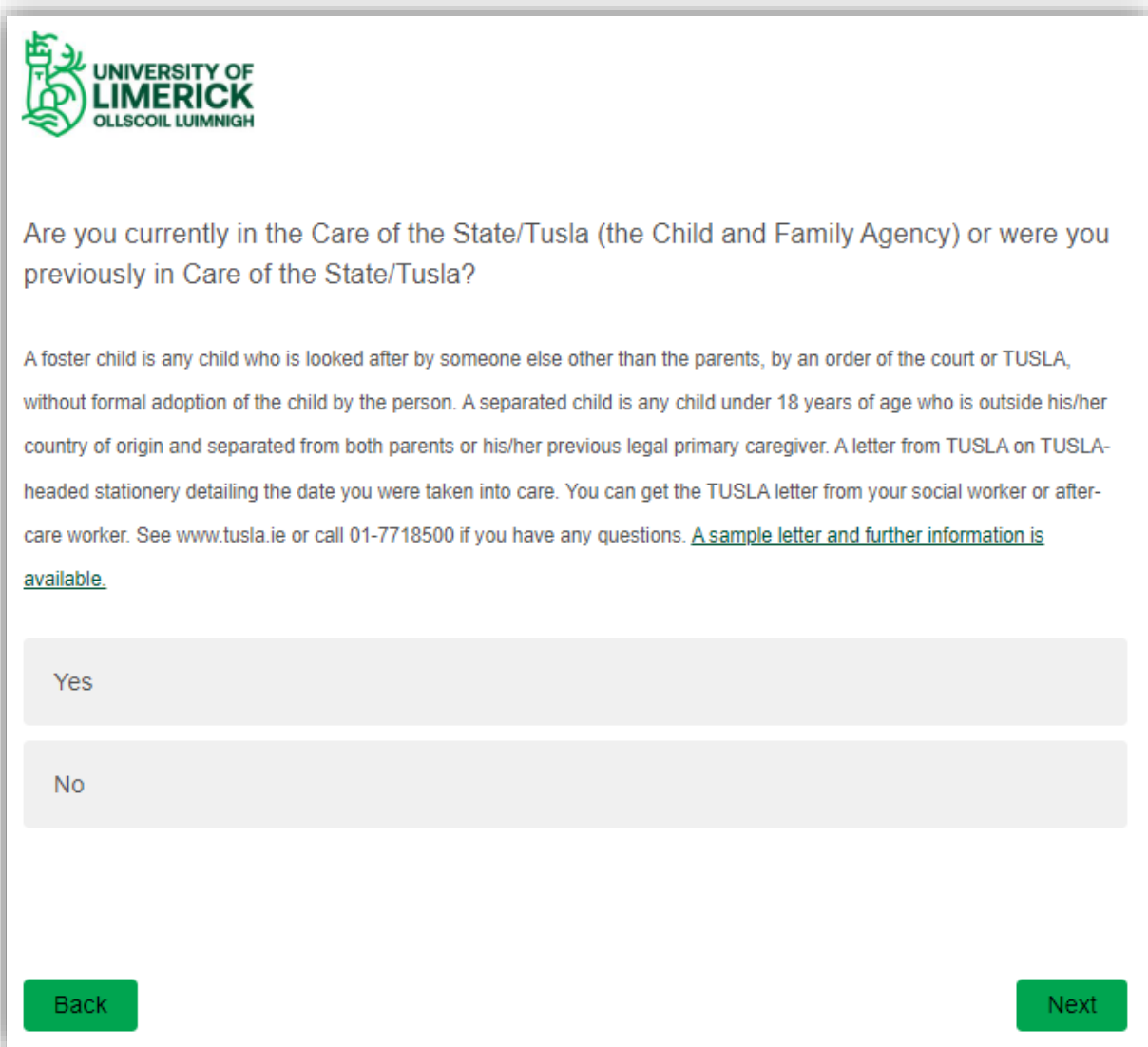
Next

Figure 15 HEAR Eligibility

Section 8: 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 in Figure 16 to indicate if you are or have been in 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.



The screenshot shows a survey question from the University of Limerick. At the top left is the university's logo, which includes a stylized figure and the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH'. The question asks: 'Are you currently in the Care of the State/Tusla (the Child and Family Agency) or were you previously in Care of the State/Tusla?'. Below the question is a detailed definition of a foster child and a separated child, along with contact information for TUSLA and a link to a sample letter. At the bottom of the question area are two radio button options: 'Yes' and 'No'. At the very bottom of the screenshot are two green buttons labeled 'Back' and 'Next'.

Figure 16 Tusla question

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. A letter from TUSLA on TUSLA headed stationery detailing the date you were taken into care. You can get the TUSLA letter from your social worker or after care worker.

See www.tusla.ie or call 01-7718500 if you have any questions. Please see Figure 17 for an example of a sample letter.

If **No**, please continue to the next page of the handbook.

If **Yes**, you do not need to complete Sections 9 to 12, but you must supply: a letter from TUSLA on TUSLA headed stationery detailing the date you were taken into care.

CAO
Tower House
Eglinton Street
Galway

1 March 2022

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

Figure 17 Example Tusla Letter

Section 9: Socio-Economic Group

The information that you provide in this section will determine your socio-economic group. Socio-Economic Group (SEG) is a measure of social background. Your socio-economic group is determined by the information you provide in this section.

9.1. Parent(s)/guardian(s) Employment Status

9.2. Parent(s)/guardian(s) Type of Employment

9.3. Parent(s)/guardian(s) Occupation

Socio-economic group is not determined by whether your parent(s)/guardian(s) have completed third level education. It is decided by their employment status and the type of employment they have participated in.

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.

- Where you are providing information on two parents/guardians under Section 9: 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.



9.1. Parent(s)/Guardian(s) Employment Status

Complete this section with your parent(s)/guardian(s). The information in this section will determine if your income is within the income thresholds to be eligible for the Access to University Course. Please select all the sources of income for your parent(s)/guardian(s) received in 2022. You must select the appropriate answer to each of the questions.

Parent(s) or Guardian(s) Employment status

This is an important section of your AUC application. Please 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.

