

## 2. A step by step guide to the application process

Step:	What happens	Timeline:	Communication:
1.	<p><b>Applications</b> arrive in Coláiste Choilm.</p> <ul style="list-style-type: none"> <li>By <b>email</b> (to <a href="mailto:admissions@colaistechoilmswords.ie">admissions@colaistechoilmswords.ie</a>)</li> <li>By <b>post</b> (to Admissions 2023/24, Coláiste Choilm, Dublin Road, Swords, County Dublin)</li> <li>By <b>hand</b> to the front office (open from 08:50 – 3:45 on Monday, Tuesday, Thursday and Friday. Open from 08:50 – 1:05 on Wednesday)</li> </ul>	<p>Starting on <b>3rd October</b></p> <p>and</p> <p>finishing on <b>24th October</b></p>	All applications acknowledged by email.
2.	<p><b>Round 1 offers</b> Offer of a place in first year 2023—2024. Using the link provided in the email, the offer may be accepted or declined.</p>	7th November 2022 to 28 <sup>th</sup> November 2022	By email from Admissions. A text notification will also be sent.
3.	<p><b>Online Registration Form</b> Any Irish Exemptions may be posted or submitted to the school during this period.</p>	29th November 2022 to 6 <sup>th</sup> December 2022	By email from Admissions. A text notification will also be sent.
4.	Payment of €100 entrance subscription. Covers journal, photocopying, insurance and assessment tests	Payment using easypayments plus (instructions overleaf) from 9th to 16th December	An email and text notification will be sent.
7.	<b>Admissions Pack</b> and Book Rental	January 2023	By post. An email and text notification will be sent.
8.	<b>Assessment Test. Please return your Admissions Pack and supporting documentation.</b>	Saturday 4th February 2023. 09:30am	An email and text notification will be sent
9.	<b>Information Evening</b>	Thursday 9th March at 7:30pm	An email and text notification will be sent