



University College Dublin
University for All



Young Adult Application Guide 2024/25

Young Adult: Aged 21 years or younger on Jan 1st 2024

UCD Access & Lifelong Learning, Level 1, James Joyce
Building, Belfield, Dublin 04 V1W8

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[Privacy Statement](#) - click for details.



What is the Access to AHSSL Programme?



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Access to Arts, Humanities, Social Sciences & Law Programme is a one-year, part-time course designed to prepare learners, who may not have formal qualifications, for successful study at university. It is the oldest access course in Ireland.

It is a Special Purpose Award (Level 6) which equips you with the skills and confidence required to take the next step to selected degree courses at UCD.

The AHSSL programme is

- student-centred
- offers you support and guidance throughout your Access year

You will experience a range of teaching approaches including

- group work
- case studies
- reviews
- in-class discussions

In supportive large and small group settings.

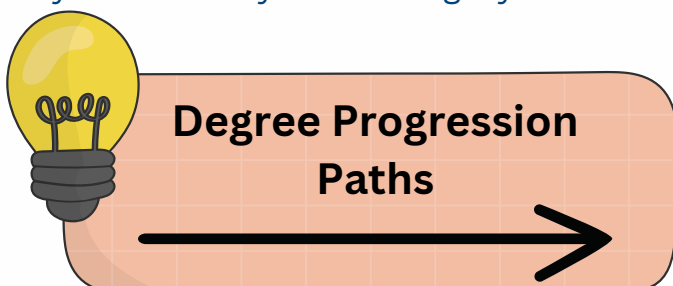
A variety of assessment methods are used including reflective journals, presentations, essays and exams to help you discover your learning style.



Students who achieve a **Grade Point Average (GPA) of 2.6** or more can apply for a guaranteed minimum number of places on the following degree programmes in UCD.

- [BA Arts \(CAO number DN520\)](#)
- [BA Humanities \(CAO number DN530\)](#)
- [BSc Social Sciences \(CAO number DN700\)](#)
- [BSocSc Social Policy and Sociology \(CAO number DN750\)](#)
- [BCL Law \(CAO number DN600\)](#)
- [BSc Criminology with Psychology \(CAO Number DN620\)](#)

For more detailed information on the course content and structure, please refer to the [AHSSL webpage](#).



Who should apply?



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Access Criteria

You must satisfy three of the following criteria:

- You have attended a [DEIS post primary school](#) for at least two years.
- Your household income in 2023 must be on or below €55,924.
- You or your family are in receipt of a medical card/ GP visit card that was in date on 31 December 2023
- Your family received a means tested payment from the Department of Social Protection for at least 26 weeks in 2023 (Outlined in Appendix I).
- You live in an area of urban or rural disadvantage. To meet this indicator your address must be in an area classified as disadvantaged, very disadvantaged or extremely disadvantaged.
- Your parents have not gone to college.

OR

Provide proof that you are eligible for HEAR (Higher Education Access Route) for the 2023 or 2024 academic year.

This programme is for applicants who have experienced socio-economic disadvantage and/or educational disadvantage. Each candidate is screened at the short-listing stage to determine eligibility for the programme.

IMPORTANT!

AGE REQUIREMENT

- If you are 21 years of age or under on 1st January 2024 – you follow this guidebook and complete this [online application form](#) as well as the [Access Eligibility Form](#).
- If you were 22 or over on January 1st 2024 – please complete the application form available on the [AHSSL webpage](#).

Who should apply Cont'd?



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Access Priority Groups

In addition to the above, special consideration is given to those who are in the [National Access Plan 2022-28 Priority Groups](#), below is a list:

- You are a member of the Traveller Community
- You are a member of the Roma Community
- You are a lone/teen parent
- You may have experienced domestic violence
- You are a migrant, international protection applicant, refugee or ethnic minority group
- You are or have experienced homelessness
- You are/were in the care of the State/TUSLA (The Child & Family Agency)
- You are a carer for a member of your family
- You have a disability
- You have experience of the criminal justice system

Academic

There are no standard educational requirements, such as the Leaving Certificate, but you must meet the following criteria:

- Be able to demonstrate a desire to pursue third level programmes and a level of learning ability suitable to do so.
- Demonstrate an ability to communicate effectively in English at a level suitable to commencing the programme.
- Candidates who already hold a higher education qualification will be considered ineligible.



