

## DkIT Access Scholarship Programme 2017

Application is open only to those attending second level schools or further education institutions in one of the following counties: Cavan, Louth, Meath or Monaghan.

The programme targets those from a background of socio-economic disadvantage. Applications from members of the Traveller community are encouraged. Applicants in the (foster) care system should include with their application a letter from a staff member of the HSE confirming their status.

**IMPORTANT NOTE:** Applicants must have applied to DkIT through the CAO by the 1<sup>st</sup> of February 2017. Evidence of application to the CAO for one or more programmes at DkIT must be attached to the scholarship application form in order for the application to be considered complete.

Scholarships are only awarded to those commencing a full-time undergraduate programme from year one (i.e. not those availing of advanced entry).

A limited number of scholarships are available in any one year. As the number of applications always far exceeds the number of scholarships available, short-listing will apply. All applicants will be informed of the status of their application by the end of June 2017.

Each scholarship is worth €1,500 per annum for each year that the student is at DkIT on a programme no longer in duration than four years. Continuing eligibility for the scholarship requires a satisfactory progression and attendance record at DkIT.

The decision of DkIT is final in all matters. The decision to award a scholarship and to stipulate criteria is entirely at the discretion of DkIT. The scholarship may be withdrawn from an individual at any time if it is found that any aspect of an individual's application was misleading or false. Late and/or incomplete applications will not be accepted. DkIT reserves the right to seek additional information as may be required.

Application forms are available from the main reception desk at DkIT, second level schools, further education institutions, and other agencies.

**Applications will only be accepted from those whose family income does not exceed €35,000.**

**You are not required to submit evidence of financial means etc. at this stage, however you will be required to submit this evidence if you are shortlisted and before any interviews take place.**

**Please return the completed application form to: *DkIT Access Scholarship Applications, Student Services Office, Dundalk Institute of Technology, Dundalk, Co. Louth* to be received by the deadline of noon on Friday 7<sup>th</sup> April.**



## PERSONAL DETAILS

Full Name (as it appears on your CAO application):

Date of Birth:

Do you possess a Full Medical Card? Yes  No  (please tick appropriate box)

Do you possess a G.P. Only Medical Card? Yes  No

If you ticked yes to either type of medical card above,  
please give the number: \_\_\_\_\_  
and expiry date: \_\_\_\_\_

If your family home is rented from a local authority, please tick this box

Home Address:	Correspondence Address (until Sept 2017, if different):
Phone:	
Mobile Phone:	
E-mail:	

We welcome applications from members of the Traveller community and are working to increase the access rates of this group to third level. If you are a member of the Traveller community please tick this box

Unless the applicant holds an EU nationality and has lived in the State for 3 out of the last 5 years, evidence of eligibility for free fees at third level must be attached to this application. The Scholarship cannot be used to pay for tuition fees.

**All applicants must tick one of the following boxes:**

I hold EU nationality and I will have been ordinarily resident in an E.U. Member State for at least 3 of the 5 years preceding entry to third level in September 2017.

I am a non-EU national who has been granted official refugee status\*

I am a non-EU national who has been granted humanitarian leave to remain in the State\*

(\*You must attach evidence of official refugee status or humanitarian leave to remain in the State status to your application.)

**ALL APPLICANTS MUST ATTACH THEIR PHOTOGRAPH TO THIS PAGE**

## EDUCATION

### SECOND LEVEL ATTENDANCE

School(s) attended	Dates attended	
	From:	To:

### SECOND LEVEL EXAMINATIONS

	Junior Certificate		Leaving Certificate 2017	Leaving Certificate (prior to 2017)	
	Year:			Year:	
Subject	Level	Grade	Level	Level	Grade

**IF YOU ARE REPEATING THE LEAVING CERTIFICATE PLEASE ATTACH A COPY OF YOUR PREVIOUS RESULTS**

### POST SECONDARY EDUCATION (if applicable)

College / University Attended / Attending	Dates attended:		Course Title	Qualifications Attained (if applicable)
	From:	To:		

