



# Co. Carlow Adult Educational Guidance & Information Service

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## CAO OFFER OF PLACES

2018

*(Reminder: You can change the order of preference of the courses on your application, if your notification is received by CAO before 5:15pm, July 1<sup>st</sup>)*

### Two early offer rounds for mature students – July (Round A) and August (Round Zero)

1. Some offers for mature students will be posted on Wednesday, 4<sup>th</sup> July, 2018 and will appear on the CAO website from 6am on **Thursday, 5<sup>th</sup> July.**
2. Some offers for applicants who are mature or presenting QQI FET/ FETAC awards for consideration for entry to certain courses will be posted on Wednesday, 1<sup>st</sup> August, these offers will appear on the CAO website from 6am on **Thursday, 2<sup>nd</sup> August 2017.**
3. You may view and accept offers online at [www.cao.ie](http://www.cao.ie).

### Later offer rounds for standard applicants – August (Round One)

1. Monday, August 20<sup>th</sup> to arrive by post and be available online on that date. (Reply date 24<sup>th</sup> August)

### Important Notes:

- You must be available at the above offer rounds (or have somebody who will do this on your behalf) to accept any offers that may be made to you.
- Please read and follow the offer acceptance instructions from CAO that will accompany your offer notice, very carefully.
- If you are checking online to see if you have received an offer, you will need to have your CAO number, date of birth and password ready.
- You can accept your offer **either** online **or** by post.  
**Do not accept online and also by post.**
  - If you are accepting your offer by post make sure you receive a certificate of postage from the Post Office (this is your proof that you posted your acceptance) or ask them to stamp the inside back page of your CAO handbook
  - If you accept your offer by post and wish to receive confirmation of your acceptance from CAO, you must include a self-addressed and stamped postcard.
  - If you accept your offer online, you will also receive an acknowledgment email and you can check that your acceptance has been recorded online at [www.cao.ie](http://www.cao.ie), via the My Application facility.

- It is always advisable to treat your first round offer as the only one that you may get and respond accordingly.
- You must reply to CAO and not to the college. CAO will then notify the college of your acceptance/ non acceptance
- If you do not want to accept any of your course offers through CAO, simply do nothing.
- Because of the large numbers involved it will not be possible to contact CAO by telephone. **All enquiries should be made by email using the “Contact” facility on the CAO website.** Normally, all email enquiries are responded to within one working day. Persons making enquiries to CAO at the offer stage should present their queries in concise written form, quoting their Application Number. Every applicant will receive an Enquiry Form for this purpose.

## FAQ's

### When do I have to reply to my offer?

- You must reply to CAO whether by post or online by 5.15pm on the reply date noted on the offer notice. **If you do not respond to the offer it will lapse and this place will be offered to another candidate (please do not allow this to happen if you are interested in that course!)**

### Can I get offered a place on a Level 6/7 course (Higher Certificate/ Ordinary Degree) and a Level 8 (Honours degree) course?

- When you applied to CAO you had the opportunity to apply for Level 8 courses in one column and Level 6/7 courses in the other column. You can be offered a course from each column. That means you have the possibility of receiving two course offers from CAO. You must choose which one you would prefer and accept only that one.

### I got an offer of a Higher Certificate (Level 6) & an Honours Degree (Level 8) course. What do I do? Can I accept both offers and decide later which one I would like?

- No you can only accept one offer.
- If, however, a person accepts an offer, for example, the honours degree offer, and then changes their mind about it before the closing time of that round and decides that they would have preferred their higher certificate offer instead, they may accept that offer. But they would have to do so before the reply date set out on the offer notice.

### I did not get offered my first choice. Is there any chance that I could receive my first choice in later offer rounds?

- If you are offered a place in the first round you will not be offered a course that is lower down on your list (order of preference) in any following rounds. But if a place becomes available on your higher course preferences, due to other people not accepting an offer/ deferrals, you may be made more offers in the next offer round.
- **There are no guarantees of second round, or later offers in any course.** Many of the most competitive courses will fill in Round One.

### I have accepted an offer & now I have been offered my first choice in the next round– what do I do?

- It does not matter that you have already accepted an offer. If you would like now to accept the new offer, then follow the instructions and reply to CAO. The new acceptance automatically cancels and supersedes any previous acceptance(s). At any time an applicant may have only one current acceptance in the entire CAO system.
- But, if you are happy with your original course offer and you do not want to accept the new offer – do not reply to CAO. Therefore, CAO will know that you want to stick to your original offer.

## I did not get my first choice. I am not happy with the course I was offered. What should I do?

- If you do not want to do the course then you do not have to accept the offer. But please note there is no guarantee that you will receive another course offer at a later stage. This could be the only course offer that you receive!

## I got offered a place, but I don't think I want to go to college this year. What can I do?

### Deferred Entry:

- You must get permission from the college in question. It is at the discretion of the college to grant permission to defer a place. If you receive an offer:
  - You do **NOT** accept the offer as outlined in the instructions
  - Write or email immediately to the **Admissions Officer** in the college. Give your name, quote your CAO number, the course code of the offer and state the reason(s) for wishing to defer your place for a year. Mark the envelope or subject line of the email with **"DEFERRED ENTRY"**
  - You have to attach to your letter the appropriate part of the offer notice e.g. that which shows the offer you wish to be deferred
  - The letter must arrive in the Admission Office **at least two days** before the "Reply date" shown on the offer notice
  - The College will let you know of the decision. If the deferral is not granted, you may then choose to accept the offer for the current year

### How do I refuse an offer?

- Do not take any action.

### I did not get any offers of any courses. What can I do now?

- A list of vacant places on specific courses will be available to view on the CAO website. If you see a course there, that interests you, you can submit an online application or you can also request the appropriate documentation from CAO.
- Applicants for vacant places must meet the normal minimum entry requirements for that course.

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Information for this fact sheet was taken from the CAO Handbook - ([www.cao.ie](http://www.cao.ie)). Although every effort is made to ensure that the information contained in this information sheet is accurate it is essential that readers should check with the appropriate organisation for the latest information. Co. Carlow AEGIS accepts no responsibility for the accuracy of the information contained in this document or for any actions arising from its use.