



## **SUSI Online Application System**

### **Making an Application (New Applicants)**

**2018/19 Academic Year**


## Online Student Grant Application System

Applications for Student Grant funding are made through the Online Student Grant Application System. You can access the Online Student Grant Application system by visiting [www.susi.ie](http://www.susi.ie) and clicking **"Apply Now"**.

### Step 1: Creating an Online Account or Logging in with a MyGovID

This year we have two ways to login to our grants online. You can register for an online account with us or you can use a Verified MyGovID. To create an account with us you can select the **"click here"** option as shown in the screen-shot below.

Don't have an online account yet? [click here](#)  
 Don't have a PIN code yet? [click here](#)  
 To make an application in Irish [click here](#)



Córas Iarratais ar Dheontas Mac Léinn Ar Líne  
 On-line Student Grant Application System


Username

Password

1st 2nd 5th

LOGIN

OR

Continue with MyGovID 

[What is MyGovID?](#)

Before you Register...

1. Data Protection

Have you read the [SUSI Data Protection Statement](#)?  
 To register a SUSI account, you will be asked to provide personal information to SUSI about you, the applicant.  
 To make a grant application you, the applicant, and other parties to the application will be asked to provide personal information to SUSI.  
 As part of the grant application process and before SUSI can accept an application, each party to the application will be asked to confirm that they have read the SUSI Data Protection Statement. You should therefore refer to the SUSI Data Protection Statement at [www.susi.ie](http://www.susi.ie) before you register a SUSI account and before you make a grant application.

2. Grant Eligibility Reckoner

Have you used the [SUSI Eligibility Reckoner](#)?  
 The SUSI Eligibility Reckoner is a quick and easy way to decide if you should apply for a student grant. It provides an approximate indication of your eligibility for grant funding based on simplified criteria.  
 You should use the Eligibility Reckoner at [www.susi.ie](http://www.susi.ie) before you make a grant application.

3. Register a SUSI Account

When you have used the SUSI Eligibility Reckoner and referred to the SUSI Data Protection Statement you can proceed to register a SUSI account and make a grant application.

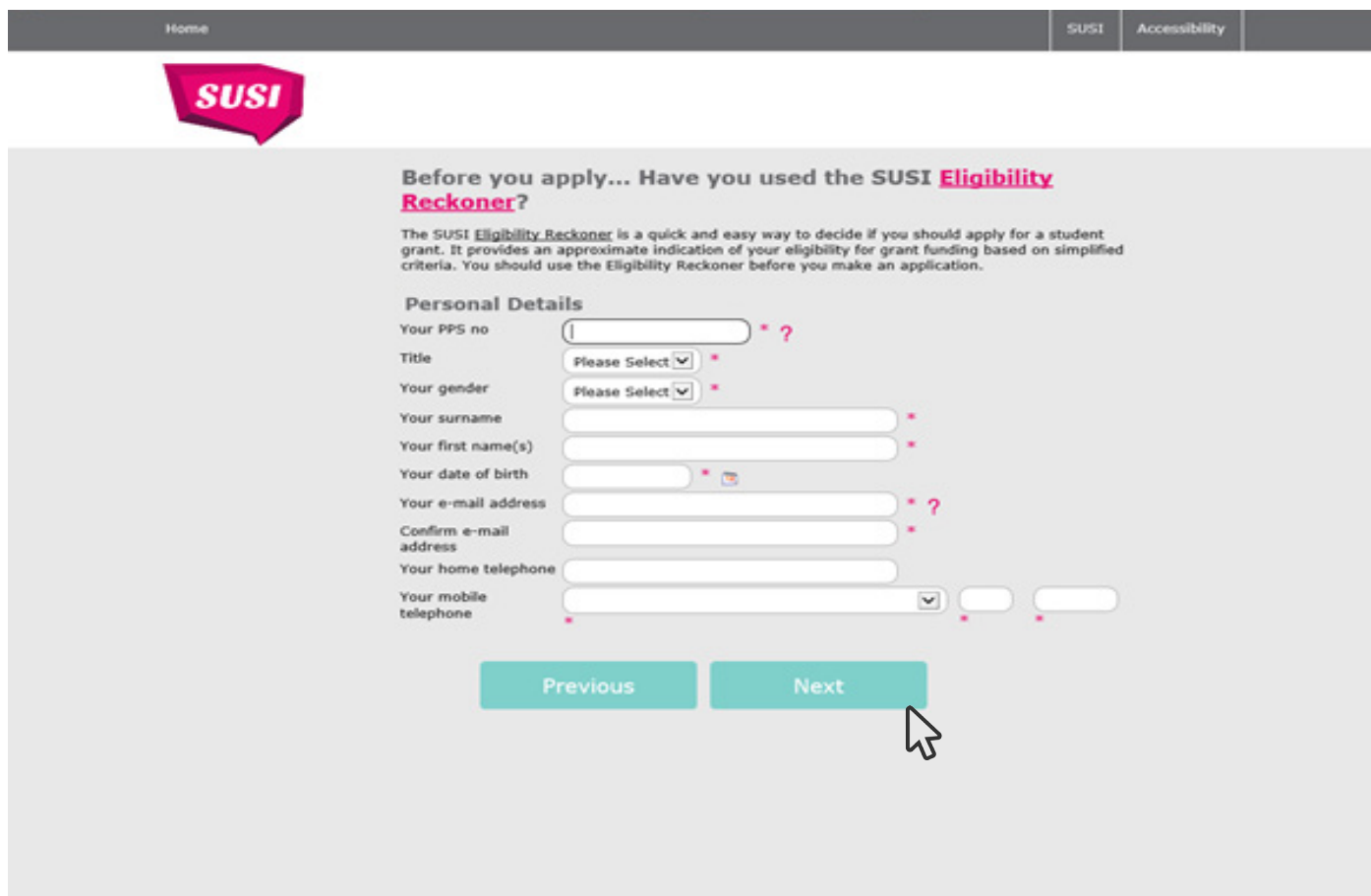
Next

You should read the **SUSI Data Protection Statement** before proceeding. On this page you are also given an option to complete the **Grant Eligibility Reckoner** by clicking on the relevant link. This will give you an indication if you may be eligible for Student Grant funding. After you have read the SUSI Data Protection Statement and completed the Grant Eligibility Reckoner, you should select the next button as shown in the screen-shot above.

### MyGOVID

If you have a MyGovID Verified account, you can also use your MyGovID to automatically create and log in to your SUSI account **without having to register**. You can go straight to **Step 2 Making an Application**. The advantage of using MyGovID Verified is that you will not need to remember/store a separate SUSI Username, Password and PIN Code. If you do not have a MyGovID Verified account and would like to know more, please see [www.mygovid.ie](http://www.mygovid.ie)

## Online Registration of your SUSI Account



Home SUSI Accessibility

**SUSI**

**Before you apply... Have you used the SUSI **Eligibility Reckoner**?**

The SUSI **Eligibility Reckoner** is a quick and easy way to decide if you should apply for a student grant. It provides an approximate indication of your eligibility for grant funding based on simplified criteria. You should use the Eligibility Reckoner before you make an application.

**Personal Details**

Your PPS no  \* ?

Title  Please Select \*

Your gender  Please Select \*

Your surname  \*

Your first name(s)  \*

Your date of birth  \* ?

Your e-mail address  \* ?

Confirm e-mail address  \*

Your home telephone

Your mobile telephone

You will then be brought to the page shown in the screen-shot above. This page will prompt you again to complete the **Eligibility Reckoner** before continuing.

You will be required to enter your Personal Public Service Number (PPSN). If you do not have a PPSN, please apply for one by contacting Client Identity Services in the Department of Social Protection. Your application cannot be progressed without this information.

You should fill in your personal information then select **"Next"**.

- On the following page you will be asked to create a 'Username', 'Password' and 'Pin Code'. **Please ensure that both your username and password are easy for you to remember as these will be needed on an ongoing basis to allow you access your account and information about your application.**
- You will also be asked to select a security question and provide an answer. This information will assist in the event that you forget your password and need to reset it.
- You must choose a 6 digit Pin Code. This must contain 6 numeric digits and should not be something which can be easily associated with you such as your date of birth or your phone number. Some obvious PIN Codes (such as 123456) also cannot be selected.
- You will be asked to retype a security code displayed in an image box at the bottom of the screen.
- When these fields are completed, you should select **"Next"**.

### Student Registration - Login Details

Please carefully choose a username, password and a PIN code which you will remember. You will need these details to make your student grant application and to access your account throughout the academic year.

Your username

Your password

Re-enter your password

Create Your PIN Code


Verify Your PIN Code

Security question

Your security answer

Re-enter your answer

Please enter the text displayed in the image  
(To get a new image click on the image or on the New Image icon)



### Student Registration - Registration Summary and Submit

Your PPS no  
Title  
Your gender  
Your surname  
Your first name(s)  
Your date of birth  
Your email  
Your mobile telephone  
Your home telephone

Your username  
Your security question

Once you click SUBMIT, an email will be sent to the email address which you have provided. Please ensure that you have chosen a username, password and a PIN code which you will remember. You will need these details to make your student grant application and to access your account throughout the academic year.


Summary of your registration will appear and, if all is in order, click the 'Submit' button to activate your online account. These account details can be used by you for subsequent grant applications in the future or to renew your grant from year to year.

Registration Complete

Registration is now complete. You have been sent an email with the confirmation.


Please note that this is not a submission of a grant application. Please go to the homepage to complete your application.

Please remember your username and password. You will need them to make your application and to access your online application throughout the academic year.