Mother/Parent/Guardian 1

Present Principal Status

Answer the following questions about your parent/guardian's main job or their last main job if they are not currently working.

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.

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.

if this question is not relevant you can type in N/A into the text box below

Back

Next

Figure 18 Employment Status Guardian 1

Father/Parent/Guardian 2

Present Principal Status

Answer the following questions about your parent/guardian's main job or their last main job if they are not currently working.

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.

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.

if this question is not relevant you can type in N/A into the text box below

Back

Next

Figure 19 Employment Status Guardian 2

- 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’

9.2 Parent(s)/Guardian(s) Type of Employment

You can select one of the following options under Section 9.2 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.

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.

Employee

Self-Employed (including farmer)

Self-Employed (including farmer) with paid employees

Not applicable

Figure 20 Employment Status

9.3 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".

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.

if this question is not relevant you can type in N/A into the text box below

Figure 21 Title of main occupation

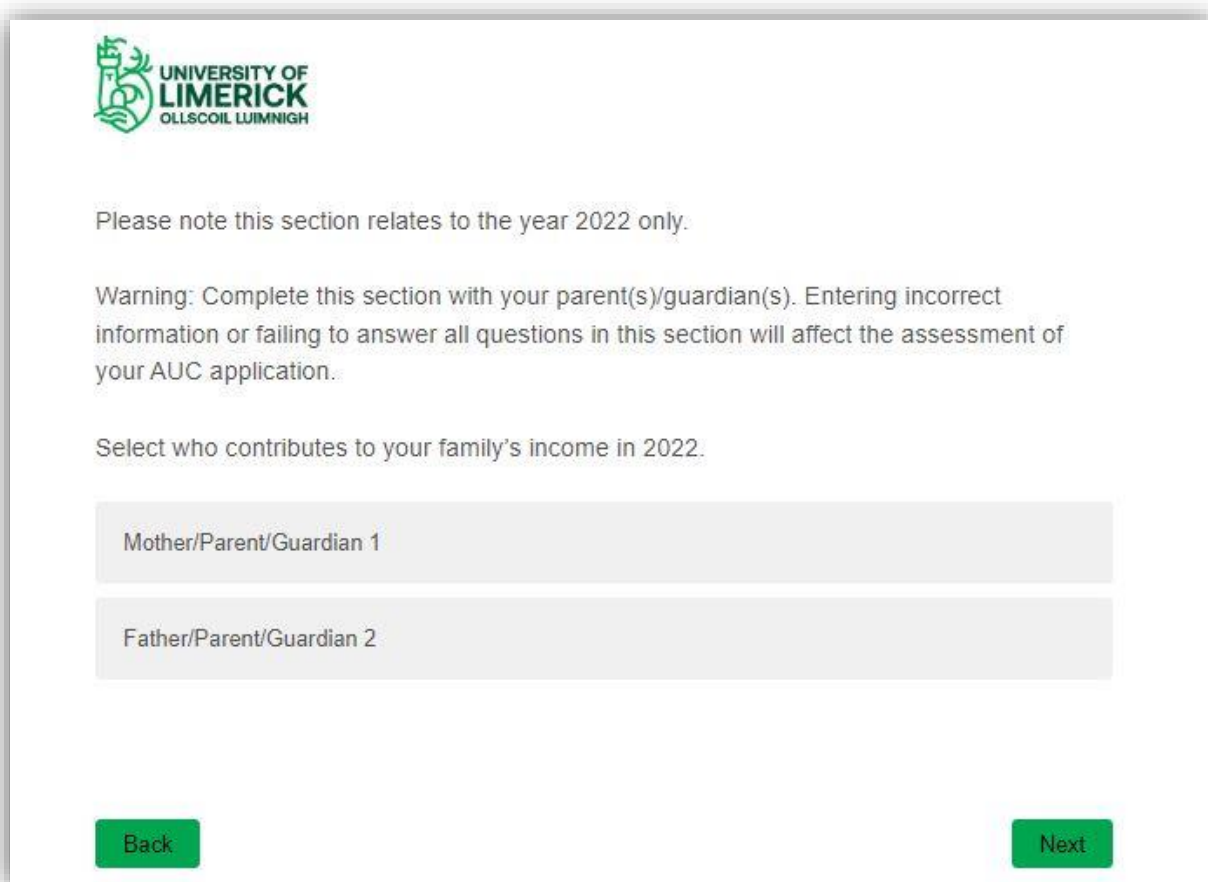
Section 10: Family Financial Circumstances

This question asks you to tell us who contributed to your family's income in 2022. Your family income may come from:

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

10.1 Who contributed to your family's income in 2022?

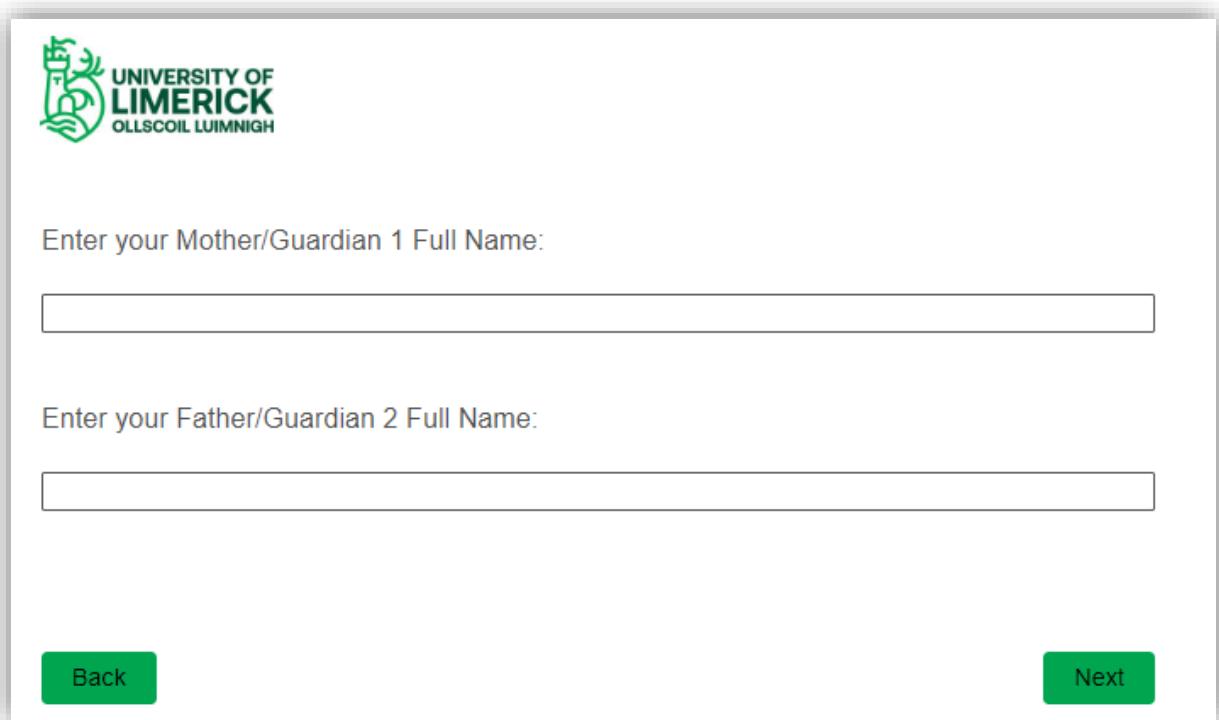
Fill in section 10 with your parent(s)/guardian(s). Entering inaccurate information in this section will affect the outcome of your Application. Tick who contributed financially to your family's income in 2022. If your parent(s)/ guardian(s) are separated/divorced only fill in the income of the parent/guardian that you live with most of the time.



The screenshot shows the University of Limerick logo at the top left. Below it, the text reads: "Please note this section relates to the year 2022 only." followed by a warning: "Warning: Complete this section with your parent(s)/guardian(s). Entering incorrect information or failing to answer all questions in this section will affect the assessment of your AUC application." Below the warning, it says "Select who contributes to your family's income in 2022." There are two input fields: "Mother/Parent/Guardian 1" and "Father/Parent/Guardian 2". At the bottom, there are two green buttons: "Back" on the left and "Next" on the right.

Figure 22 who contributes to your family's income, Question

Depending on which box you ticked above the next page will allow you to type in the names.



The screenshot shows a form with the University of Limerick logo at the top left. The logo consists of a green circular emblem with a stylized figure and the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH' below it. Below the logo, there are two text input fields. The first field is preceded by the text 'Enter your Mother/Guardian 1 Full Name:'. The second field is preceded by the text 'Enter your Father/Guardian 2 Full Name:'. At the bottom left of the form is a green button labeled 'Back', and at the bottom right is a green button labeled 'Next'.

Figure 23 Guardians Name Question



10.2 Family financial circumstances

Please list all sources of income your parent(s)/guardian(s) received in 2022 excluding child benefit. You must select all types of income that are applicable.



Mother/Parent/Guardian 1: Please list all sources of income your Mother/parent/Guardian 1 received in 2022 excluding child benefit. You must select all types of income applicable.

Paid employment in 2022 on a full, part time or temporary basis?

Self-employed, engaged in farming, or receiving rent from rental properties in 2022?

Social welfare payments in 2022 other than child benefit?

Lump sum payments in 2022 from their former employer as a result of being made redundant?

retired in 2022?

Figure 24 Guardian 1 Sources of income question

10.3 Financial Documentation

If you indicated that your parent(s)/guardian(s) sources of income in section 10.2 then you must provide financial documentation to show this income for 2022.

Father/Parent/Guardian 2: Please list all sources of income your Father/Parent/Guardian 2 received in 2022 excluding child benefit. You must select all types of income applicable.

Paid employment in 2022 on a full, part time or temporary basis?

Self-employed, engaged in farming, or receiving rent from rental properties in 2022?

Social welfare payments in 2022 other than child benefit?

Lump sum payments in 2022 from their former employer as a result of being made redundant?

retired in 2022?

Back

Next

Figure 25 Guardian 2 Sources of income

There are 5 different types of financial documentation that we will accept:

- Statement of liability
- Self-Assessment - Chapter 4
- Summary of Payment from the Department of Social Protection
- RP50 Notification of Redundancy
- Copy of the Gross annual pension from pension provider


10.3.1 Paid employment

If your parent(s)/guardian(s) were in paid in employment in 2022 on a full, part time or temporary basis then you must upload a Statement of liability for that individual(s).

What is a Statement of Liability?

A Statement of Liability is the new name for the Revenue statement that was previously called a P21. A Statement of Liability 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 Statement of Liability from Revenue; you must request this document. You can request this online at www.revenue.ie. Note: we will not accept Employment Detail Summary or Payslips of any kind.

In all correspondence please quote:
PPS No:
Notice No:



Pat Murphy
Personal Division
PAYE Services
14/15 Upper O'Connell Street
Dublin 1

Enquiries

PAYE/USC STATEMENT OF LIABILITY FOR THE TAX YEAR 2021			
PAYE Calculation			
Income	(See Panel 1 overleaf for a breakdown)	€	10,529.40
Less: Deductions	(See Panel 3 overleaf for a breakdown)	€	0.00
Taxable Income		€	10,529.40
Charged as follows		€	10,529.40 @ 20 % = 2,105.88
Tax Due:		€	2,105.88
Plus:	Tax Retained by you (See Panel 5 overleaf for a breakdown)	€	0.00
	Adjustments (See Panel 7B overleaf for a breakdown)	€	701.98
Gross Tax Payable		€	2,807.86
Less:	Tax Credits (See Panel 4 overleaf for a breakdown)	€	2,105.88
	Taxes Deducted (See Panel 2 overleaf for a breakdown)	€	204.20
	Reliefs (See Panel 6 overleaf for a breakdown)	€	0.00
	Adjustments (See Panel 7A overleaf for a breakdown)	€	0.00
PAYE Result: Underpayment		€	497.78
Income Chargeable to USC (see panels 9 and 10 overleaf for a breakdown)			
SELF	€	€	€
USC Exempt			
Less:	USC Deducted:	€	67.57
USC Result: Overpayment		€	67.57
Final Result: Underpayment		€	430.21
Treatment of Result			
Collected by reducing your credits in future years €107.55 2022; €107.55 2023; €107.55 2024; €107.56 2025 All future refunds will be automatically offset against this underpayment until it is fully collected			
Notice			
I, the above named Inspector, give notice that I have directed that this statement shall be treated in all respects as if it were an assessment to tax raised on you.			
What if you do not agree with the result on this PAYE/USC Statement of Liability?			
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 myAccount (using MyEnquiries) on www.revenue.ie or by using the phone number or address shown above. We will recheck the result and, if appropriate, make any necessary change.			
Appeal this Statement to the Tax Appeals Commission (an independent statutory body)			
If you wish to appeal against this Statement, you must do so within the period of 30 days after the date of this 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's website www.taxappeals.ie contains the address to which an appeal is to be sent. You will be required to submit a copy of this Statement with your Notice of Appeal.			

