



Adult Continuing Education Concession Scheme Guide for Applicants

About the Concession Scheme

We have introduced a Concessionary Scheme at Adult Continuing Education (ACE) in University College Cork (UCC). This scheme aims to support those in receipt of Department of Social Protection (DSP) payments who are applying to particular community based programmes (listed below).

Concession Scheme applicants follow a specific process that the applicant must complete. This guide outlines each step clearly.

What is the Concession Fee?

Those eligible for the Concession Scheme can avail of a reduced fee of €1,000 per year. A strict payment schedule applies.

Which programmes offer the Concession Scheme?

The Concession Scheme fee rate is available to applicants to the following programmes:

- Cert Mental Health in the Community
- Dip Autism Studies
- Dip Disability Studies
- Dip Social & Psychological Health Studies
- Dip Social Studies
- Dip Substance Misuse and Addiction Studies
- Dip Youth and Community Work

Who may apply for the Concession Scheme?

You may apply for the Concession Scheme if you are in receipt of any of the following eligible DSP payments **at the time of application**:

- Jobseekers Benefit
- Jobseekers Transition Payment
- Jobseekers Allowance
- One Parent Family Payment
- Disability Allowance
- Carers Allowance
- Farm Assist/Fish Assist
- Widow's, Widower's, Surviving Civil Partner's Contributory

- ✔ Non-contributory Pension
- ✔ Blind Pension
- ✔ Working family payment
- ✔ CE (community employment) schemes

How to Apply?

All applicants must apply for their chosen programme via UCC Apply, UCC's online application system. For step-by-step guidance (including account setup), please refer to the General Application Guide.

[See All Guides Here](#)



When you reach the Concession Scheme question, return to this guide for the additional steps.

During your application on the **Programme** tab, you will be asked if you are eligible for the ACE Concession Scheme. Please tick **Yes** if you wish to apply for the ACE Concession rate.

IMPORTANT NOTE:

You must be in receipt of an eligible DSP payment at the time of application.

If you are not:

- Do **NOT** select "Yes" to concession rate

Instead, you should:

- apply as a self-funded (fee-paying) applicant

Continuing Your Application

Continue through the application, completing all required fields.

For assistance with the rest of the application steps, please follow the steps in the general application guide.

[Find the General Application Guide Here](#)



Confirming Your Application

When you reach the final tab, **Confirmation**, you will be requested to pay €750 of the programme fee. To pay this, please select the blue button **Make Online Payment**.

DESCRIPTION	TOTAL
Arts - Psychology - Certificate - UCC (part-time)	€500.00
Subtotal:	€500.00
Fee Waiver:	€0.00
Total:	€500.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.



If payment is successful:

- The blue button will change from **Make Online Payment** to **Submit**
- Click **Submit** to proceed.

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.



IMPORTANT NOTE:

- All applicants pay €750 at this stage. If you are approved for the Concession Scheme rate, the fee reduction is applied to your second fee instalment.
- Submitting your application does not complete the process.
- Your application will only be reviewed once:
 - You complete the next step: **Uploading Supporting Documentation**

Uploading Supporting Documentation

Return to the main screen in UCC Apply (you may need to login again).

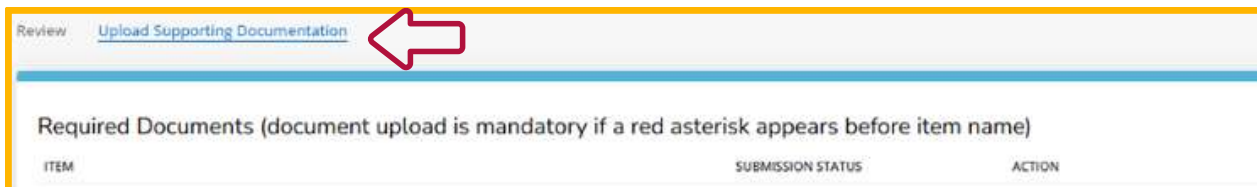
On the main screen, under My Applications

My Applications, locate your application and click **View**.