## Step 2: Making an Application.

Don't have a PIN code yet? [click here](#)  
To make an application in Irish [click here](#)



Córas Iarratais ar Dheontas Mac Léinn Ar Líne  
On-line Student Grant Application System

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2nd 4th 5th

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Please enter the requested digits from your PIN Code. If you have not configured your PIN Code yet please [click here](#)

LOGIN

Continue with MyGovID 

[What is MyGovID?](#)

[I forgot my password](#)  
[I forgot my PIN Code](#)  
[I forgot my username](#)

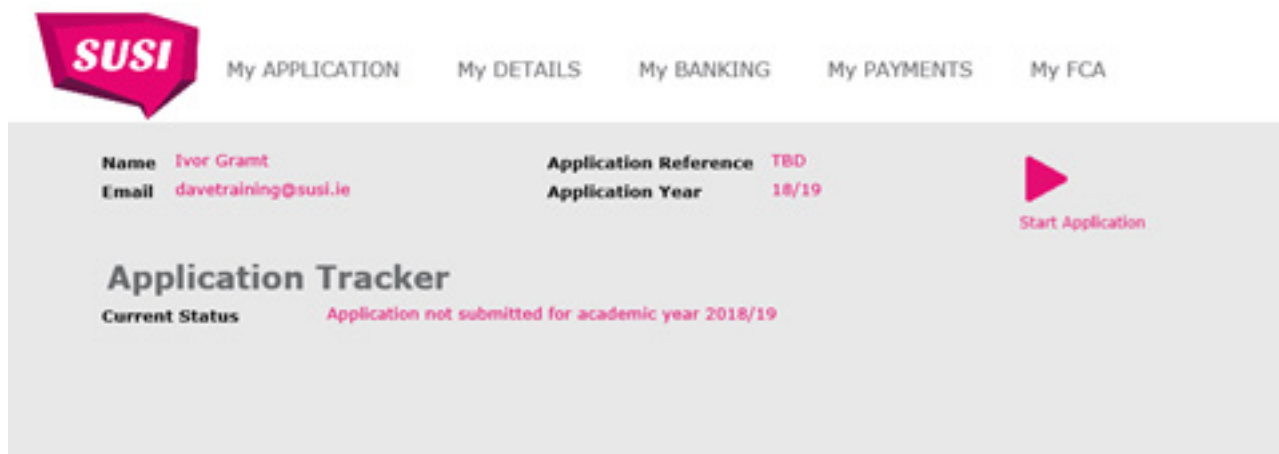
- To make an application you must have either created an online account as outlined in Step 1 **OR** have logged in with your Verified MyGovID.
- You should access the Online Student Grant Application by visiting the [www.susi.ie](http://www.susi.ie) and clicking on the **"Apply Here"** option on the homepage.
- You will reach a page, as shown above, where you will need to enter the username, password and PIN code you used when registering your account or you may log in using your "MyGovID" credentials if you have same.
- If you are unable to remember your password or PIN code, you should follow the instructions in the forgotten password/PIN code links on the SUSI account login page.
- You should enter the requested information and click on the login button.

## Online Application System Navigation Page

After login you will navigate to the below page.

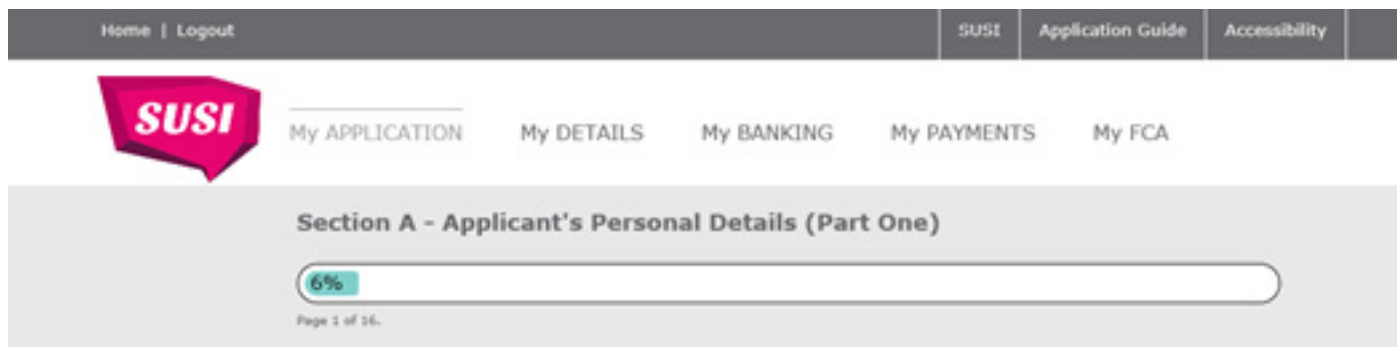
This page is where you can

- make a new application,
- view what percentage of your application you have completed,
- update your personal details,
- enter bank account details (when requested),
- submit an FCA (Final Course Acceptance form if requested).



The screenshot shows the SUSI logo and a navigation bar with links: My APPLICATION, My DETAILS, My BANKING, My PAYMENTS, and My FCA. Below the navigation bar, user information is displayed: Name: Ivor Grant, Email: dave@training@susi.ie, Application Reference: TBD, and Application Year: 18/19. A red play button icon labeled "Start Application" is visible. Below this, the "Application Tracker" section shows the "Current Status" as "Application not submitted for academic year 2018/19".

To begin your application, click on the **"Start Application"** button as shown above



The screenshot shows the SUSI logo and a navigation bar with links: My APPLICATION, My DETAILS, My BANKING, My PAYMENTS, and My FCA. Below the navigation bar, a progress bar is displayed for "Section A - Applicant's Personal Details (Part One)". The progress bar shows 6% completion. Below the progress bar, it says "Page 1 of 16".

At the top of every page of the online application process you will see the above bar. This bar will indicate the percentage of your application that has been completed and the section of the application you are currently completing.

You do not have to complete your application in one sitting. If you need to take a break, or gather relevant information that is being requested, you can end the session and not lose any information already supplied. You can resume completing your application by logging into your account and selecting the **"Edit Application"** button.



## Filling in the Application Form

It is recommended that you read the SUSI website ([www.susi.ie](http://www.susi.ie)) to review the information on Eligibility Criteria before filling in the application form.

When you are ready to start filling in the application form, you should have the following information to hand:

- CAO number if you applied through the Central Applications Office. You will have an 8 Digit CAO number. This will allow SUSI to retrieve direct notification about your chosen course, if you have authorised CAO to share this information with us by ticking the SUSI box.
- UCAS number, the UK application system, please provide your 10 Digit application number.
- PPSN numbers for yourself, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable
- income details for 2017 for yourself (if any), your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.

### The application form comprises the following six sections:

- **Section A** – Personal details (of Applicant)
- **Section B** – Nationality & Residency (of Applicant)
- **Section C** – Course details, previous education and other sources of financial support (of Applicant)
- **Section D** – Personal details (of parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable)
- **Section E** – Dependent children and relevant persons (of the household)
- **Section F** – Income (of Applicant, parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable).

**Please ensure that you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, complete all the relevant sections of the application form.**

**If you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, provides information that is false or misleading, you or they may be guilty of an offence and liable to prosecution leading to a fine, a prison term or both, under section 23 of the Student Support Act 2011.**

When you have completed the application form, it is important to read and confirm the Data Protection Statement before submitting your application.

If you become aware that any of the information you have submitted is incorrect or has changed, you must inform SUSI immediately by emailing [support@susi.ie](mailto:support@susi.ie). You must also inform SUSI if there is a change in your circumstances that may affect your eligibility for a grant or your rate of grant, if awarded.

*These guidance notes are not a legal interpretation. You should refer to the provisions of the Student Support Act 2011, Student Support Regulations (Current Year) and Student Grant Scheme (Current Year) for complete and detailed information on student grants.*

## Section A


### Applicant's Personal Details.

#### Who should fill in this section?

You, the Applicant, should fill in all questions in this section

#### What information is being requested?

Most of the information being requested in this section relates to your own personal details, i.e. PPSN, name, contact details, marital status, etc.

You can also click where you see the  symbol for further clarification of a particular question.

Before you can proceed with your application, you should read the **SUSI Data Protection Statement**. If you have read this and wish to proceed with making an application you should select the confirm option as shown.

Before you Apply...

Have you read the [SUSI Data Protection Statement](#)?

To make a grant application you, the applicant, and other parties to the application will be asked to provide personal information to SUSI.

Before SUSI can accept an application, each party to the application will be asked to confirm that they have read the SUSI Data Protection Statement.


You should therefore refer to the SUSI Data Protection Statement at [www.susi.ie](http://www.susi.ie) before you make a grant application.

Please confirm that you wish to complete/continue a grant application for the  academic year.

**Section A - Applicant's Personal Details (Part One)**

6%


Page 1 of 16.

**A1.** PPS No  

**A2.** Title


**A3.** Surname

**A4.** First name(s)


**A5.** First name as it appears on your birth certificate  

**A6.** Birth surname


**A7.** Mother's birth surname

**A8.** Date of birth   Friday, 24 September 1999

**A9.** Gender

**A10.** Address 

Country

Eircode or Address   **EIRCODE**

Please check here if your address has not been assigned an Eircode ☐

Address 1

Address 2

Address 3

Address 4

County

Eircode

**A11.** Home Telephone

Mobile Telephone





## Section A

### Applicant's Personal Details (Part One)

**A1.** PPSN. Please check the accuracy of the PPSN entered as being correct as this may delay your application if not entered correctly.

**A2.** Title. Mr, Mrs, Other. from the drop down box.

**A3.** Surname.

**A4.** First Name(s)

**A5.** **Your first name as it appears on your birth certificate** - After provisional assessment of your application, you may be asked to provide a copy of your birth certificate as documentary evidence. If you are an Irish citizen, this should be a copy of the long form birth certificate.

**A6.** Birth Surname as it appears on your Birth Certificate.

**A7.** Mother's birth surname

**A8.** Date of Birth, Date, Month, Year format.

**A9.** Gender

**A10. Address** - This is the address that you are ordinarily resident at and **not** where you live while attending college. You may be asked to provide evidence of your address in order to assess your application.

If you know the Eircode for your Home Address, you can enter it here. If you do not know the Eircode, you can start to type the first line of your address (including the house/apartment number if applicable) and then select your address from the available options. If no matches are found, you can locate the Eircode for your Home Address using the **Eircode Finders** by clicking on the icon.

You also have the option to select an option if your address has not been assigned an Eircode.