Explanation Panels for PAYE/USC Statement of Liability					
Income from Employments, Pensions and other sources	Panel 1 Income €		Panel 2 Tax Deducted €		
	SELF	€	SELF	€	€
	0.00		0.00		
	9,129.40		204.20		
	1,400.00		0.00		
Combined Total	10,529.40		204.20		
Panel 3 Deductions	SELF	€	Panel 4 Tax Credits	SELF	€
			Personal Tax Cr	1,650.00	
			Employee Tax Cr	455.88	
Combined Total			Combined Total	2,105.88	
Tax Credits are Restricted to Tax Due					
Panel 5 Tax Retained By You On	SELF	€	Panel 6 Reliefs	SELF	€
Combined Total			Combined Total		
Panel 7A Adjustments	SELF	€	Panel 7B Adjustments	SELF	€
			U/P Collected	701.98	
Combined Total			Combined Total	701.98	
Panel 7A decreases tax payable while Panel 7B will increase tax payable					
Employments, Incomes and Reliefs chargeable to USC	Panel 9 USC Income		Panel 10 USC Deducted		
	SELF	€	SELF	€	€
	0.00		0.00		
	9,129.40		67.57		
USC Total	9,129.40		67.57		

Figure 26 Sample Statement of Liability

10.3.2 Self-employed

If your parent(s)/guardian(s) were self-employment in 2022 on a full, part time or temporary basis then you must upload a Self-Assessment - Chapter 4 for that individual(s). *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. Please submit all pages. Note: A Form 11 will not be accepted. 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 2022.

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



Elizabeth M. Reid
Business Division – South East
Government Buildings
Hebron Road
Kilkenny

0000 0000



Elizabeth M. Reid
District Manager

Enquiries:

PPS No.:

Page: 2 of 3

Revenue's indicative calculation on which you based your self assessment
FOR THE YEAR ENDING

Self Assessment – Chapter 4 of Part 41A TCA 1997 Income Tax for the year ending

Dear Sir/Madam

I acknowledge receipt of your income tax return and self assessment for the year ending your Self Assessment are set out as follows:

Amount of income or profits arising for this period	€44,269.00
Amount of income tax chargeable for this period	€7,439.00
Amount of USC chargeable for this period for self	€1058.49
Amount of USC chargeable for this period for spouse	€0.00
Amount of PRSI chargeable for this period for self	€1542.68
Amount of PRSI chargeable for this period for spouse	€0.00
Amount of tax payable for this period	€3,890.17
Amount of surcharge due under S 1084 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	€3,890.17

This balance of tax should be paid immediately.

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours Faithfully,
Elizabeth M. Reid
District Manager

Details of

Total Sch D (Panel 1)	44,269
Total Sch E (Panel 1)	0
Total Sch F (Panel 1)	0
Amount of income or profits arising for this period	44,269
Less TOTAL PANEL 2	5,702
Less TOTAL PANEL 3	1,372
Less TOTAL PANEL 4	0
TAXABLE INCOME	37,195
On which Income Tax is charged as follows:	
Income taxable at Standard Rate	37,195 @ 20% =
Total Income Tax	7,439.00
Amount of Income Tax chargeable for this period	7,439.00
Amount of USC chargeable for this period–Self*	1,058.49
Amount of USC chargeable for this period–Spouse*	0.00
Amount of PRSI chargeable for this period–Self*	1,542.68
Amount of PRSI chargeable for this period–Spouse*	0.00
Amount of tax chargeable for this period	10,040.17
Less TOTAL PANEL 5	6,150.00
Less TOTAL PANEL 8	0.00
Amount of tax payable for this period	3,890.17
Balance of tax payable for this period	3,890.17

*Note credits at Panel 5 are not available for offset against this charge.

The Panel entries are displayed overleaf

Go to your Services Page where you can make a payment and/or file a return.
Payment may be made by ROS Debit Instruction (RDI) or your Laser card.

Figure 27 Sample Self-Assessment Chapter 4 form

10.3.3 Social Welfare Payments

If your parent(s)/guardian(s) received social welfare payments in 2022 then you must upload a statement from the Department of Social Protection outlining the summary of payments for 2022 for that individual(s).

What is Summary of Payments from the Department of Social Protection?

This is a summary of all the DSP payments the individual has received in 2022. It must be dated specifically 1st January 2022 – 31st December 2022. If these dates differ on the paperwork then it cannot be accepted.

An Roinn Coimirce Sóisialaí,
Áras Mhic Dhiarmada,
Baile Átha Cliath 1



Department of Social
Protection,
Áras Mhic Dhiarmada,
Dublin 1

PPSN:

Summary of Payments Received by:

PPSN:

Period From:

To:

Scheme:	Total paid during period:
Jobseekers Allowance	5684.00 Euro
Third Level Option	5135.00 Euro
Total Amount Paid:	10819.00 Euro

25 03 2022

PPSN:

Dear

Please find enclosed a statement of the payments you have received from this Department from 24 March 2021 to 24 March 2022.

To access a wide range of services or payment statements in the future, log onto www.mywelfare.ie.

Please quote your PPSN (found at the top of this letter) in any phone or written contact with this office.

Kind Regards,

Department of Social Protection

DSP Privacy Statement

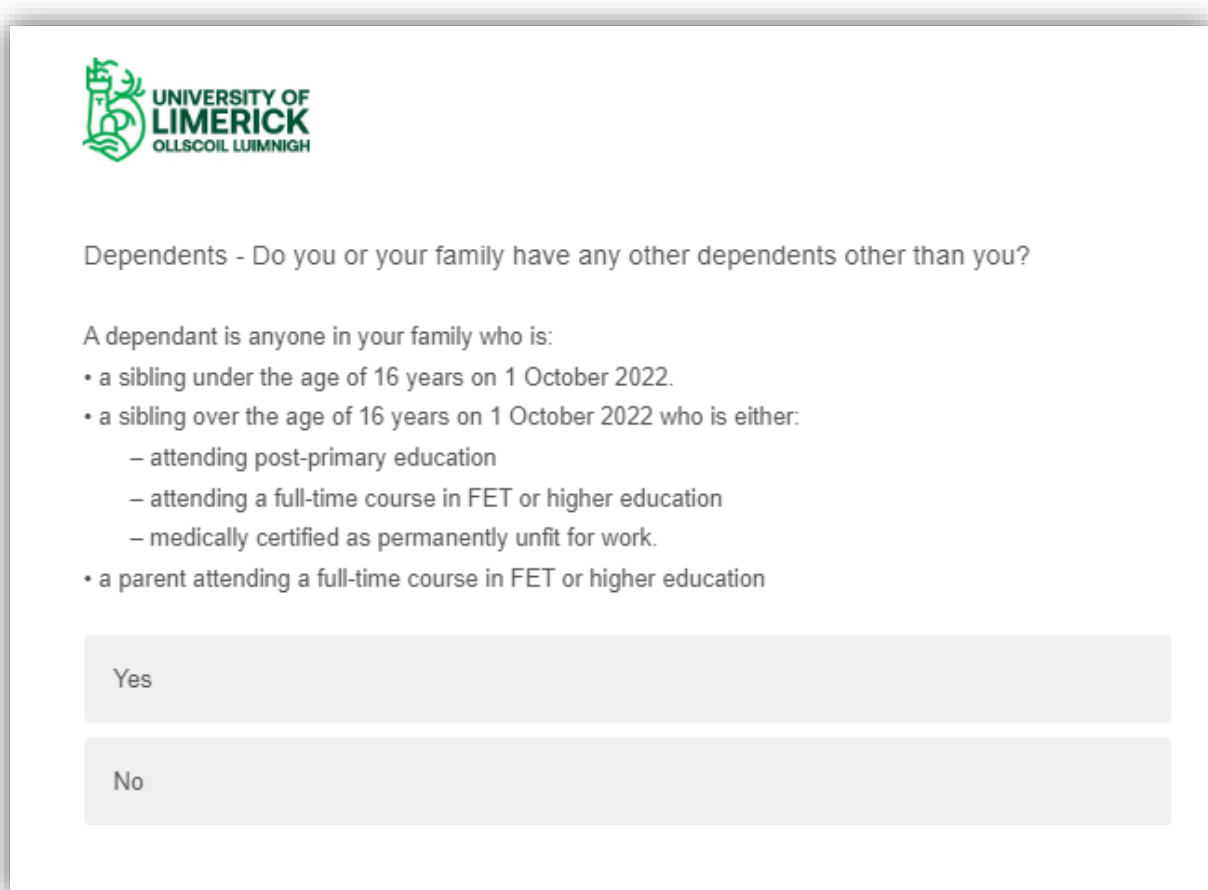
The Department of Social Protection administers Ireland's social protection system. The Department requires customers to provide certain personal data in order to determine eligibility for relevant payments and or benefits. Your personal data may be exchanged with other Government Departments in certain circumstances where this is provided for by law. Full details of the Department's privacy statement setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.gov.ie/dsp/privacystatement. Details of this policy are also available in hard copy upon request.

Figure 28 Sample Summary of payments Letter from the Department of Social Protection

Section 11: Family Dependents

To determine your AUC income limit we need to know the number of dependents in your family. Be sure to count any parent(s)/guardian(s) attending a full-time course.

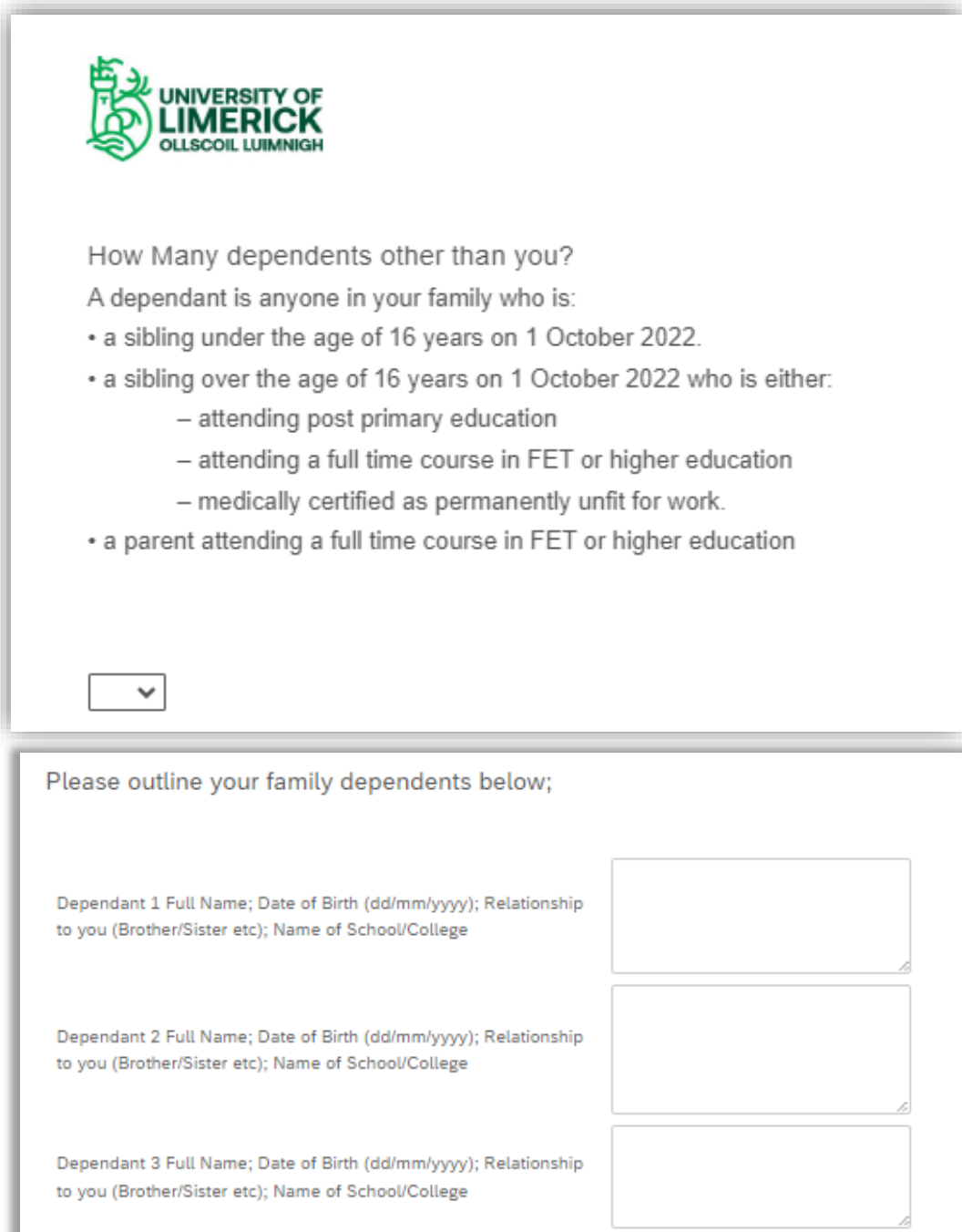
Note: Do not count yourself.




The image shows a screenshot of a survey question from the University of Limerick. At the top left is the university's logo, which includes a stylized figure and the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH'. The question is: 'Dependents - Do you or your family have any other dependents other than you?'. Below the question, it defines a dependant as anyone in your family who is: a sibling under 16, a sibling over 16 attending post-primary education, a full-time course in FET or higher education, or medically certified as permanently unfit for work; or a parent attending a full-time course in FET or higher education. At the bottom, there are two grey rectangular buttons labeled 'Yes' and 'No' for selection.

Figure 30 Dependents Question

In the rectangle box with the arrow select the number of dependents in your household. In the boxes below make sure to fill in each dependent's details. Use one box per dependent.



The screenshot shows a form from the University of Limerick (Ollscoil Luimnigh) asking for the number of dependents and their details. The form is divided into two main sections. The top section asks 'How Many dependents other than you?' and provides a definition of a dependant. Below this is a dropdown menu. The bottom section asks 'Please outline your family dependents below;' and provides three rows of input boxes for dependent details.



How Many dependents other than you?
A dependant is anyone in your family who is:

- a sibling under the age of 16 years on 1 October 2022.
- a sibling over the age of 16 years on 1 October 2022 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

Please outline your family dependents below;

Dependant 1 Full Name; Date of Birth (dd/mm/yyyy); Relationship to you (Brother/Sister etc); Name of School/College

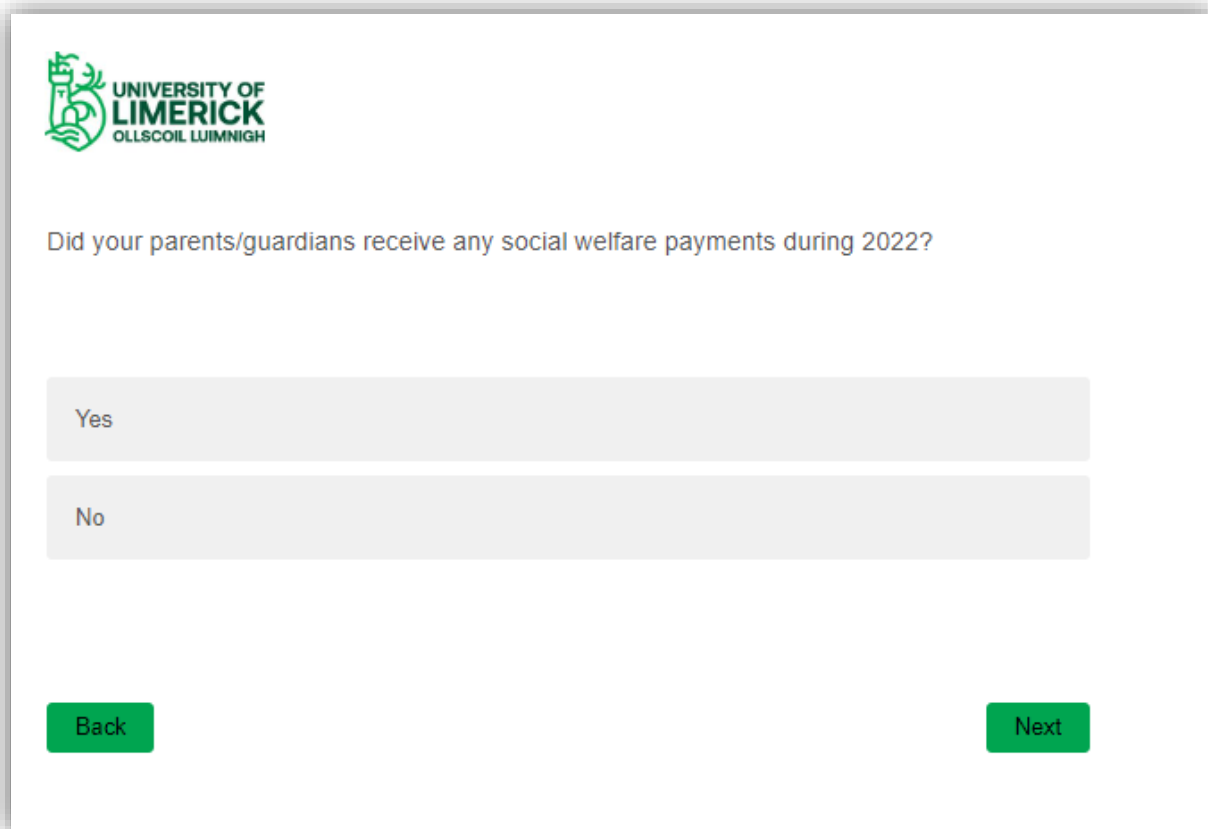
Dependant 2 Full Name; Date of Birth (dd/mm/yyyy); Relationship to you (Brother/Sister etc); Name of School/College

