

Policy: *Learner Admission, Progression and Recognition Policy* **Owner:** Office of the Registrar

Date Approved: 23 October 2024



Admission Guidelines and Procedures for Applicants with Disabilities, Learning Differences and Long-Term Health Conditions

Carlow College, St. Patrick's (hereafter Carlow College) welcomes applications from learners with a disability, learning difference and / or long-term health condition. Our robust policy framework and guidelines for accessing supports can be found in the Carlow College [Learner Disability Policy](#).

CAO Applications

Applications must be made through the Central Applications Office (CAO) (Tower House, Eglinton Street, Galway). Application forms are available from the CAO directly or online at www.cao.ie. Applicants must achieve at least the minimum entry requirements for the programme they have applied to.

Carlow College does not operate a Disability Access Route to Education (DARE) or any other supplementary admission route. However, applicants are encouraged to disclose information on their particular needs through the CAO application process. Following a disclosure through the CAO, applicants will be contacted by the Academic Resource Office in early April with further information on the Disability Service and the types of supports available. Late / change of mind applicants will be contacted in June / July.

Applicants are encouraged to contact the Academic Resource Office at any time during the application process to discuss their specific support needs.

Applications from mature learners are considered on the basis of an application form and interview; some programmes require a written assessment (see [Admission Guidelines and Procedures for Mature Applicants](#)). Where an applicant with a disability, learning difference and / or long-term health condition requires an accommodation to the interview / assessment process, this must be indicated on the application form prior to the interview / assessment process.

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Applicants who do not wish to disclose a disability, learning difference and / or long-term health condition on their CAO application form, may do so at any time during their programme of study by contacting the Academic Resource Office.

Non-CAO Applications

Applicants with a disability, learning difference and / or long-term health condition, who apply directly to the College (e.g. Advanced Entry, Non-EU, Postgraduate, etc.), are encouraged to disclose their specific needs on the relevant application form. Following a disclosure on the application form, applicants will be contacted with further information on the Disability Service and the types of supports available.

Applicants who do not wish to disclose a disability, learning difference and / or long-term health condition may do so at any time during their programme of study by contacting the Academic Resource Office.

All Applications

While every attempt is made to provide reasonable accommodation for learners with physical disabilities, Carlow College is a protected structure with limits imposed on the structural modifications that can be made. As all areas cannot be universally accessed, applicants with restricted mobility are strongly advised to visit the College to explore its suitability for individual learning needs.

Further information is available on our website www.carlowcollege.ie and in our prospectus.

Appeals Procedures

For the College's documented procedures governing decisions pertaining to admissions, please see the [Appeals Procedures for Admissions Decision](#) (Appendix 10).