**A11. Contact details** - Home and mobile telephone details

**A12. Email Address** - Details of your current email address for correspondences

**A13. Do you have a CAO or UCAS number?** -

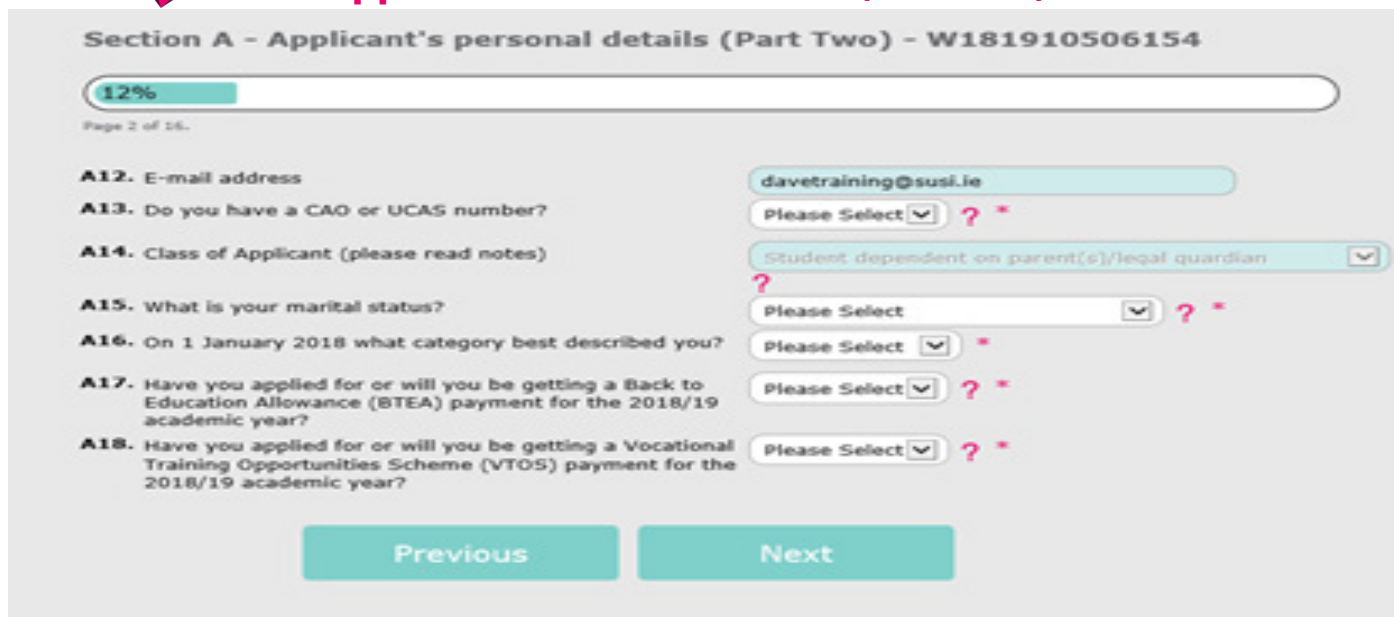
If you have applied for a higher education course through the Central Applications Office (CAO), please enter your 8-digit CAO number. This will allow us receive direct notification about your chosen course, if you have authorised CAO to share this information with us.

If you have applied for a higher education course in the UK through UCAS, the UK application system, please enter your 10-digit UCAS number.

If you have not applied through CAO or UCAS, please choose the 'No' option.

## Section A

### Applicant's Personal Details (Part Two)



Section A - Applicant's personal details (Part Two) - W181910506154

12%

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**A12.** E-mail address

**A13.** Do you have a CAO or UCAS number?  ? \*

**A14.** Class of Applicant (please read notes)  ?

**A15.** What is your marital status?  ? \*

**A16.** On 1 January 2018 what category best described you?  \*

**A17.** Have you applied for or will you be getting a Back to Education Allowance (BTEA) payment for the 2018/19 academic year?  ? \*

**A18.** Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payment for the 2018/19 academic year?  ? \*

**A14. Class of Applicant**-Applicants are categorised into the following classes of student:  
**Dependent student** which is broken down into the following two types:

- Student dependent on parent(s) or legal guardian(s)
- Mature student dependent on parent(s) or legal guardian(s)

**Independent student**

- Mature student who does not ordinarily reside with his/her parents, or either of them.

It is important for you to establish which class of applicant you are as this will determine whose income we take into consideration and who should fill in each section of the application. Please read the description of each class of applicant below carefully.

**Student dependent on parent(s) or legal guardian(s):**

If you were **under 23 years of age on 1st of January 2018**, your application will be assessed based on your parents' or legal guardians' income and your income. In the case of guardianship, you may be asked to provide legal court documents as evidence of legal guardianship.

**Mature student dependent on parent(s) or legal guardian(s):**

You can only be assessed as a mature student if you are at least 23 years of age on the 1st of January of the year of entry for the first time or re-entry to an approved course. If you were 23 years of age or older on 1st of January 2018 and were ordinarily resident with your parent(s) or legal guardian(s) from October of the year prior to entry for the first time or re-entry to an approved course, your application will be assessed based on your parents' or legal guardians' income and your income. In the case of guardianship, you may be asked to provide legal court documents as evidence of legal guardianship.

Please note that where a mature student is returning to higher education as a **"re-entry"** student following a break of studies of at least three years, they may be re-classified as a mature student under the regulations of the Student Grant Scheme.

**Independent Student:**

Please note if you select the **'Independent Mature Student'** option, an explanation will appear as set out above which explains the criteria that needs to be met and what documentation may be required as evidence before you can be classed as 'Independent'.

If you were 23 years of age or older on the 1st of January of the year of entry for the first time or re-entry



### A14. Class of Applicant- continued.....Independent student:

to an approved course of study but were not ordinarily resident with your parent(s) or legal guardian(s) from the October of the year prior to entry for the first time or re-entry to an approved course, your application will be assessed based on your own income. Your parents' or legal guardian's income is not taken into consideration.

After provisional assessment of your application you may be asked to send documentary evidence as proof of living independently from your parent(s) or legal guardian(s) during the relevant period. If you are an independent mature student and are married, in a civil partnership or cohabiting, your application will be assessed based your spouse's, civil partner's or cohabitant's income and your own income.

### Documentary evidence for an independent student:

For example, if you are entering an approved course for the first time or re-entering in the academic year 2018/19, you will need to provide evidence of where you were living from October 2017. A full list of acceptable documents is available on the SUSI website. Generally this would include:

- utility bills, such as telephone, gas or electricity (not mobile phone bills)
- if all the utility bills in the household are in your spouse's name, you must provide your marriage certificate together with the bill
- a letter confirming the period of, and receipt of rent or mortgage supplement
- a letter of registration with the Residential Tenancies Board (RTB)
- a copy of Local Authority lease agreement, e.g. Rental Accommodation Scheme (RAS)

**A15 & A16.** Please select from the drop down menu

**A17.** Have you applied for or will you be getting a Back to Education (BTEA) payments for the 2018/19 year-

You should select 'Yes' if you have applied for, or expect to be in receipt of BTEA for the 2018/19 academic year. Please note that if you are in receipt of such payment, you *may not* be eligible to receive a Maintenance Grant from SUSI.

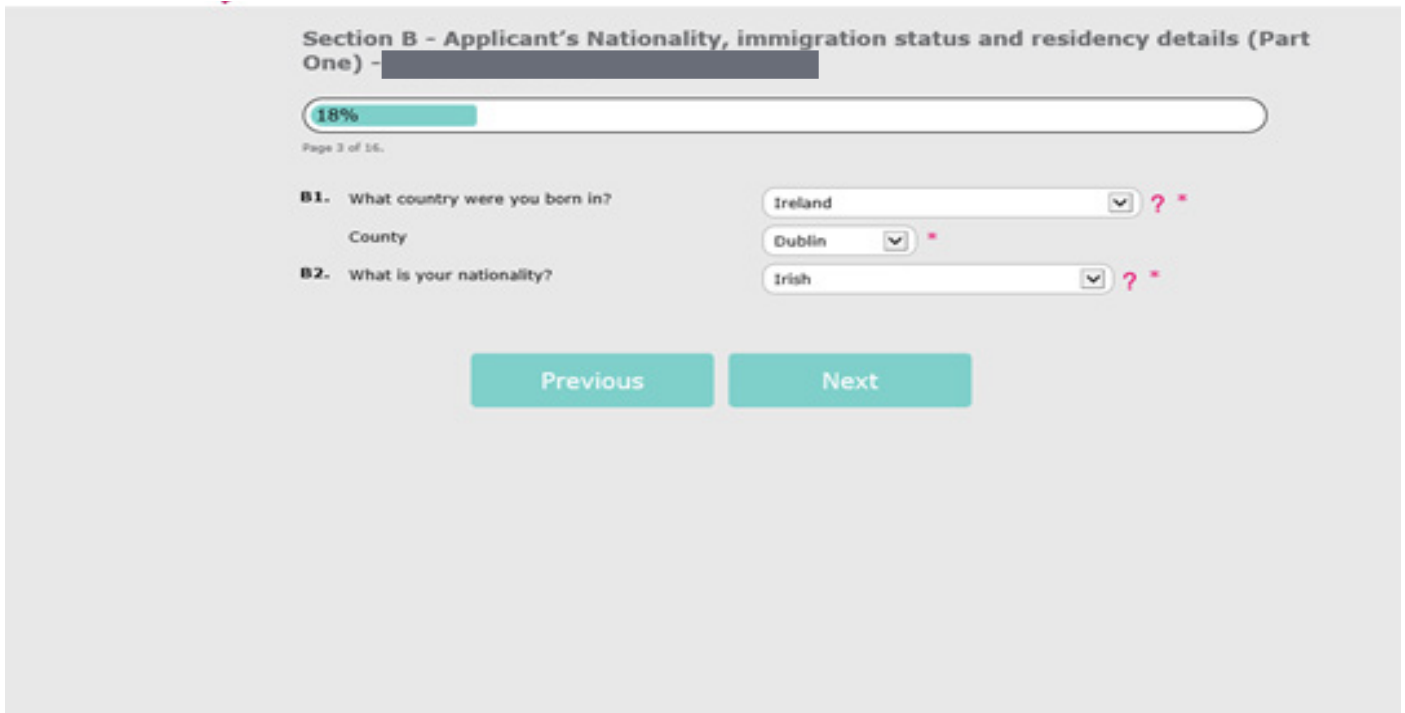
**A18.** Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payments for the 2018/19 year-

You should select 'Yes' if you have applied for, or expect to be in receipt of VTOS for the 2018/19 academic year. Please note that if you are in receipt of such payment, you *may not* be eligible to receive a Maintenance Grant from SUSI.

**Having completed all of Section A, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'OK'**

## Section B

### Applicant's Nationality, Immigration Status and Residency Details.



Section B - Applicant's Nationality, immigration status and residency details (Part One) - [REDACTED]

18%

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**B1.** What country were you born in?

County

**B2.** What is your nationality?

Ireland ? \*

Dublin \*

Irish ? \*

Previous Next

#### Who should fill in this section?

You, the Applicant, should fill in all questions in this section

#### What information is being requested?

The information being requested in this section relates to your own nationality and residency status, two of the main criteria which will determine whether or not you may be eligible to receive grant funding.

You can also click where you see the ? symbol for further clarification of a particular question.


#### B1. What country were you born in?-

Select the country in which you were born, which may be different from your nationality.

#### B2. What is your Nationality?-

If you are not an EU, EEA or Swiss National, please see below.

(Question B3 will only appear if you select a non-EU or non-EEA nationality in question B2.)