Dependant 3 Full Name; Date of Birth (dd/mm/yyyy); Relationship to you (Brother/Sister etc); Name of School/College

Figure 31 If you have dependents you will be asked how many

Section 12: Social Welfare

Ask your parent(s)/guardian(s) to have the local DSP Office complete, sign and stamp your DSP Form. Alternatively, your parent(s)/guardian(s) can request a copy of their DSP payment statement online at www.welfare.ie.



The screenshot shows a digital form with the University of Limerick logo at the top left. The logo consists of a green crest with a book and a lamp, followed by the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH'. Below the logo is the question: 'Did your parents/guardians receive any social welfare payments during 2022?'. There are two light grey rectangular buttons for 'Yes' and 'No'. At the bottom, there are two green rectangular buttons for 'Back' and 'Next'.

Figure 32 Social Welfare Question

You can submit the DSP form or a statement from DSP. Remember HEAR requires evidence of a full year's income for 2022 (i.e. 52 weeks). Some applicants, depending on their parent(s)/guardian(s) circumstances in 2022, may need to submit Revenue documents and/or evidence of other income as well as evidence of DSP income.

Please outline the official name of the payment received

The official name of payments can be found on your Department of social protection statement from mywelfare.ie

You need to supply verification of these payments from the DEASP (Department of Employment Affairs & Social Protection).

This verification must include the following:

- The total amount of social welfare income received in 2022.
- 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).

You can request these statement(s) from the Department of Employment Affairs & Social Protection.

Drop files or click here to upload

file upload 2

Drop files or click here to upload

Figure 33 this question will appear if you are in receipt of Social welfare

Section 13: Personal Statement

This section is very important to our decision on your eligibility for this course and your course choices. Please go into detail with each question. We want to understand your motivation for your course choices and what has brought you to apply for the Access to University Course. Please take your time filling in this section.

Personal Statement
As part of your application, you are asked to outline a personal statement.

What are your reasons for wanting to study at UL and for choosing the courses you have listed?

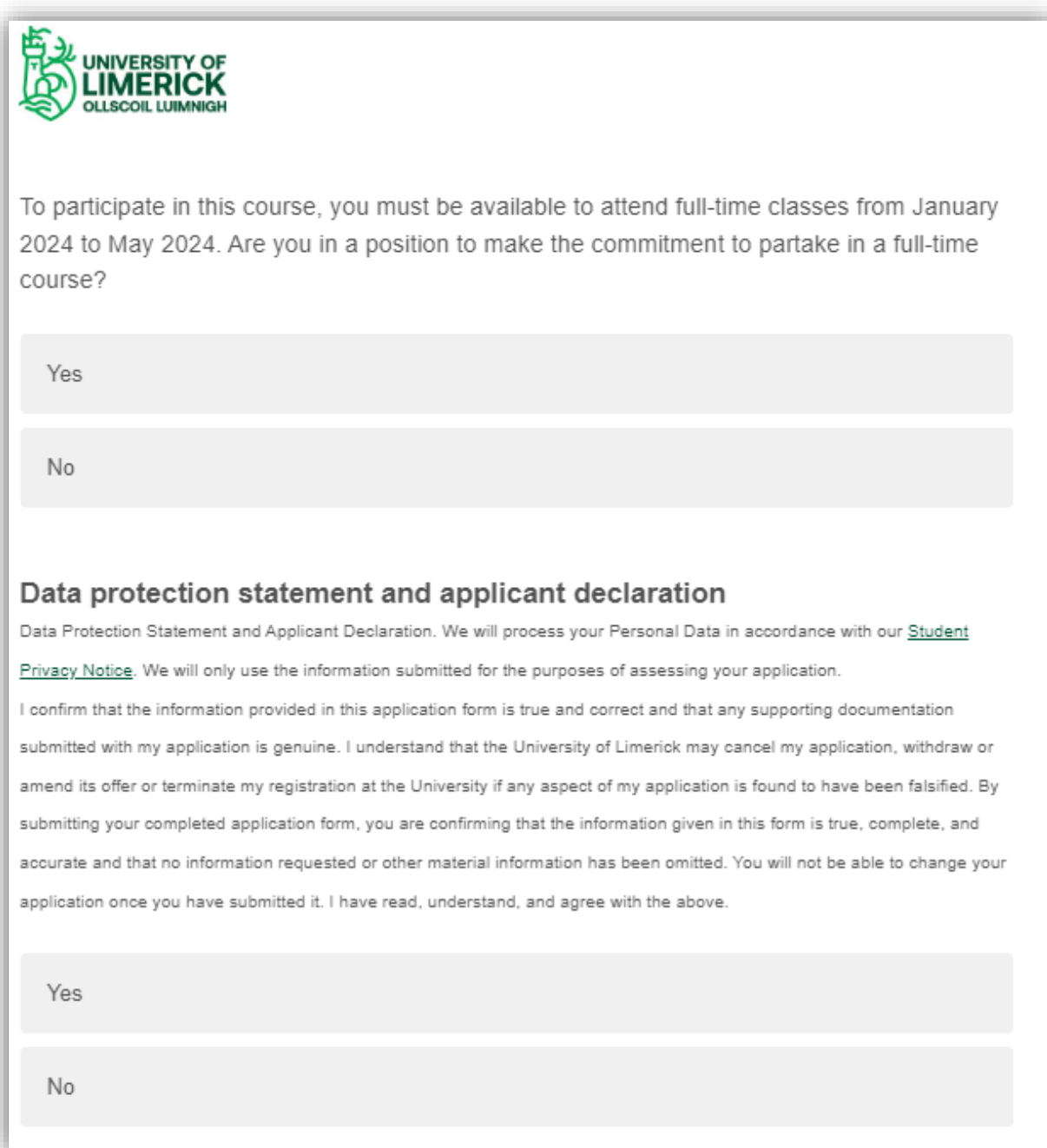
What obstacles have you faced in your education to date?