Application Process



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How do I apply

You must apply online. You can apply using the link below:

- [UCD Access to AHSSL Application Form](#)
- [Access Eligibility Form](#) - needs to be completed by applicants who are 21 or under on Jan 1st, 2024.

If you are unsure if you should apply or want to check if you are eligible for the course, please review page 2 & 3. You can also talk to a member of the UCD Access & Lifelong Learning Team – all@ucd.ie / (01) 716 7123

What is the closing date?

- Applications will close late Aug/Early Sept 2024.

Do I have to complete my application all in one go?

- The Access Eligibility Form must be completed in one sitting but supporting documents can follow.
- The Programme Application form can be saved and submitted at a later date.

What do I include in my personal statement?

- Explain why you want to do the AHSSL programme and what you hope to achieve by completing it.
- Mention what appeals to you about the course and how you think it could benefit you.
- Explain how your life and work experience to date has led you to this course.

It does not have to be too long. You can write your statement of interest outside the form and save this separately. Once finished, you can copy and paste this into the online form.

How do I know what to include in my application?

You must do the following:

- Complete all relevant sections of the [Programme Application Form](#) and the [Access Eligibility Form](#).
- Upload supporting documents with your application form.

If you need help with supporting documents:

Email:
therese.fitzgerald@ucd.ie

Supporting Documents



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How do I know what to include in my application cont'd?

Medical Card

- If you / your parent(s)/guardian(s) have a HSE Medical Card/ GP Visit Card that is in date as of 31st December 2023 you must fill in the Medical Card/GP Visit Card Form
- You must complete Part 1 of the Medical/ GP Visit Card Form. Then ask your local HSE Office that issued you/your Parent(s)/Guardian(s) card to complete and stamp Part 2 of the same form.
- The Medical Card/ GP Visit Card Form must be uploaded to your application

It is your responsibility to ensure this form has been completed correctly by the HSE officials.

Social Welfare

If your parent/guardian receives Social Welfare Payments:

- You will need to submit the Social Welfare Form.
- Once you complete Part 1, your parents/guardians will need to bring or post the form to their Local DEASP /Intreo Centre and a representative from the Department of Employment Affairs and Social Protection (DSPA) must complete the rest of the Social Welfare Form.
- The completed Social Welfare Form must be uploaded to your application.

If you are in the care of the state/TUSLA (The Child and Family Agency) or if you were previously in the care of the state/HSE?

- If you are in the care of the state/TUSLA (The Child and Family Agency) or if you were previously in the care of the state/HSE please contact UCD Access & Lifelong Learning for further information on supporting documentation and support with the form (Therese Fitzgerald – therese.fitzgerald@ucd.ie).

Financial Documents

What financial documents do I need?

Your parents/guardians may not automatically receive a Statement of Liability for 2023, this provides a breakdown of total household income from all sources. They may need to apply for this online or by contacting their local Revenue Office. Please check www.revenue.ie. Sample images of the required documents can be found in Appendix II.

Type of Income	Documents Required	How do I get the required documents?
My parent/guardian was in paid employment in 2023 on a full, part time or temporary basis	Statement of Liability for 2023 from Revenue Commissioners. A Statement of Liability provides a breakdown of total household income from all sources.	www.revenue.ie
My parent/guardian was self-employed, engaged in farming, or receiving rent from rental properties in 2023.	Self-Assessment – Chapter 4 for 2022 from Revenue Commissioners or Tax Exemption Letter	www.revenue.ie
My parent/guardian received social welfare payments in 2023, other than child benefit.	See page 5 above	Department of Employment Affairs and Social Protection (DEASP) Form or DEASP Statement for 2023. Local DEASP Intreo Office details: https://services.mywelfare.ie/
My parent(s)/guardian(s) retired in 2023	Retirement lump sum letter from employer and/or Statement of Liability for 2023 /Self-Assessment – Chapter 4 for 2022 and/or DEASP Form for 2023 signed and stamped.	Contact last employer or body administering pension www.revenue.ie DEASP Intreo Office

Frequently asked Questions



What if I have applied to HEAR, do I still need to include supporting documents with my application?