Confirmation

**Part One**

**B1.** What country were you born in? Ireland

County Dublin

**B2.** What is your nationality? Irish

**Part Two**

**B4.** Have you been resident in the State for at least 3 of the last 5 years? No

**B5.** Have you been resident in the EU, the EEA or Switzerland for 3 of the last 5 years? No

Please tick check box to confirm you have reviewed all details

Ok Amend

**Section B - Applicant's Nationality, immigration status and residency details (Part One) - W181910506154**

18%

Page 2 of 14.

**B1.** What country were you born in? Bahamas ? \*

**B2.** What is your nationality? Bahamian ? \*

**B3.** If you are not an EU, EEA or Swiss national, on what basis are you staying in Ireland? ?

Please provide your Garda National Immigration Bureau Reference Number or your Irish Residence Permit Number

Date permission granted

**a)** Refugee No

**b)** Subsidiary protection No

**c)** Permission to remain as the family member of an EU, EEA or Swiss citizen under the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and EU Directive (EU Treaty Rights provisions) No

**d)** Permission to remain because of marriage or civil partnership with an Irish national or because you are the dependent child of such person No

**e)** Humanitarian leave to remain granted before the Immigration Act 1999 came into effect No

**f)** Permission to remain following a decision not to deport you under Section 3 of the Immigration Act 1999. No

**g)** Permission to remain in the state as a dependent child of a person who has acquired Irish Citizenship by naturalisation, residing in the State. Yes 18/09/2016 \*

**h)** Other

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**B3.** If you are not an EU, EEA or Swiss national, on what basis are you staying in Ireland?- Please enter your Garda National Immigration Bureau (GNIB) reference number and select the option (a-h) which applies to you. Please also enter the date on which your permission to stay in Ireland was granted.

After your application is provisionally assessed, you may be asked to provide proof of your nationality, e.g. a copy of your passport, GNIB card, identity card or relevant correspondence from the Department of Justice and Equality.

If you select option h), '**Other**', you will be deemed not to meet the nationality requirements to be eligible for grant funding, as set out in the Student Support Act 2011 and, as such, you will be unable to proceed with your application. You will receive this pop-up message.

Application Cannot Proceed

**Nationality**

You have indicated at question B2 that you are not an Irish, EU or Swiss national and have answered no to all questions a) to g) in section B3 relating to relevant permissions as the basis for staying in Ireland.

As you do not meet the Nationality requirements of Section 14 of the Student Support Act 2011 & Regulation 5 of the Student Support Regulations 2018/19 which states you must be an Irish, EU, EEA or Swiss National or have a relevant permission to remain in the State as listed at questions a) to g) in question B3, you therefore cannot proceed with your application for a student grant for 2018/19. However, if you have made an error in the information provided you can return to this section and correct the information.

You will now be re-directed to your Home Page. An email of this pop-up message will be sent to you as a record.

Ok

Section B - Applicant's nationality, immigration status and residency details (Part Two) - W171810502937




25%

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B4. Have you been resident in the State for at least 3 of the last 5 years?  ? \*

B5. Have you been resident in the EU, the EEA or Switzerland for 3 of the last 5 years?  \*

Please provide details of your residency outside the State (locations(s) and dates) in the table below.

Click the  button to edit details you have already added to this grid.  
Use the  button to add to the grid. Use the  button to remove entries from this grid.

Residence Details	From Date	To Date	Action
Records 0 to 0 of 0			

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#### B4. Have you been resident in Ireland for at least 3 of the last 5 years?-

To be eligible for a Fee Grant and a Maintenance Grant, if applicable, you must have been resident in Ireland for at least 3 of the 5 years prior to the year in which your course commences. If you answer 'No', question B5 will appear as shown here.

#### B5. Have you been resident in the EU, the EEA or Switzerland for 3 of the last 5 years?-

If you were not resident in Ireland for 3 of the 5 years prior to the year in which your course commences, but have been resident in another EU Member State, the EEA or Switzerland for at least 3 of the last 5 years prior to the year in which your course commences, you are known as a Tuition Student. Tuition Students may be eligible for a Fee Grant only.

If applicable, please use the table provided - shown above to give details of where you were resident during the requisite period. If the reason that you were temporarily resident outside of Ireland was because you were pursuing an approved course of study or postgraduate research in the EU, then you may still be eligible for a student grant.

If you answer 'No' to both question B4 and B5, you will be deemed not to meet the residency requirements for grant funding, as set out in the Student Support Act 2011 and, as such, you will be unable to proceed with your grant application and you will see the following pop-up box.

Application Cannot Proceed

**Residency**

You have indicated at question B4 (Have you been resident in Ireland for 3 of the last 5 years?) and Question B5 (Have you been resident in EU, EEA, or Switzerland for 3 of the last 5 years?) that you do not meet the residency requirements of Section 14 of the Student Support Act 2011.

You therefore cannot proceed with your application for a student grant for 2018/19. However, if you have made an error in the information provided you can return to this section and correct the information.

You will now be re-directed to your Home Page. An email of this pop-up message will be sent to you as a record.

Ok

**Having completed all of Section B, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'**





## Section C

### Course Details, Applicant's Academic History and Sources of Student Financial Assistance.


#### Who should fill in this section?

You, the Applicant, should fill in all questions in this section.

#### What information is being requested?

The information being requested in this section relates to your educational history, the course you wish to pursue in the coming academic year and any financial assistance you may be receiving.

**Please note:** Depending on previous education details filled out and the course you intend to pursue, you may receive a pop up warning that you are not eligible due to the maximum periods of study being exceeded.

You can also click where you see the  symbol for further clarification of a particular question.

### Section C - 2018/19 Course details, applicant's academic history and sources of student financial assistance (Part One) - W181910506154

31%

Page 5 of 16.

- C1.** Have you completed your Leaving Certificate or equivalent final school exam? Please Select ? \*
- C2.** What is the highest level of qualification that you have attained in Further or Higher Education on the National Framework of Qualifications (NFQ) or equivalent? Please Select \*
- C3.** **Note: Initial assessment of your eligibility for a grant will be based on the course details that you provide below. You should answer all questions about your chosen course even if you have not yet been offered or accepted a place (i.e. if you have applied or intend to apply for a course).**
- Have you been **offered and accepted** a place on a course of Further or Higher Education for 2018/19? Please Select \*
- What level of course of Further or Higher Education do you intend to pursue in 2018/19? Please Select \*
- Is this a full-time course? Please Select \*
- Institution Location Please Select \*
- Course Start Date Please Select \*
- Duration of the Course (years) Please Select \*
- Year of course you intend to enter Please Select \*
- Is this course an "add-on" course Please Select \*

Previous

Next

**C1.** Have you completed your Leaving Certificate or equivalent final school exam?–  
Equivalent refers to 'A' Levels, Baccalauréat etc.

**C2.** What is the highest level of qualification that you have attained in Further or Higher Education on the National Framework of Qualifications (NFQ) or equivalent?–  
Please select the relevant level from the drop-down list.

**C3.** Have you accepted a place on a course for 2018/19?–

Please note that you do not need to have accepted a place on a course to complete this application for grant funding. CAO applicants should enter their first choice course. Drop down menus will appear for all institutions listed in Ireland and Northern Ireland. For all other institutions, please select the country

Institution Name - "Other" Selected

**i** As you have not selected one of the listed institutions, the assessment of your application and your eligibility for grant support will be subject to confirmation of the approved status of your chosen institution.

OK

### Section C - 2018/19 Course details, applicant's academic history and sources of student financial assistance (Part Two) - W181910506154

37%

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C4. Have you previously attended (or are you currently attending) a course of further or higher education? Please Select  ? \*

Previous

Next

### Section C - 2018/19 Course details, applicant's academic history and sources of student financial assistance (Part Three) - W181910506154

43%

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C5. Have you ever before applied for a student grant? Please Select  \*

C6. Do you hold or have you ever held a student grant? Please Select  \*

C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2018/19 academic year? Please Select  ? \*

Previous

Next

#### C4. Have you previously attended (or currently attending) a course of further /higher education?-

Please provide details of all further and higher education course you have previously attended, including course that you did not complete or gain a qualification in. Please provide details of **all** courses which you have previously attended, including courses that you did not complete or gain a qualification in. If you **withdrew** from any such courses, it is very important that you state the **specific date of withdrawal**.

#### C5. Have you ever before applied for a student grant?-

If you answer 'Yes' to this question but have not answered 'No' to question C4, you will be re-directed back to complete C4 with relevant details of courses previously undertaken.

#### C6. Do you hold or have you ever held a student grant?

If you answer yes to this question, please complete the relevant sections giving details.

#### C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2018/19 academic year?-

Please advise if you have applied for, been offered or will be in receipt of student financial assistance from any other source at any time during the 2018/19 academic year. Examples of financial assistance include scholarships, bursaries, prizes or other student grants from Ireland or abroad.

**Having completed all of Section C, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'.**

## Section D

### Personal details of your parent(s)/legal guardian(s), spouse, civil partner

Section D - Personal details of your parent(s), legal guardian, spouse, civil partner or cohabitant - W181910506154

50%

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You must provide the personal details of any person(s) listed below before proceeding to the next section. When you have provided these details or if there are no person(s) below, click Next to proceed to the next section.

?

Click the to edit details on this grid.

Type	Name	Edit
Mother/Legal Guardian/Other		
Father/Legal Guardian/Other		

Previous Next

#### Who should fill in this section?

If you described yourself as an '**Independent Mature Student**' in question A14 ('Class of Applicant') and you are **not** married, in a civil partnership or cohabiting, you can skip this section and move to Section E.

If you described yourself as an '**Independent Mature Student**' in question A14 ('Class of Applicant') and you are married, in a civil partnership or cohabiting, please have you spouse, civil partner or cohabitant fill in this section with their details.

If you described yourself as a '**Student dependent on parent(s)/legal guardian(s)**' or a '**Mature student dependent on parent(s)/legal guardian(s)**', please have you parent(s)/legal guardian(s) fill in this section with their details.

#### Section D–Clarifications

If you are applying as a **Dependent/Mature Dependent** applicant, your parent(s) or legal guardian(s) must fill in this section of the application. If your parents are separated or divorced and can prove this by way of documentary evidence, then **only the parent with whom you ordinarily** reside needs to complete this section. If your parents are separated but both remain residing in the same house as yourself, both parents must complete this section.

If you are applying as an **Independent Mature** applicant and are married, in a civil partnership or cohabiting, your spouse, civil partner or cohabitant must fill in this section of the application form.

**If you are separated, divorced, or a former civil partner and can prove this by way of documentary evidence**, your ex-spouse or ex-civil partner does not need to fill in this section of the application form.

You should select the '**Edit**' option as shown above and a new menu will appear where you can enter details for each individual relevant to your application. See screen shot on opposite page.