What personal strengths and experiences do you have which will help you succeed in UL?

Figure 34 Personal Statement Question

Section 14: Consent and Data Protection

By ticking yes, I confirm that I am available to attend full-time classes. This indicates that you will not be missing any classes for any reason other than medical or family bereavements. By ticking yes to the Data protection and Applicant declaration that you understand and accept the conditions outlined.



The screenshot shows a form from the University of Limerick. At the top left is the university's logo, which includes a stylized figure and the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUIMNIGH'. Below the logo, the text asks: 'To participate in this course, you must be available to attend full-time classes from January 2024 to May 2024. Are you in a position to make the commitment to partake in a full-time course?'. There are two radio button options: 'Yes' and 'No'. Below this is a section titled 'Data protection statement and applicant declaration'. The text in this section reads: 'Data Protection Statement and Applicant Declaration. We will process your Personal Data in accordance with our [Student Privacy Notice](#). We will only use the information submitted for the purposes of assessing your application. I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted with my application is genuine. I understand that the University of Limerick may cancel my application, withdraw or amend its offer or terminate my registration at the University if any aspect of my application is found to have been falsified. By submitting your completed application form, you are confirming that the information given in this form is true, complete, and accurate and that no information requested or other material information has been omitted. You will not be able to change your application once you have submitted it. I have read, understand, and agree with the above.' There are two radio button options: 'Yes' and 'No'.

Figure 35 Consent question

By ticking yes, I confirm that I have read, and I accept the contact terms and conditions as outlined.

I consent to be contacted by email and agree to the conditions.

We may wish to notify you by email about events, news, and services relating to the University of Limerick and/or your application that we think may be of interest to you. Please tick the checkbox to give your consent to be contacted in this way.

We will never pass your details to any third parties for marketing purposes. Please note, that we will continue to send you communications directly related to your application even if you opt-out of receiving other communications. *Please note the University is a smoking and vaping free campus

Yes

No

Figure 36 Contact consent

Following this, once you click next there is no option to edit the form and you have successfully submitted your application. When you see Figure 37 you will know that your application has been submitted.

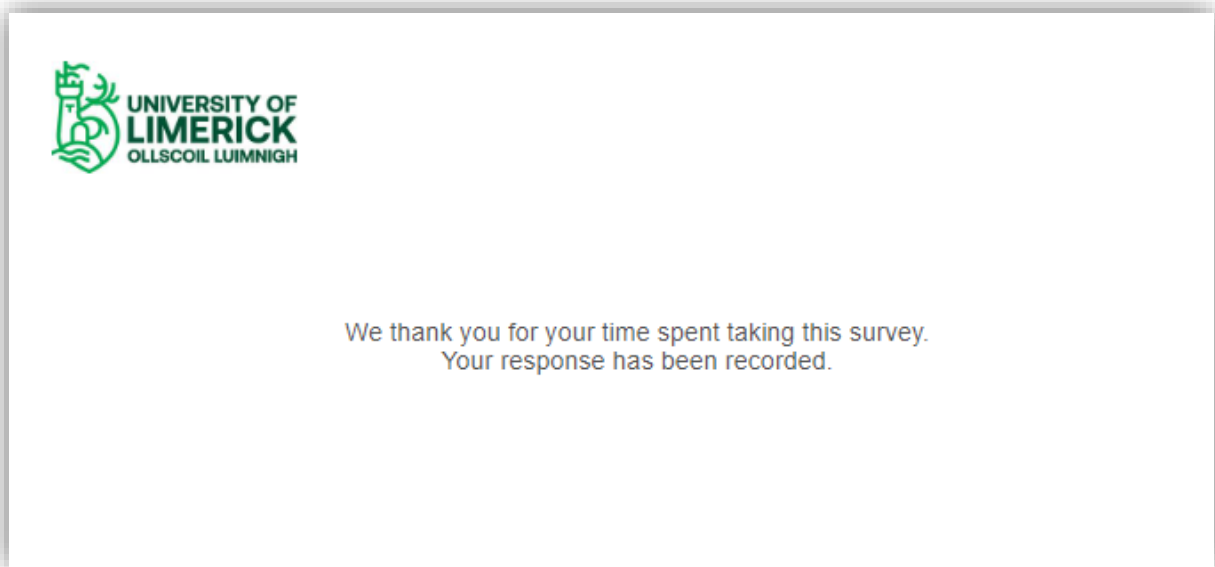


Figure 37 End screen

What is Next?

Application Submitted

Once you have submitted your application then no more changes can be made.

Assessment Process

Our team will begin assessing Applications. If there is any documentation that is incorrect/missing we will contact you first by email. All supplementary documentation must be submitted by email by October 13th 2023.

Eligibility Outcome

Once the applications have been deemed eligible or ineligible the students will be sent a letter via email to inform them of their outcome.

Interview

Once the student is eligible for the Access to University Course they will be interviewed about their Course Choices. Interviews will be held before Christmas.

Notification of Acceptance

Students will be notified about their progression before Christmas. All of these correspondence will be through email, therefore, check your email often.

Course Start date

The Access to University Course will start on the 29th of January 2024.

Orientation

Orientation is mandatory and will take place the week of the 22nd of January 2024.

Accommodation


Students must find their own accommodation as the Office does not supply this.



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

 +353 61 202 174

 Caitriona.moore@ul.ie

 <https://www.ul.ie/student-affairs/access-office/routes-to-3rd-level/access-to-university-course-auc>



#StudyAtUL