- If you are applying for HEAR and the UCD Access to AHSSL Course you should submit supporting documents (HEAR Social Welfare form, Statement of Liability for 2023 etc) directly to the CAO.
- In such circumstances, it is not necessary to upload the documents to the form for this programme.

Please remember to tick that you have applied to HEAR in the application form. You will also need to forward your HEAR eligibility email from HEAR/CAO as soon as you receive it.

What do I do with my supporting documents once they are completed?

- Once you have all your documents fully completed, stamped and signed by the relevant office, you need to create an electronic copy of the document to upload to your application form.

How do I get electronic copies of my documents?

If you have a hard copy or print out of the document (such as Social Welfare Form or Medical Card/GP Visit Card Form or Letter from the HSE) you can create an electronic copy in some of the following ways:

- Scan the document and save the file. Scanners may be available to you in your school, at a local library or in a copy centre.
- Take an image of the document and save the file.
- Revenue will provide documents such as the Statement of Liability form etc. in electronic format.

Please retain all of your original hard copy documents as you may be asked to produce these to verify your application.

How do I upload documents to my application?

- Uploading documents to your application form is the same as adding attachments to an e-mail. You simply follow the instructions on the application form and attach the relevant file from your computer. This will add the document to your application
- You can only upload one document in each section.



FAQs Cont'd

What if I am not sure what financial documents to include?

- If you are still not sure, please contact UCD Access & Lifelong Learning all@ucd.ie or therese.fitzgerald@ucd.ie

What if I can't access the forms to apply?

- If you have any problems, please contact UCD Access & Lifelong Learning all@ucd.ie or therese.fitzgerald@ucd.ie

What if I still have questions about my application?

- You could talk to your guidance counsellor who can help you with your application or you can contact UCD Access & Lifelong Learning all@ucd.ie or therese.fitzgerald@ucd.ie



Appendix I



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List of Social Protection Payments

The most common means-tested social assistance payments are:

- Carer's Allowance
- Disability Allowance
- Working Family Payment (WFP) (formerly know as Family Income Support, FIS)
- Jobseeker's Allowance (JA)
- One-Parent Family Payment (OFP)
- State Pension (Non-Contributory)

Other acceptable means-tested social assistance payments are:

- Back to Work Enterprise Allowance – Self-employed year 2-4
- Back to Work PAYE work
- Deserted Wife's Allowance
- Guardian's Payment (Non-Contributory)
- Jobseeker's Transitional Payment
- Part-Time Job Incentive Scheme
- Pre-Retirement Allowance (PRETA)
- Prisoner's Wife Allowance
- Blind Pension
- Rent Allowance
- Supplementary Welfare Allowance (SWA)²
- Widow's or Widower's (Non-Contributory) Pension

Appendix II



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Images of Acceptable Financial Documents

In all correspondence please quote:
 PPS No. 11032022
 Notice No. 11032022

23rd Jan 2022

PAYEE STATEMENT OF LIABILITY FOR THE TAX YEAR 2022

PAYEE STATEMENT		€
Income	(See Panel 1 overleaf for a breakdown)	31,800.00
Less: Deductions	(See Panel 2 overleaf for a breakdown)	0.00
Taxable Income		31,800.00
Charged as follows	€ 20,000.00 @ 55% =	11,000.00
Tax Code		0.00
PLU	(See Panel 3 overleaf for a breakdown)	0.00
Class Tax Payment	(See Panel 4 overleaf for a breakdown)	0.00
Less: Tax Credits	(See Panel 5 overleaf for a breakdown)	0.00
Taxes Deducted	(See Panel 6 overleaf for a breakdown)	0.00
Adjustments	(See Panel 7A overleaf for a breakdown)	0.00
PAYE Result		0.00

Income Chargeable to USC (see panels 8 and 9 overleaf for a breakdown)

Category	Rate	Amount
SELF	12.00% @ 4.2% =	1,272.00
Other	10.00% @ 4.2% =	1,332.00
USC Result		2,604.00

Treatment of Result

The underpayment will not be collected at this time.

Notice

I, the district manager, give notice that I have decided that this statement shall be treated in all respects as if it were an assessment to be used in law.

What if you do not agree with the result on this PAYE/USC Statement of Liability?

If you do not agree that the result affects your income or your credits for tax credits, allowances or reliefs for the tax year, you may contact me through my online self-assessment or email service or by writing to the phone number or address shown above. We will confirm 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 the 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, sets out the procedure for 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.

Sample Statement of Liability 2022

In all correspondence please quote:
 District: 001
 Unit: 010
 PPS No. 11032022
 Notice No. 11032022

Dublin Region
 City Centre/Leigh City Business Taxes District
 8150 Lippitt Street St
 Dublin 1

Employee: 11032022

Self Assessment - Chapter 4 of Part 41A TCA 1997
Income Tax for the year ending 31/12/2022

Dear Sir/Madam

I acknowledge receipt of your income tax return and self assessment for the year ending 31/12/2022. 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 spouse	€ 0.00
Amount of USC chargeable for this period for self	€ 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. 108A because of:	€ 0.00
• late filing of this return	€ 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	€ 0.00

This balance of tax should be paid on or before 31 Oct 2022.

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. 11032022
 Date: 01/01/2022 to 31/12/2022
 Where Euro only - DO NOT ENTER CENT

Sample Self-Assessment Letter Chapter 4 for 2022

In all correspondence please quote:
 District: 001
 Unit: 010
 PPS No. 11032022
 Notice No. 11032022

Dublin Region
 City Centre/Leigh City Business Taxes District
 8150 Lippitt Street St
 Dublin 1

Employee: 11032022
 Page: 1 of 4

NOTICE OF ASSESSMENT
Chapter 4 of Part 41A Taxes Consolidation Act 1997
Income Tax for the year ending 31 December 2022

Dear Sir/Madam,

I hereby give notice that:

- in accordance with section 359U 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 2022;
- the amounts included in the self assessment are based on information and particulars specified in your tax return for the year ending 31 December 2022 and are set out in the following pages of this notice.

Section 353 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 359D2 provides that no appeal may be made against a self assessment made under section 359U. Also, section 359A 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	2022
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. 11032022
 Date: 01/01/2022 to 31/12/2022
 Where Euro only - DO NOT ENTER CENT

Sample Notice of Assessment (Chapter 4) for 2022

In all correspondence please quote:
 District: 001
 Unit: 010
 PPS No. 11032022
 Notice No. 11032022

Dublin Region
 City Centre/Leigh City Business Taxes District
 8150 Lippitt Street St
 Dublin 1

Employee: 11032022
 Page: 1 of 4

NOTICE OF AMENDED ASSESSMENT
Chapter 5 of Part 41A Taxes Consolidation Act 1997
Income Tax for the year ending 31 December 2022

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 2022 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 dm@rcs.ie after the date of this notice.

Before giving notice of appeal, a chargeable person must, within the time for bringing an 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 appeal is agreed together with the grounds, in detail, of the appeal as respects each such amount or matter.

Section 353 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	2022
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. 11032022
 Date: 01/01/2022 to 31/12/2022
 Where Euro only - DO NOT ENTER CENT

Sample Notice of Amended Assessment (Chapter 5) for 2022

Contact Us

UCD Access & Lifelong Learning

Email: all@ucd.ie

Phone: +353 (1) 716 7123



UCD Access and lifelong Learning,
Level One, James Joyce Building
UCD, Belfield
Dublin 04 V1W8

01 716 7123

all@ucd.ie

<https://www.ucd.ie/all/>

ACCESS STUDENT TESTIMONIALS

"The access course was a perfect introduction for me to the academic world, after being away from formal education for so long. Doing the different modules equipped me with an academic foundation in a supportive environment and demonstrated the potential I have which I probably didn't think I possessed. It has provided me with the confidence and self-assurance to pursue a full-time degree and the diverse modules sharpened my focus on which degree would suit my interests best."



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For Further Information: Email: all@ucd.ie