**IF YOU ARE CURRENTLY ON A FETAC PROGRAMME, YOU MUST ATTACH A COPY OF YOUR MOST RECENT RESULTS (E.G. CHRISTMAS EXAMS). THESE MUST BE SIGNED / STAMPED BY THE FE COLLEGE.**

## PERSONAL STATEMENT

Please attach a personal statement outlining in no more than 500 words why you wish to study at third level. Include any other details that have not been supplied in previous sections which you feel could support your application. We suggest that your statement should include some or all of the following:

1. The reasons why you wish to study at third level.
2. The reasons why you have chosen a particular programme(s) at DkIT.
3. The obstacles that you have faced to date e.g. economic, social, health, disability, etc.
4. Your personal strengths and experiences that you believe will help you to enjoy and succeed at third level.
5. The support and assistance that you think you may need while studying.
6. Details of achievements and responsibilities e.g. sporting, voluntary sector, etc.

Which category of applicant are you? (tick one of the boxes below:)

- Student dependent on parent(s) / legal guardian
- Mature student dependent on parent(s) / legal guardian
- Independent mature student \*

\*If you are an independent mature applicant, you must attach evidence of where you were living from 1<sup>st</sup> October 2016. This would include: utility bills, registration with PRTB, bank statement, etc.

**All applicants (whether independent or not) must provide details of the education levels in their family – INCLUDING THEIR PARENTS’ LEVEL OF EDUCATION.** In the case of independent mature applicants, please list members of your own household (rather than your parents’ household), but be sure to also include details of your parents level of educational attainment below.

Name	Age	Relationship to Applicant	Highest level of education achieved to date*	Employment Status (PAYE, self-employed, social welfare, etc.)	Current / Most recent occupation	Currently living at home YES/NO	Dependent on parent or guardian YES/NO

\* Level of Education i.e. Primary Education, Group/Inter/Junior Certificate, Leaving Certificate, PLC, Adult Education, Certificate, Diploma, Degree, Masters Programme, etc.

**IMPORTANT: Evidence of application to the CAO which clearly lists one or more programmes at DkIT must be attached to the scholarship application form.**

	<b>Applicant</b>	<b>Father / Legal Guardian</b>	<b>Mother / Legal Guardian</b>	<b>Spouse or civil partner or cohabitant</b>
Were you employed in 2016 on a full-time, part-time or temporary basis? If YES, enter the total gross income from all employments including any benefit in kind in 2016.	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 <input type="checkbox"/>  €
Did you receive any social welfare payment in 2016 other than child benefit? If YES, list the name of the payment(s) and enter the total gross amount received from 1/1/2016 to 31/12/2016.	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €
Did you receive a payment from any other government department or state agency e.g. HSE, local authority, etc. in 2016? If YES, list the name of the payment(s) and enter the total gross amount received from 1/1/16 to 31/12/16.	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of payment:  €
Were you self-employed or engaged in farming in 2015? If YES, enter the adjusted profit or loss for income tax purposes for the 2015 tax year.	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 <input type="checkbox"/>  €
Did you have rental income from any of your land or properties in Ireland or abroad in 2015? If YES, enter the adjusted profit or loss for income tax purposes for the 2015 tax year.	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 <input type="checkbox"/>  €
Were you a proprietary director or shareholder of a limited company in 2016?	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 <input type="checkbox"/>
Did you receive a pension other than a Social Welfare State Pension in 2016? If YES, enter the total gross amount.	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 <input type="checkbox"/>  €