**Section D - Personal details of your parent(s), legal guardian, spouse, civil partner or cohabitant - W181910506154**

50%

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You must provide the personal details of any person(s) listed below before proceeding to the next section. When you have provided these details or if there are no person(s) below, click Next to proceed to the next section.

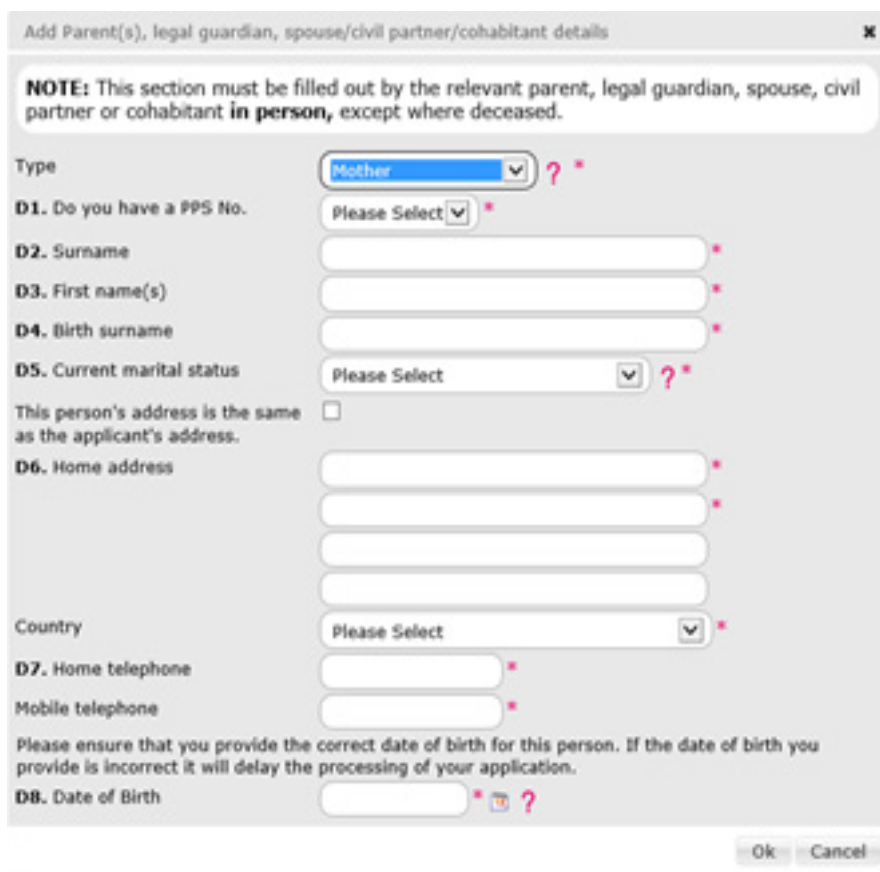
**NOTE:** This section must be filled out by the relevant parent, legal guardian, spouse, civil partner or cohabitant **in person**, except where deceased.

Type

Please Select  
Mother  
Legal Guardian  
Deceased  
Estranged  
Foster Parent  
**Step Parent**  
In Care of the State  
Aftercare  
OTHER

Previous Next

Personal details of your parent(s), legal guardian(s), spouse, civil partner or cohabitant.



**NOTE:** This section must be filled out by the relevant parent, legal guardian, spouse, civil partner or cohabitant **in person**, except where deceased.

Type: Mother

D1. Do you have a PPS No.: Please Select

D2. Surname:

D3. First name(s):

D4. Birth surname:

D5. Current marital status: Please Select

This person's address is the same as the applicant's address. ☐

D6. Home address:

Country: Please Select

D7. Home telephone:

Mobile telephone:

Please ensure that you provide the correct date of birth for this person. If the date of birth you provide is incorrect it will delay the processing of your application.

D8. Date of Birth:

Previous

After you have submitted details of all individuals relevant to your application you will see a pop-up box. You should read and click 'Ok' if you wish to proceed or 'Amend' if you wish to make any changes.

**Having completed all of Section D, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'.**

## Section E

### Dependent Children and Relevant Persons.

Who should fill in this section?

You, the Applicant, should fill in all questions in this section.

What information is being requested?

The information being requested in this section relates to children and relevant persons. A relevant person is another person (dependent child, applicant's parent(s)/legal guardian(s), independent applicant's spouse, civil partner or cohabitant) within the household who is attending a full-time course of study in further or higher education. Each such person will be taken into account by way of an additional increment to income limits when calculating 'Reckonable Income'.

You can also click where you see **?** for further clarification of a particular question.

**Section E1 - Dependent Children - W1819-2018-19**

56%

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**E1.** The number of dependent children in your household may increase the **reckonable income limits** calculated for your household and therefore increase the amount of any grant awarded. The increase only applies where there are 4 or more dependent children within a household (including the applicant themselves where they are also a dependent or mature dependent).

A dependent child means a child, including a foster child, who on the 1st of October 2017 is one of the following:

- aged under 16 years of age
- aged 16 years or more and pursuing a full-time course of education
- aged 16 years or more and is certified as being permanently unfit to work by reason of a medical condition.

If you are applying as a **student dependent on parent(s)** or legal guardian, or a **mature student dependent on parent(s)** or legal guardian, list other dependent children of your parent(s) or legal guardian and your own dependent children if applicable.

If you are applying as an **independent mature student**, list your own dependent children and the dependent children of your spouse, civil partner or cohabitant, if applicable.

**?**

**How many dependent children (excluding the applicant) are in your household?** 4

Please use the grid below to provide details of these dependent children (excluding the applicant).

Use the **+** button to add to the grid. Use the **-** button to remove entries from this grid.  
Click the **✎** button to edit details you have already added to this grid.

Name	Category	Relationship to applicant	Action
Records 0 to 0 of 0			

Page 1 / 1

Previous Next

#### E1. Dependent Children –

In assessing your application, the number of dependent children in your household may affect the reckonable income limits calculated for your household.

**A dependent child** means a child, including a foster child, who on the 1st of October 2017 was one of the following:

- Aged under 16 years of age
- Aged 16 years or more and pursuing a full-time course of education
- Aged 16 years or more and is certified as being permanently unfit to work by reason of a medical condition. You should select the amount of dependent children as above and click the **'Next'** button. If you have selected more than '3' for this amount, you will see a menu where you can enter the relevant details by selecting the **'Action'** option as shown above.



**Section E2 - Relevant Persons - W181910506154**

62%

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**E2.** The number of "relevant persons" in your household (other than the applicant) who are attending full-time further or higher education may increase the **reckonable income limits** calculated for your household and therefore increase the amount of any grant awarded.

"Relevant persons" include:



- dependent children;
- a dependent student's parent(s); and
- an independent student's spouse, civil partner or cohabitant;

who are attending:

- an approved course for the purposes of the Student Grant Scheme 2018; or
- a full-time course of at least one year's duration in further or higher education and training in the State or any other Member State leading to a major award at Levels 5 to 10 of the framework of qualifications or to an equivalent qualification made by a recognised awarding body in the State or another Member State.

Please use the grid below to provide details of relevant persons (other than the applicant).

?

Use the  button to add to the grid. Use the  button to remove entries from this grid. Click the  button to edit details you have already added to this grid.

<input type="checkbox"/> Name	Action
Records 0 to 0 of 0	

**IMPORTANT NOTE ABOUT APPLICATION DATA CROSS REFERENCING:**  
Where a relevant person in your household whose details you have provided above also makes a student grant application, SUSI can cross-reference your application data with this person's application data for the purpose of providing a more efficient, optimal and consistent outcome for all applicants in the household. If you wish to authorise SUSI to cross-reference your application data with the application data of a person listed above for this purpose, please tick the box beside their name. This authorisation is not mandatory and SUSI will only cross-reference the application data of any two applicants within a household where both applicants have authorised SUSI to do so.

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## E2. Relevant Persons –

In assessing your application, the number of "relevant persons" (other than the applicant) in your household who are attending full-time further or higher education may increase the reckonable income limits calculated for your household and therefore increase the amount of any grant awarded.

**"Relevant persons"** include:

- dependent children;

- A dependent student's parent(s); and

- An independent student's spouse, civil partner or cohabitant;

**who are attending:**

- An approved course for the purposes of the Student Grant Scheme 2018;

- A full-time course of at least one year's duration in further or higher education and training in the State or any other Member State leading to a major award at Levels 5 to 10 of the framework of qualifications or to an equivalent qualification made by a recognised awarding body in the State or another Member State.

Please advise details of all such persons so that your reckonable income can be calculated accurately.

By selecting the box of a relevant person, you have agreed to share your data, for the purpose of cross-referencing and processing the application for that relevant person, should they apply to SUSI for a student grant.

The application data of relevant persons will not be used for the processing of your application, unless they select you in Section E2 of their application form.

**"Relevant Persons"** as detailed above, can be added to your application by selecting the action option and the following screen will appear. You should enter the 'relevant person(s)' details (if applicable) and click **'Ok'**.

**Having completed all of Section E, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'.**

## Section F

### Reckonable income

#### Who should fill in this section?

If you described yourself as an **'Independent Mature Student'** in question A14 ('Class of Applicant') and you are **not** married, in a civil partnership or cohabiting then you, the Applicant, should fill in this section where applicable.

If you described yourself as an **'Independent Mature Student'** in question A14 ('Class of Applicant') and **you are married**, in a civil partnership or cohabiting, please also have your spouse, civil partner or cohabitant fill in their details in this section, where applicable.

If you described yourself as a **'Student dependent on parent(s)/legal guardian(s)'** or a **'Mature student dependent on parent(s)/legal guardian(s)'**, please also have your parent(s)/legal guardian fill in their details in this section, where applicable.

#### What information is being requested?

The information being requested in this section relates to what is termed 'Reckonable Income', i.e. the gross amount of your household income on which your application will be assessed. You can also click where you see **?** for further clarification of a particular question.

Please read the below statement carefully and confirm you understand the contents of it prior to proceeding with your application.

SUSI have data sharing agreements with other Government Departments and Agencies (full details of which are available on the SUSI website) and will verify details related to your application through these agreements in so far as possible. If we cannot verify your information, we may require documentary evidence.

In respect of the Irish Revenue Commissioners, the information which we may require is largely determined by how you make your tax return for a given year.

- In the cases of PAYE income only, we may require a P21.
- In cases where any/all of your income is entered via a Form 11, we may require a document known as "Revenue's Indicative calculation on which you based your self-assessment".

