



## Deletion of current year CAO Application

### Introduction

This request is made by a current year applicant (you) to the Central Applications Office (mentioned below as 'CAO') for the deletion of your current year CAO Application.

Please read carefully all information on this document.

In order to process this request, you must complete and print this form. Then, sign and date it and return via post to the CAO. All requests should be addressed to:

Central Applications Office  
Tower House  
Eglinton Street  
Galway  
Ireland

### Information Required to Process Request

Name: *(as it appears on your CAO application)*

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CAO Number:

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Address: *(as it appears on your CAO application)*

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Date of Birth:

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Email: *(as it appears on your CAO application)*

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Telephone  
Number:

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### Acknowledgement

By completing and submitting this request form you acknowledge that:

- a) you have read and understand the CAO Handbook and that once your application is deleted this material will not apply to you in the current year;
- b) your CAO application fee is non-refundable;
- c) your application cannot be reinstated;
- d) if you have applied for HEAR or DARE access schemes as part of your CAO application, this data will also be deleted;
- e) where you have been deemed eligible for a place on the HEAR or DARE access schemes, you will be unable to carry this eligibility forward into the next application season.
- f) this request will not result in the complete deletion of all of your personal data held by CAO (If you wish to exercise your right to have all personal data deleted please see instructions on the CAO web site, [www.cao.ie](http://www.cao.ie) , under *Your Data Rights* in the *Data Privacy* section. Otherwise, as per our Data Retention Policy, your application record will be held on file for 7 years.);

### Declaration

In accordance with the above acknowledgement, which I understand and accept, I request the deletion of my current year CAO Application.

I accept that I relinquish my full application to Higher Education through CAO in the current year, including any claim to eligibility/benefits or offers that I may have received and any benefits of the HEAR or DARE access schemes for the purpose of my current year application.

Signature: \_\_\_\_\_

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

Print : \_\_\_\_\_