

**Centre for Adult Learning and Professional Development**

**FEES SCHOLARSHIP FORM 2016-2017**

Closing Date for application to this programme is: **5pm - Friday 16th September, 2016.**

**There are two steps in this Application Process:**

1. Complete the **Application Form** (page 1).
2. Scan or post the **Relevant Supporting Documentation** (page 2) and email it (with the application form) to the appropriate **Programme Administrator** (page 3).

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| **Application Form** *(Please answer ALL questions)* | | |
| **1.** | **Surname (as per programme application form):** | |
| **2.** | **First Name(s)(as per programme application form):** | |
| **3.** | **Date of Birth:** DD/MM/YYYY | |
| **4.** | **Address for Correspondence:** | |
| **5.** | **Country of Birth:** | |
| **6.** | **Nationality:** | |
| **7.** | **PPS Number:** | |
| **8.** | **Telephone (Mobile):** | **Telephone (Landline):** |
| **9.** | **Email Address:** | |
| **10.** | **Are you currently in receipt of:**  **Please note the Start date:** DD/MM/YYYY | |
| **11.** | **Have you applied for or are you in receipt of any other source of funding for this programme?**  **Yes**  **No**  **If YES Please give details:** | |
| **Programme of Application:**  *Please indicate which programme you have applied for at NUI Galway in 2016/2017.*  **Programme Title:**  **Year of Programme:** Year       (i.e. Year 1, 2)  **Programme Fees:**       euros | | |

**Details of Unemployment Status from Department of Social Protection**

This scheme is designed for students who have recently become unemployed or on reduced working hours, and wish to update their skills and knowledge by participating in a part-time adult education programme under the fees scholarship scheme.

**Scholarships will constitute a 30% contribution towards programme fees for first time entrants.**

**How do I qualify?**

1. Students must initially meet the minimum entry requirements for their chosen course. Check with the programme co-ordinator for information on eligibility criteria.
2. Students must be registered as unemployed and/or in-receipt of one of the following payments.
3. Job-seekers Benefit
4. Job-seekers Allowance
5. One-parent family allowance
6. Disability allowance
7. Community Employment Scheme
8. or signing for social insurance contribution credits

**Applicants must provide a statement from their local Social Welfare Office confirming receipt of the above payments to justify financial support from the University for this scheme.** Candidates not meeting the above criteria, but who have recently become unemployed, may also apply. Such candidates will be required to furnish evidence of their unemployment status and will be dealt with on a case-by-case basis.

Applicants should note that all information received will be used for the purposes of selection of students for the Fees Scholarship Scheme only. Under no circumstances will it be disclosed to any other agency or body.

***Please note:***

1. Candidates are advised to contact their local Department of Social Protection Office to establish whether receipt of this scholarship would impact upon their entitlements under the Supplementary Welfare Allowances Scheme (i.e. rent or mortgage supplement or medical card etc).
2. Applications must be made on an annual basis.
3. Should an applicant’s circumstances of employment change during the course of the programme, their eligibility for the scheme will be reviewed.

The above Supporting Documentation is required to supplement your application form and should be scanned and emailed to the Programme Adminstrator. Alternatively, you may post this information to the address provided.

**PLEASE SEE FULL LIST OF PROGRAMME ADMINISTRATORS AND ADDRESS ON THE NEXT PAGE.**

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| **Programme** | **Programme Administrator** |
| **Adult Learning and Development** (Masters) | [tara.prendeville@nuigalway.ie](mailto:tara.prendeville@nuigalway.ie) |
| **Advanced Trainer Skills** (Certificate) | [berna.morgan@nuigalway.ie](mailto:berna.morgan@nuigalway.ie) |
| **Archaeology** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Automation and Control** (Diploma) | [niamh.mchugh@nuigalway.ie](mailto:niamh.mchugh@nuigalway.ie) |
| **Community and Family Studies** (Degree) | [eimear.forde@nuigalway.ie](mailto:eimear.forde@nuigalway.ie) |
| **Community Development Practice** (Diploma) | [gail.cassidy@nuigalway.ie](mailto:gail.cassidy@nuigalway.ie) |
| **Early Childhood Studies and Practice** (Degree) | [edel.cassidy@nuigalway.ie](mailto:edel.cassidy@nuigalway.ie) |
| **Early Childhood Studies and Practice** (Masters) | [edel.cassidy@nuigalway.ie](mailto:edel.cassidy@nuigalway.ie) |
| **Employee Assistance and Social Support** (Diploma) | [pauline.dillon@nuigalway.ie](mailto:pauline.dillon@nuigalway.ie) |
| **English Literature and Drama** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Environmental Sustainability** (Specialist Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Form and Function of the Human Body** (Specialist Diploma) | [niamh.mchugh@nuigalway.ie](mailto:niamh.mchugh@nuigalway.ie) |
| **Further Education** (Professional Diploma) | [edel.molloy@nuigalway.ie](mailto:edel.molloy@nuigalway.ie) |
| **French** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Geology** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **German** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Irish Studies** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Humanities and Social Sciences (**Degree) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Italian** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Lean and Quality Systems** (Specialist Diploma) | [niamh.mchugh@nuigalway.ie](mailto:niamh.mchugh@nuigalway.ie) |
| **Leadership Development** (Postgraduate Diploma) | [edel.molloy@nuigalway.ie](mailto:edel.molloy@nuigalway.ie) |
| **Marketing** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Medical Device Science** (Specialist Diploma) | [niamh.mchugh@nuigalway.ie](mailto:niamh.mchugh@nuigalway.ie) |
| **Psychology of Counselling** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Science and Technology** (Diploma/Degree) | [niamh.mchugh@nuigalway.ie](mailto:niamh.mchugh@nuigalway.ie) |
| **Skills for Professional Development** (Foundation Diploma) | [berna.morgan@nuigalway.ie](mailto:berna.morgan@nuigalway.ie) |
| **Spanish** (Diploma) | [catherine.geraghty@nuigalway.ie](mailto:maria.mchugh@nuigalway.ie) |
| **Training and Education** (Foundation Diploma) | [berna.morgan@nuigalway.ie](mailto:berna.morgan@nuigalway.ie) |
| **Training and Education** (Degree) | [edel.molloy@nuigalway.ie](mailto:edel.molloy@nuigalway.ie) |
| **Technology Management** (Masters) | [aisling.monahan@nuigalway.ie](mailto:aisling.monahan@nuigalway.ie) |
| **Technology Commercialisation** (Postgraduate Diploma) | [aisling.monahan@nuigalway.ie](mailto:aisling.monahan@nuigalway.ie) |
| **Innovation Management** (Postgraduate Diploma) | [aisling.monahan@nuigalway.ie](mailto:aisling.monahan@nuigalway.ie) |
| **Software Engineering and Database Technologies** (Masters) | [aisling.monahan@nuigalway.ie](mailto:aisling.monahan@nuigalway.ie) |
| **Software Engineering** (Diploma) | [aisling.monahan@nuigalway.ie](mailto:aisling.monahan@nuigalway.ie) |
| **Youthwork Practice** (Certificate) | [gail.cassidy@nuigalway.ie](mailto:gail.cassidy@nuigalway.ie) |

**POSTAL ADDRESS:** Centre for Adult Learning and Professional Development, NUI Galway, Nuns’ Island, Galway (Please mark your application for the attention of the Programme Administrator listed above).

**Please ensure the supporting documents are forwarded as soon as possible after submitting your application form. Please check that you have answered all questions.**

*Best of luck with your application.*