All information supplied to SUSI in respect of your income should be as accurate as possible to prevent any delays in the processing of your application. Please note the points below, as applicable to you:

**Question F1 – Income from employment** – This is income in which you will receive a P60/P45 as confirmation of total monies earned in the relevant year. (Note: Income from Limited Companies should be entered under Question F6)

**Question F2 – Income from Social Welfare** – This is income received from the Department of Employment Affairs and Social Protection in the relevant year.

**Question F4 – Income from Self-Employment** – This is income received from sole-trader/partnership companies ending in the relevant year. (Note: Income from Limited Companies should be entered under the Question F6)

**Question F5 – Income from Rental** – This is income received from Rental properties ending in the relevant year. (Note: Income from Limited Companies should be entered under Question F6)

**Question F6 – Income from Directorships** – This is income received from acting as a Director within a Limited Company, ending in the relevant year.

The above list is not exhaustive but relates to many common types of income. Further information on some other sources of income is available on [www.susi.ie](http://www.susi.ie).

All income should be declared. Should you be in receipt of income not explicitly requested, please provide details of this income in Question F13.

**In so far as possible, all details related to income should be accurate. If you cannot confirm the exact amount of income, please give as accurate an estimate as you can at this point to ensure that your application can be submitted for assessment as early as possible.**

I can confirm I have read and understand these details and that all information declared in this section is as accurate as possible at this point. ☐

OK Cancel

SOLAS or a local authority in 2017?

Total Amount

Previous Next

You must read this checklist and indicate that you have done so before proceeding with this section.

Section F - Reckonable Income (Part One) - W181910506154

68%

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Is any or all of the total household income related to self-assessment, self-employment or rental as of 31st December 2017? Please Select  ? \*

	Applicant	Father or legal guardian	Mother or legal guardian
<b>F1.</b> Were you employed in 2017 on a full-time, part-time or temporary basis?	Please Select <input type="text"/> ? *	Please Select <input type="text"/> *	Please Select <input type="text"/> *
Enter the total gross income from all employment including any benefit-in-kind in 2017			
Is all or part of the income referred to above in relation to income from a CE Scheme?			
<b>F2.</b> Did you receive any social welfare payments in 2017 other than child benefit?	Please Select <input type="text"/> ? *	Please Select <input type="text"/> *	Please Select <input type="text"/> *
Total Amount			

### F1. Were you employed in 2017 on a full-time, part-time or temporary basis? -

If you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, were employed at any time in 2017, whether on a full-time, part-time or temporary basis, you must give us the total gross income earned in 2017, including any benefits-in-kind, from all Irish and foreign employments. If you had foreign income, you must enter the Euro equivalent.

**Do not enter income earned from self-employment here.** See question F4 next is dedicated to self employment.

Income earned while participating on a CE (Community Employment) Scheme is one of the designated programmes for eligibility for the Special Rate of student grant. We include benefits-in-kind at their figure for income tax purposes.

We allow the same deduction from income for expenses directly related to employment as set out in your P21 PAYE Balancing Statement for 2017.

### Applicant's earnings from holiday employment

The applicant must include any income for 2017 in this section. A deduction will be allowed for reasonable holiday earnings which is income earned by the applicant from employment outside of term time. For example, two weeks at Easter, the summer weeks of June, July & August and two weeks at Christmas.

### F2. Did you receive any social welfare payments in 2017 other than child benefit? –

If **'Yes'**, please select the relevant payment from the list provided on screen (e.g. rent allowance, foster care allowance, etc.), provide the weekly rate of that payment and the number of weeks you were in receipt of that payment. A calculation of the total amount of each payment will be automatically made on screen, depending on the rate and number of weeks entered, and a combined total given.

Please note that, before proceeding to question F3, you will need to choose option **'No'** to all other Social Welfare payments listed that you were not in receipt of in 2017.

**F3.** Did you receive a payment from any other government department or state agency, for example the Health Service Executive (HSE), SOLAS or a local authority in 2017?

Please Select  ? \* Please Select  \* Please Select  \*

Total Amount

**F4.** Were you self-employed or engaged in farming in 2017?

Please Select  ? \* Please Select  \* Please Select  \*

Total Amount

**F5.** Did you have any rental income from any land or properties in Ireland or abroad in 2017? (Excluding Rent a Room Income, you will be asked about Rent a Room Income later)

Please Select  ? \* Please Select  \* Please Select  \*

Total Amount

**F6.** Were you a proprietary director or shareholder of a limited company in 2017?

Please Select  ? \* Please Select  \* Please Select  \*

Please provide details of the amount of income received through Directorships whether through the PAYE system or declared through Self-Assessment system

### F3. Did you receive a payment from any other government department or state agency?

If **'Yes'**, please select the appropriate payment from the list provided on screen (e.g. HSE, SOLAS or a Local Authority), provide the weekly rate of that payment and the number of weeks you were in receipt of that payment. A calculation of the total amount of each payment will be made automatically on screen, depending on the rate and number of weeks entered, and a combined total given.

Please note that, before proceeding to question F4 you will need to state **'No'** to all other payments listed that you were not in receipt of in 2017.

### F4. Were you self-employed or engaged in farming in 2017? –

If you were self-employed or engaged in farming during 2017, please provide details of all income earned or losses incurred from said employment. If your business year differs from the tax year, the relevant income will be that which appears in your business accounts for a year which ends at some point between 1st January and 31st December 2017.

If you answer **'Yes'** to questions F4, a **'Self-employed Add Backs'** table will appear for completion. You will have to fill this in and press **'Ok'** before proceeding. You should enter estimates if you do not have your accounts ready and the figures will be confirmed through our links with the Revenue Commissioners and documentation requested.

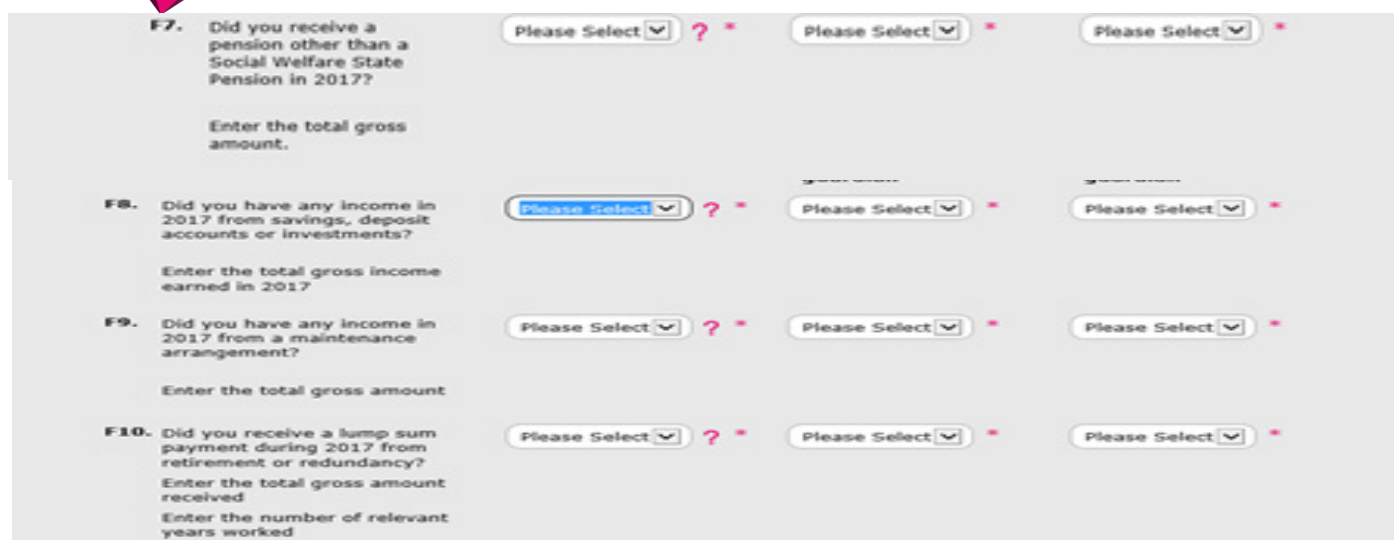
### F5. Did you have rental income from any of your land or properties in Ireland or abroad in 2017? -

If you had rental or other income from land and properties in Ireland or abroad at any time during 2017, please provide details of all income earned or losses incurred from the rental of said properties. If you answer **'Yes'** to question F5, a **'Rental Income Add Backs'** table will appear for completion.

### F6. Were you a proprietary director or shareholder of a limited company in 2017? –

Where any part of your income for 2017 was paid by a limited company of which you were a proprietary director, or in which you had a significant equity shareholding, please choose the **'Yes'** option here and enter details of said income, including benefits-in-kind, at F1 above.





**F7.** Did you receive a pension other than a Social Welfare State Pension in 2017?  
Enter the total gross amount.

**F8.** Did you have any income in 2017 from savings, deposit accounts or investments?  
Enter the total gross income earned in 2017.

**F9.** Did you have any income in 2017 from a maintenance arrangement?  
Enter the total gross amount.

**F10.** Did you receive a lump sum payment during 2017 from retirement or redundancy?  
Enter the total gross amount received.  
Enter the number of relevant years worked.

### F7. Did you receive a pension other than a Social Welfare State Pension in 2017? -

If **'Yes'**, please state the total gross amount of said pension. If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, have income from pensions other than the contributory and non-contributory Social Welfare State Pension, please provide details.

### F8. Did you have any income in 2017 from savings, deposit accounts or investments? -

If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, have money or investments in a financial institution or elsewhere, enter the gross amount of all interest or income earned from savings, deposit accounts, personal loans made by you and investments (stocks, shares, bonds, securities and dividends) in 2017. Investments include: savings certificates, life assurance bonds or other financial instruments. Where the interest or profit builds up and is paid out as a lump sum at the end of the investment period we only take a proportion of this amount.

For distributions from Irish companies, you should include the amount received and the Irish tax deducted. For foreign interest and dividends, you should include the euro equivalent of the gross amount earned before deduction of foreign tax, if any.

### F9. Did you have any income in 2017 from a maintenance agreement? -

If **'Yes'**, please enter the amount to include monies received as maintenance and any other payment made to a third party as part of a maintenance obligation, e.g. rent, mortgage payments, loan repayments, insurance and life assurance, upkeep of home, repairs and renewals, medical, education, etc.

### F10. Did you receive a lump sum payment during 2017 from retirement or redundancy?

If you, your parent(s), legal guardian, spouse, civil partner or cohabitant as applicable, received a lump sum payment in 2017 arising from retirement or cessation of employment (including redundancy), please provide details here.

**Retirement:** Where you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable retired in 2017 from employment or self-employment and received a lump sum, we take a proportion of the lump sum into account for calculating reckonable income for student grant purposes. We calculate the proportion we take into account by dividing the retirement lump sum by the number of years of pensionable service. If you are self-employed, the 'pensionable service' you should enter is the number of years for which you made contributions to a retirement product.

**Redundancy:** If you, your parent(s), legal guardian, spouse, civil partner or cohabitant as applicable, ceased employment or were made **Redundant** in 2017 and received a lump sum, we take a proportion of the lump sum into account for calculating reckonable income for student grant purposes. We calculate the proportion we take into account by dividing the lump sum by the number of years of service with the employer.

	Applicant	Father or legal guardian	Mother or legal guardian
<b>F11.</b> Did you have any income in 2017 from disposals of assets or rights?  If Yes, you will need to complete a Disposal of Assets and Rights Table at the end of this application. You do not need to enter the gain or loss for grant purposes here.	Please Select ▼ ? *	Please Select ▼ *	Please Select ▼ *
<b>F12.</b> Did you receive any gifts or inheritances in 2017?  If Yes, you will need to complete a Gifts and Inheritances Table at the end of this application. You do not need to enter the net value here.	Please Select ▼ ? *	Please Select ▼ *	Please Select ▼ *
<b>F13.</b> Were you in receipt of any funding from Scholarships or Bursaries?  Total Amount	Please Select ▼ ? *	Please Select ▼ *	Please Select ▼ *
<b>b)</b> Did you receive any other income such as Rent a Room Income, foreign income or any funding from sources not otherwise mentioned? Please refer to the Help Note for examples of some of these funding sources.  Provide a description of the type of income which you received here  Enter the total gross amount received (in euros if this relates to foreign income)	Please Select ▼ ? *	Please Select ▼ *	Please Select ▼ *
<b>c)</b> Did you receive any income from woodlands in 2017?	Please Select ▼ ? *	Please Select ▼ *	Please Select ▼ *
<b>F14.</b> Did you make a legally enforceable maintenance payment in 2017 following a separation or divorce?  Enter the total gross amount paid	Please Select ▼ ? *	Please Select ▼ *	Please Select ▼ *

### F11. Did you have any income in 2017 from disposal of assets or rights?

If 'Yes', please include details of all gains and losses on the 'Disposal of Assets and Rights' table which will appear at the end of the application form. Any losses arising from the disposal of an asset can be offset against all other sources of income in the reference period. Only a portion of any gain will be taken into account when calculating reckonable income.

### F12. Did you receive any gifts or inheritances in 2017?

If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, received gifts or inheritances in 2017, you must complete the **Gifts and Inheritances Table**. This table will appear automatically for completion before you submit your application. Please provide details of all gifts and inheritances even if you did not have to report them to the Revenue Commissioners for Capital Acquisitions Tax purposes. The only exceptions are:

In the case of an **independent student**, gifts and inheritances between the applicant and his or her spouse, civil partner or cohabitant

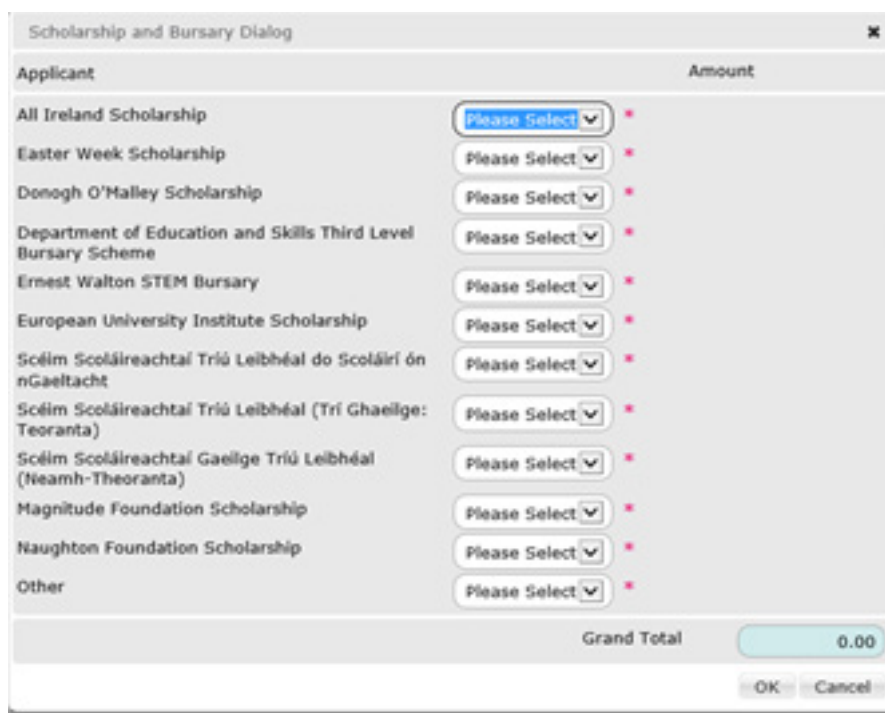
**In the case of all other applicants:** gifts and inheritances between parent(s) or legal guardian and gifts and inheritances to the applicant from his or her parent(s) or legal guardian

### F13. Did you receive any other income such as foreign income, Scholarships, Bursaries or any other funding from sources not mentioned above?

If you answer 'Yes' to F13a) Please select from the selection in the pop up box (see list on next page).  
 If you answer 'Yes' to F13b) Please use the text box to describe the source and the income box for the amount.

If you answer 'Yes' to F13c) Please complete the **Woodlands table** at the end of the application form. This is any income received from the sale of Woodlands from January 1st to December 31st 2017. This includes income from private sales or income from the Department of Agriculture, Farming and Marine or equivalent body in or outside the State.





Applicant	Amount
All Ireland Scholarship	Please Select
Easter Week Scholarship	Please Select
Donogh O'Malley Scholarship	Please Select
Department of Education and Skills Third Level Bursary Scheme	Please Select
Ernest Walton STEM Bursary	Please Select
European University Institute Scholarship	Please Select
Scéim Scoláireachtaí Tríú Leibhéal do Scoláirí ón nGaeltacht	Please Select
Scéim Scoláireachtaí Tríú Leibhéal (Trí Ghaeilge: Teoranta)	Please Select
Scéim Scoláireachtaí Gaeilge Tríú Leibhéal (Neamh-Teoranta)	Please Select
Magnitude Foundation Scholarship	Please Select
Naughton Foundation Scholarship	Please Select
Other	Please Select
Grand Total	0.00

### F13(a) Scholarship & Bursary Dialog

Income from Scholarships/Bursaries – This is any income, both maintenance and/or fees, received from Scholarships or Bursaries from January 1st to December 31st, 2017. The SUSI grant, Student Assistance Fund, TAP, HEAR and DARE should not be included. If not listed here, please use ‘Other’ option to complete.

#### Examples of types of Scholarships/Bursaries that should be included are;

- Awards such as scholarships, prizes or bursaries, made by the institution being attended;
- Postgraduate research awards where the stipend portion of the award does not exceed a specified amount, which for the relevant academic year, is specified to be €16,000;
- Department of Education and Skills Third Level Bursary Schemes;
- All Ireland Scholarship Scheme.

### F13(b) Income from Sources not mentioned

This is any other income received from sources that are not mentioned in any previous question from F1 to F12 on the application form, from January 1st to December 31st 2017. This may include; foreign income - This is any income earned outside of the State from January 1st to December 31st, 2017.

**Tax exempt incomes** - artists, woodlands income, patents, rent-a-room relief or childcare services (Note: stallion stud fees and greyhound stud fees were tax exempt but became taxable from 1st of August 2008). If you have income from these activities you should include it in Question **F4** - Self-employment or farming.

**Settlements, trusts, covenants and estates**- In the case of covenants, you do not need to include income you, the applicant, received under a covenant from your parent(s) or legal guardian unless you are an independent student.

**Fees, commissions or income of a similar nature**, earned outside your main employment or self-employment. Benefits not included on your P60 or P21, for example, employer PRSA contributions and other taxable benefits. The gross value of amounts withdrawn from pension products, other than the tax-free lump sum.

**Restrictive covenants**. Payments received on commencement of employment. Sums you received after a business ceased trading, for example, debts which were considered uncollectible when the business ceased trading. Gains from prize bonds, lotteries, gambling or sweepstakes. Any other income or benefit not described in **Section F**.

**F14.** Did you make a legally enforceable maintenance payment in 2017 following a separation or divorce?

Enter the total gross amount paid

**F15.** Did you make any pension contributions in 2017? (Do not include public sector pension related deduction or any pension deduction made at source. Applicable to pension contributions showing on P21 or Revenue's Indicative Calculation on which you based your self-assessment)

Enter the total Gross amount paid

**F16.** Did you have a permanent change in circumstances in relation to reckonable income since 2017?

Please provide details of the permanent change in circumstances

**F14. Did you make a legally enforceable maintenance payment in 2017 following a separation or divorce? -**

If 'Yes', please enter the total gross amount paid. A deduction may be made for maintenance payments to a separated spouse provided there is a legal separation or divorce agreement in place. The amount deductible from reckonable income is the amount that appears on your **Revenue Self Assessment Statement or P21 PAYE Balancing Statement**.