<p>Did you have any income in 2016 from savings, deposit accounts or investments? If YES, enter the total gross amount.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you have any income in 2016 from a maintenance agreement? If YES, enter the gross amount.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you receive a lump sum payment during 2016 from retirement or redundancy? If yes enter the total gross amount received and the number of relevant years worked.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p> <p>Years:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p> <p>Years:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p> <p>Years:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p> <p>Years:</p>
<p>Did you have any income in 2016 from disposals of assets or rights? If YES, you must attach a Disposal of Assets and Rights Table and enter the profit or loss for tax purposes opposite.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you receive any gifts or inheritances in 2016? If YES, you must attach a Gifts and Inheritance Table and enter the net value.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you receive any other income in 2016 from any sources not mentioned above? If yes, please provide a description and enter total gross amount received.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you make a legally enforceable maintenance payment in 2016 following separation or divorce? If yes, please provide enter the total gross amount paid.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you make any pension contributions in 2016? If yes, please enter total gross amount paid.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>€</p>
<p>Did you have a permanent change in circumstances in relation to reckonable income since 2016?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**You are not required to submit evidence of financial means etc. at this stage; however you will be required to submit this evidence if you are shortlisted (and before interview) and it will be checked against the information given in this application. You must answer 'yes' or 'no' to each question on pages 5 and 6; failure to do so will mean that your application will be considered incomplete. You must also enter the amount of income / payment received in each applicable category on pages 5 & 6 – if you do not provide amounts, it will not be possible to ascertain whether or not your family income is within the €35,000 limit and your application will not be processed.**

I confirm that the information given by me from page 2 through to page 6 (inclusive) of this application form is true and accurate:

Signed:

Date:

**REMINDER TO ALL APPLICANTS:**

**PHOTOGRAPH – APPLICATIONS WITHOUT A PHOTOGRAPH ATTACHED TO PAGE 2 WILL NOT BE PROCESSED.**

**CAO APPLICATION – EVIDENCE OF APPLICATION TO THE CAO FOR A PROGRAMME(S) AT DKIT MUST BE ATTACHED TO THIS FORM. This evidence must clearly show your name, your CAO number and one or more programme codes listed for Dundalk IT.**

**APPLICATIONS THAT ARE NOT SIGNED AND DATED BY THE APPLICANT (see above) WILL NOT BE PROCESSED.**

## ACADEMIC REFERENCE

This reference is to be completed by the applicant's School / Institute Principal, Guidance Counsellor, Head Teacher or other member of teaching staff. The person acting as referee for the applicant should not be a relative of the applicant.

Please return this reference to: *DkIT Access Scholarship Applications, Student Services Office, Dundalk Institute of Technology, Dundalk, Co. Louth* to be received by the deadline of noon on Friday 7<sup>th</sup> April.

Name of Applicant: \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How would you describe the applicant's attendance record?

Excellent

Good

Fair

Poor

If less than excellent, please indicate if there are reasons outside of the applicant's control for less than excellent attendance:

Referees' Signature:

What is your assessment of the applicant's academic ability? Please provide an outline of the applicant's academic record to date as well as an indication of the applicant's potential to obtain a place at third level?

Please comment on the applicant's motivation, including preparation for third level e.g. researching programme choices.

Please outline non-academic considerations which you believe should be taken into account when assessing this application. This may include family background, challenges, achievements, etc.



## NON-ACADEMIC REFERENCE

This reference should be completed by someone who is not involved in the teaching of the applicant. Suggested non-academic referees include those who know the applicant through volunteering, sporting, civic or employment activities.

Please return this reference to: ***DkIT Access Scholarship Applications, Student Services Office, Dundalk Institute of Technology, Dundalk, Co. Louth to be received by the deadline of noon on Friday 7<sup>th</sup> April.***

Name of Applicant: \_\_\_\_\_

What is your relationship\* to the applicant? \_\_\_\_\_

(\*Relatives of the applicant are not acceptable referees.)

How long have you known the applicant? \_\_\_\_\_

Contact details of the Referee (preferably organisational / professional contact details):

Please comment on the applicant's ability to manage responsibilities and cope under pressure (citing examples of same):

Why do you believe this applicant would be a deserving recipient of the DkIT Access Scholarship?

Referee's Signature: