

# Third-Level Scholarship Programme

## Application Form



### Notes on completing the application form:

- Applicants should complete all sections of this application form. This application form will be used to shortlist candidates, therefore it is important to supply all information requested
- Applications should retain a copy of their completed application form for their own records
- Late applications will not be accepted
- All applications must be returned by 5p.m. on Friday 1 May 2026

Please type form or complete using BLOCK CAPITALS AND BLACK INK to ensure accuracy

Please upload a PDF copy of this application form and supporting documentation (Candidate Profile, Personal Reference) at the following link:

#### Application Portal Upload

If you have further queries please contact

Tel: + 353 1 663 1700

Web: [taxinstitute.ie](http://taxinstitute.ie)

Email: [scholarship@taxinstitute.ie](mailto:scholarship@taxinstitute.ie)

### Section 1: Candidate Information

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Male:  Female:

Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 1: School Details

#### 2.1 Contact Details

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of School Referee: \_\_\_\_\_ Position: \_\_\_\_\_



## **Section 4: Personal Information**

4.1 Additional courses attended and achievements obtained e.g. sporting achievements, community achievements, community activities.

4.2 Social involvement, sports or leisure activities.

4.3 Work experience (including voluntary).

4.4 Why are you interested in pursuing the CTA qualification and entering into a career in tax?

## Section 5: Candidate Profile

Please attach your 300-word profile to this application form. In this 300-word profile, please outline why you feel you would be suitable candidate for this Scholarship Programme. Please ensure that the content of your profile is typed and a PDF version is attached to this application form. Please ensure that you sign the bottom of your profile.

Where information relating to third parties is provided, it is the candidates responsibility to inform those third parties that such information is required and why that information is required (see Section 6).

### Data Protection

Our Data Protection Policy, which can be found at <https://taxinstitute.ie/about-us/legal-and-data-policies/data-protection-policy/>, explains how we collect and use your personal data. It also explains your rights in connection with your personal data.

**Declaration:** I confirm that the information given on this form is complete, true and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6: Financial Information

### 6.1 Household Income

Please give details of the total annual gross salary/income from all sources in your household, including any social welfare payments or benefits coming into the household. Please also include details of the value of assets held (other than your home).

Relevant documentation will be required from shortlisted candidates, and all information will be subject to verification.

	Occupation	Annual Income	Assets	Social Welfare/Benefits
Parent/Guardian				
Parent/Guardian				
Personal				
Spouse/Partner				
Other				
Total:				

Is your household in receipt of Rent Allowance? If so, please provide details and the amount received by December 2024.

Is your household in receipt of Social Welfare? If so, please provide details.

Number and ages of dependants in your household (e.g. children, older relatives) including the candidate:

Age	Number	Living at Home Yes/No	Age	Number	Living at Home Yes/No
0-10 years			41-60 years		
11-20 years			61+ years		
21-40 years					

### 6.2 Grants/Funding

Are you eligible for any of the following grants or funding? Candidates may want to discuss this with their Guidance Counsellor.

Grants	Will Apply	Amount	Grants	Will Apply	Amount
SUSI or other Higher Education Grant			Disability-Related Grant		
Student Loan			Other (please provide details)		

Other Scholarship(s) applied for: \_\_\_\_\_

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Signed (parent / guardian): \_\_\_\_\_ Date: \_\_\_\_\_

## Section 7: Personal Reference

The personal reference must be completed by the Guidance Counsellor or other relevant personnel at your school who are aware of your personal attributes and your academic history.

### Instructions for Referee

Please provide a written reference to support the candidate's application. Please include the typed reference along with application form.

Outline that you are supporting the candidate's application and why you believe they deserve to be awarded the Irish Tax Institute Third-Level Scholarship.

Comment on the candidate's academic history and the likelihood that they will achieve the required 450 points in the Leaving Certificate.

**Declaration:** To the best of my knowledge, the information contained in this application is complete, true and accurate.

Signed (referee): \_\_\_\_\_

Please affix a school stamp below:

