



Application Process

The first step for anyone interested in attending the Institute is to get a copy of the Prospectus. This booklet is available from the Admissions Office and lists all the full-time courses available at the Institute. It also tells you how to apply for a course.

Most of our full-time first year courses are offered through the **CAO** - the Central Applications Office. The purpose of the Central Applications Office is to process centrally applications for admission to the first year of undergraduate* courses in institutions within the Republic of Ireland and to deal with them in an efficient and fair manner. Application forms are available from:

The Central Applications Office, Tower House, Eglinton Street, Galway

Tel 091 509800 **Fax** 091 562344 **Web** www.cao.ie

Application dates are as follows ...

EU applications	1st February (5.15pm)	<i>(On time applications are dealt with before late applications are considered).</i>
Non-EU applications	15th December (5.15pm)	
All late applications**	1st May (5.15pm)	

CAO application fees for 2007

	Paper	Online: www.cao.ie
EU application fee	€45.00	€35.00
EU application (<i>late fee</i>)	€90.00	€70.00

In order to be considered as a mature student you must be aged 23 or over on the 1st January of the year of entry. You must then indicate on your CAO application form that you wish to be considered as a mature student. For applications received by 1st February from mature students, the Institute invites these applicants to an interview in May. These interviews are very brief and offer the applicants the opportunity to demonstrate their suitability for the courses of their choice.

The interview places particular importance on the following:

- Awareness of demands of full-time study
- Preparation for third level course
- Preparatory courses and related courses of study
- Career goals
- Any special experience/training
- Motivation/self confidence/communication skills

* A person who is studying for a course up to degree level for the first time.

** Late applications are not accepted for mature code nursing courses. Applications submitted under the mature category must be received by 1st February.

Late applications are considered after the on-time applications process is complete, usually in early September. Interviews may only be arranged for courses with vacant places at that time. Applicants are strongly advised to apply by the 1st February. Late applications are not accepted for mature code nursing courses.

NOTE: All tests and interviews for mature students applying to study Nursing are carried out by An Bord Altranais and not the Institute of Technology, Tralee. Contact An Bord Altranais for further details and information booklet.

Tel: 01 6398500 Fax: 01 6398577 Email: ncc@nursingboard.ie

Application forms for Fáilte Ireland courses are available from:

Fáilte Ireland, Amiens Street, Dublin 1. Tel: 01 884 7700

Fees

There are two main types of fee - *Tuition Fee* and *Student Services Fee*. Non-EU applicants should contact the Admissions Office for fee details.

1. TUITION FEE

The tuition fee is a fee paid by the student to attend classes within the Institute.

The Free Fees Initiative

Under this initiative, the Exchequer meets the tuition fees of eligible students who are attending approved third-level courses on a full-time basis.

Am I eligible?

Eligible students are third-level students who are:

- pursuing a course on a full-time basis and are
- first-time undergraduates and
- hold E.U. nationality or official refugee status and
- have been ordinarily resident in an E.U. Member State for at least three of the five years preceding their entry to an approved third-level course.

Where fees are due, these fees may vary depending on the course, level of course and subjects taken.

2. STUDENT SERVICES FEE

The Student Services Fee is the charge payable by students towards the cost of registration, examination and student services. This fee is reimbursed to students in receipt of a maintenance grant (*see page 11 of this booklet*).

Student Services Fee 2006 - €800

The Student Services Fee is set down by the Department of Education and Science and is subject to change each July.