APPLICATION	STATUS	ACTION
Autumn 2025 - Arts - Psychology - Cert	Action Required	View



Select the **Upload Supporting Documentation** tab.



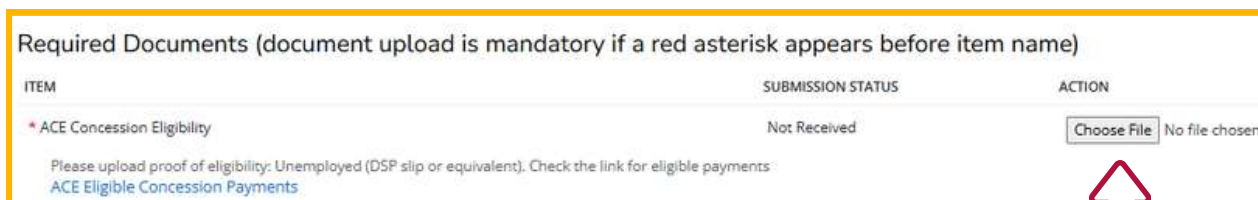
Review: [Upload Supporting Documentation](#) ←

Required Documents (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
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- You will see a list of documents required to complete your application
 - (For assistance with these, please view the [general application guide](#).)
- Included in this list is an item called **ACE Concession Eligibility**

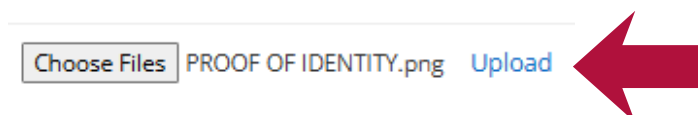
Click **Choose File** to select your proof of DSP payment.



Required Documents (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
* ACE Concession Eligibility <small>Please upload proof of eligibility: Unemployed (DSP slip or equivalent). Check the link for eligible payments: ACE Eligible Concession Payments</small>	Not Received	<input type="button" value="Choose File"/> No file chosen

Then click **upload** to upload it.



PROOF OF IDENTITY.png ←

Proof of DSP Payment

The following documents are accepted as proof of DSP payment.

- ✓ Statement from Department of Social Protection ([See how-to here](#)).
- ✓ A Payment Statement from [MyWelfare](#) showing name, address, PPSN and eligible DSP payment type. [See how-to here](#).
- ✓ Letter from Department of Social Protection confirming eligible payment (on official headed paper).
- ✓ Your most recent payment slip showing your eligible DSP payment details.

Note: Any document submitted must be dated within the month of your application.

To access MyWelfare online, you will need a [MyGov.ie Account](#)
If you don't have a MyGov.ie account, you can register at [MyGov.ie](#).
[See the guide here](#).



Verification & Application Review

Once **all required documentation** is submitted, the admissions team will review and verify your concession scheme eligibility.

If your eligibility is not verified:

- You will receive an explanatory email with next steps.

If your eligibility is verified:

- Your application will move to the Admissions Team for review.
- ACE Finance will apply the fee reduction to your second fee instalment.

Fee Payment Timelines

- Those eligible for the concession fee rate must pay the second fee instalment, €250, by 31 January.
 - Programmes with non-Autumn starts should email acefinance@ucc.ie for fee payment deadlines.

Multi-Year Programmes

- For two-year programmes, you must provide updated proof of your continued receipt of a social welfare payment before the start of your second year to avail of the concession rate for year 2.
- If this evidence is not supplied, you will be charged the full fee of €1,500 for year 2 of your programme.

Queries

All finance queries, including those related to sponsorship payments, outstanding balances and fees payments, should be directed to:

ACE Finance: acefinance@ucc.ie

For queries relating to obtaining proof of DSP payment, please contact your local Intreo Office or visit mywelfare.ie or mygov.ie

If you are experiencing difficulty making fee payments, contact:

ACE Finance acefinance@ucc.ie as soon as possible.

All other queries should be directed to:

ace@ucc.ie



Contact Information:

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Email :

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