

## Your application = your responsibility

**Central  
Applications  
Office**  
(CAO)  
[www.cao.ie](http://www.cao.ie)

### Application dates and Fees

- 20<sup>th</sup> January = €25.00
- 1<sup>st</sup> February = €40.00

### CAO application number

- essential in communicating with CAO – keep safely

### Restricted application courses

- must be applied for by February 1st
- listed by colleges in handbook as *restricted* – art, drama, music, Church of Ireland College of Education, Rathmines and medical courses

### DARE

Supporting applicants with disability e.g. Dyslexia, ongoing medical illness – SIF application must be completed with supporting documentation - [www.accesscollege.ie](http://www.accesscollege.ie)

### HEAR

Supporting applicants with financial difficulties (pg.8)

[www.accesscollege.ie](http://www.accesscollege.ie) [www.studentfinance.ie](http://www.studentfinance.ie) [www.susi.ie](http://www.susi.ie)

### Order of Preference

Essential to fill in course choices (10 choices L8 and 10 choices L6/7) in order of preference as applicant will be offered the course highest on their list that they have the points for. Courses applied for lower than the offer are deleted from the application and cannot be selected

### Statement of application record

Sent to all applicants by early May; **your** responsibility to ensure all information is correct

### Not studying Irish

Applicants must check CAO statement and follow instructions regarding informing NUI exemption procedure

### Change of mind

May 5<sup>th</sup> – July 1<sup>st</sup> – **no fee, no penalty**; check application for amendments

### Late sanction courses

Change of mind or direct application to college

### Leaving Cert Results and offer of places

#### Mid - August - First round offers

Five working days after Leaving Cert results (approx) CAO offers places on a supply and demand basis – the more applicants for a course with a limited number of places, the higher the points.

#### August/September - Second round offers

To fill any remaining places. Offers made to **all** applicants who now have points for courses **higher up** their list of course preferences

### Deferral

Check **now** with college about conditions under which deferral might be granted. No common policy regarding deferral. IADT Dun Laoghaire will not consider deferral and UL for LM101. On receipt of offer contact the **college** concerned immediately; decision made within ten days. Applicants obtaining a deferral must re-apply the following year for the deferred course only and are guaranteed a place on the course. (Pg 5)

### Accepting an offer

Ten days to decide to accept a course (on-line or postal) or reject (do nothing); accepting a course does not mean you cannot be offered a course higher on your application if you become eligible in later rounds.

**If you fail to deal with an offer properly and on time you may lose the place**

## CAO 2015 - Important Dates

# Central Applications Office

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- January 20<sup>th</sup>:** Early online closing date at 5.15pm
- February 1<sup>st</sup>:** Normal closing date at 5.15pm
- March/April:** Most 'restricted' course interviews/tests
- March 1<sup>st</sup>:** Closing date for completion of HEAR/DARE forms at 5.15pm
- April 1<sup>st</sup>:** Closing date for completion of supporting documentation for HEAR/DARE forms at 5.15pm
- Before end May:** Statement of application sent to all applicants – **CHECK.....SAVE**
- May 1<sup>st</sup>:** Closing date for late applications at 5.15pm
- May 5<sup>th</sup>:** Change of mind facility opens – free of charge
- June:** Leaving Certificate begins
- July 1<sup>st</sup>:** CAO closing date at 5.15pm
- Mid - August:** Leaving Cert results
- August 17<sup>th</sup>:** Expected date for Round 1 offers
- August 24<sup>th</sup>:** Expected closing date for acceptances of Round 1 at 5.15pm
- August 26<sup>th</sup>:** Expected date acceptance of Round 1 offers
- August 28<sup>th</sup>:** Expected date for Round 2 offers
- Early September:** Registration
- September 2<sup>nd</sup>:** Expected closing date for Round 2 acceptances
- Early October:** Results of Leaving Cert appeals released
- October 14<sup>th</sup>:** CAO 2015 closes

### Contact with CAO:

Use the email '**contact us**' form on the website [www.cao.ie](http://www.cao.ie)