**F15. Did you make any pension contributions in 2017? (Do not include public sector pension related deduction or any pension deduction made at source.**

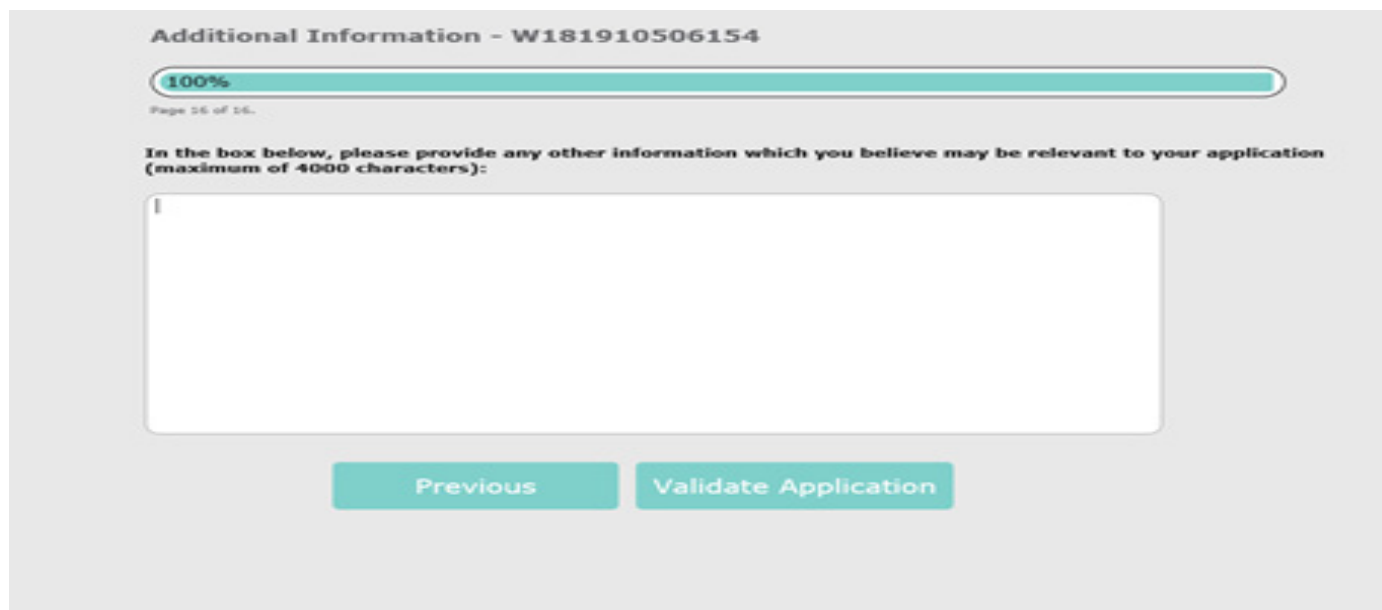
We allow a deduction for contributions to pension schemes and pension or retirement products, for example, Personal Retirement Savings Account (PRSA) or Retirement Annuity Contract (RAC), paid in the reference period only, within the limits allowed by the Revenue Commissioners, but we exclude any 'unrelieved' contributions carried forward from previous years. We also allow a deduction for the public service pension levy.

Please enter the pension or retirement contributions allowed for income tax purposes for 2017 as shown on your **Revenue Self Assessment Statement or P21 PAYE Balancing Statement**, after deducting any 'unrelieved' contributions from previous years.

**F16. Did you have a permanent change in circumstances in relation to reckonable income since 2017. Please provide details of the permanent change in circumstances. -**

If there is a fall in your income, or that of your parent(s), legal guardian, spouse, civil partner or cohabitant as applicable, between 1st January and the end of the 2018/19 academic year, and that fall in income is likely to continue for the duration of the approved course or the foreseeable future, you may apply for a review of your application where you were previously refused or awarded a part-grant. If you have not completed a student grant application form for the 2018/19 academic year and your income is now within the specified limits, you can make an application for a student grant under a **change in circumstances** which will be assessed based on your current income (2018) rather than income in the reference year (2017). However, we will re-assess your application for the 2019/20 academic year. This review will be based on your income in the reference period for the 2018/19 academic year.

The following page will appear for additional information to be submitted (if needed) in reference to Section D of the application form.



### F16 Additional Information

Please provide any additional notes here that you feel may be of importance in relation to the assessing of your grant application. This free text section should be used to indicate any or all important information pertaining to your application that could not be captured in sections A to F that may be relevant.

For example, mother may be separated and living with her partner at the home address. Mum's partner may be the only financial support on which the household is dependent on either from employment or a Department of Social Protection payment which he is in receipt of. Please provide details in section F16.

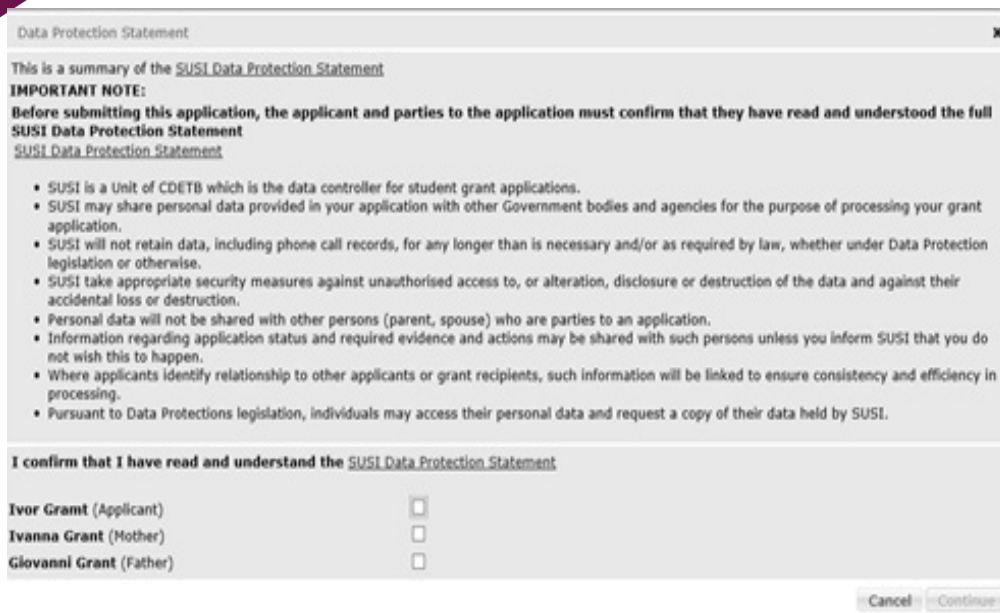
Another example would be to indicate a permanent Change in Circumstances that may warrant a view on current income as opposed to the income in the reference period of 2017. Perhaps someone in the household was working in 2017 and has since been made redundant in 2018. Please provide details in section F16.

**Having completed all of Section F, you will be presented with a summary of the information you have provided, which you can amend if necessary. Having completed F16 you may validate the application.**

Click on '**Validate Application**'. You will then receive a summary of the income you have inputted into Section F. If correct, you must agree to the following statement: "I/We agree this income information is correct as defined in section F of the application form."

If you wish to '**Amend**' your information you may do so here and then continue to "**Validate Application**" again. Click on Continue.

Before submitting your application you and all parties to the application must complete the declaration and confirm that you have read and understand the SUSI Data Protection statement and click '**Continue**'



**Data Protection Statement**

This is a summary of the [SUSI Data Protection Statement](#)

**IMPORTANT NOTE:**  
Before submitting this application, the applicant and parties to the application must confirm that they have read and understood the full [SUSI Data Protection Statement](#)

- SUSI is a Unit of CDETB which is the data controller for student grant applications.
- SUSI may share personal data provided in your application with other Government bodies and agencies for the purpose of processing your grant application.
- SUSI will not retain data, including phone call records, for any longer than is necessary and/or as required by law, whether under Data Protection legislation or otherwise.
- SUSI take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.
- Personal data will not be shared with other persons (parent, spouse) who are parties to an application.
- Information regarding application status and required evidence and actions may be shared with such persons unless you inform SUSI that you do not wish this to happen.
- Where applicants identify relationship to other applicants or grant recipients, such information will be linked to ensure consistency and efficiency in processing.
- Pursuant to Data Protection legislation, individuals may access their personal data and request a copy of their data held by SUSI.

I confirm that I have read and understand the [SUSI Data Protection Statement](#)

Ivor Grant (Applicant) ☐

Ivanna Grant (Mother) ☐

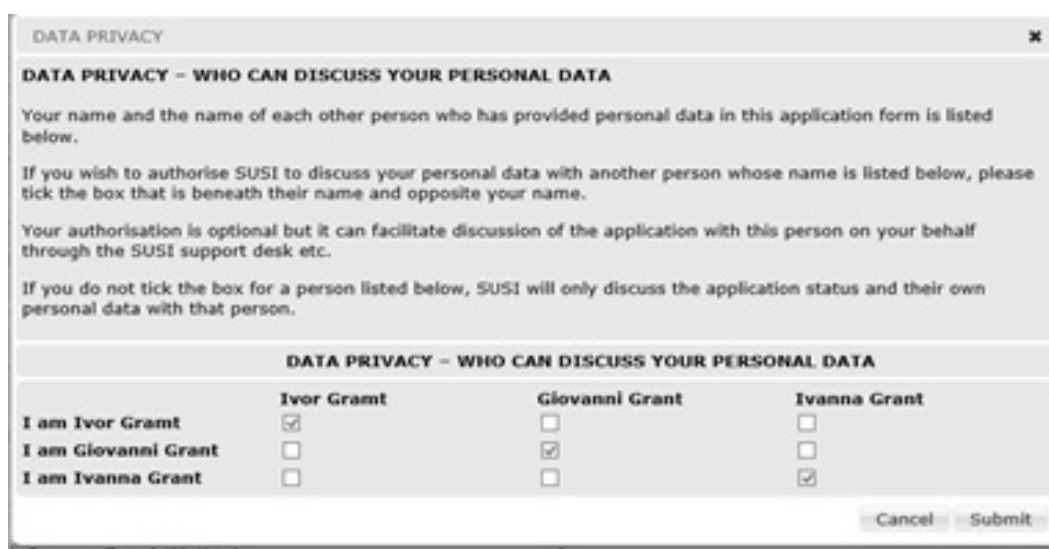
Giovanni Grant (Father) ☐

Cancel Continue

You will then be presented with a summary of the **SUSI Data Protection Statement**. You must indicate you have read and agree to the full Data Protection Statement. Each person named on the application form must confirm that they have read and understand the statement.

## CONSENT: WHO CAN DISCUSS YOUR PERSONAL DATA

You will be presented with the following “Data Privacy” consent box to allow you to indicate that you give consent for SUSI to discuss you Personal Data with the other parties to your application.



**DATA PRIVACY**

**DATA PRIVACY – WHO CAN DISCUSS YOUR PERSONAL DATA**

Your name and the name of each other person who has provided personal data in this application form is listed below.

If you wish to authorise SUSI to discuss your personal data with another person whose name is listed below, please tick the box that is beneath their name and opposite your name.

Your authorisation is optional but it can facilitate discussion of the application with this person on your behalf through the SUSI support desk etc.

If you do not tick the box for a person listed below, SUSI will only discuss the application status and their own personal data with that person.

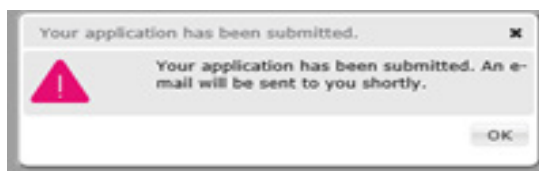
	Ivor Grant	Giovanni Grant	Ivanna Grant
I am Ivor Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am Giovanni Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I am Ivanna Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

**You will be contacted by SUSI through your postal address for the next stage of the application process.**

You may now hit '**Submit**' button You will now be submitting your application online to SUSI. When you select '**Ok**' your application will be submitted for processing. When submitted you will be able to change your contact details by using the 'Your Personal Details' section on the main menu.

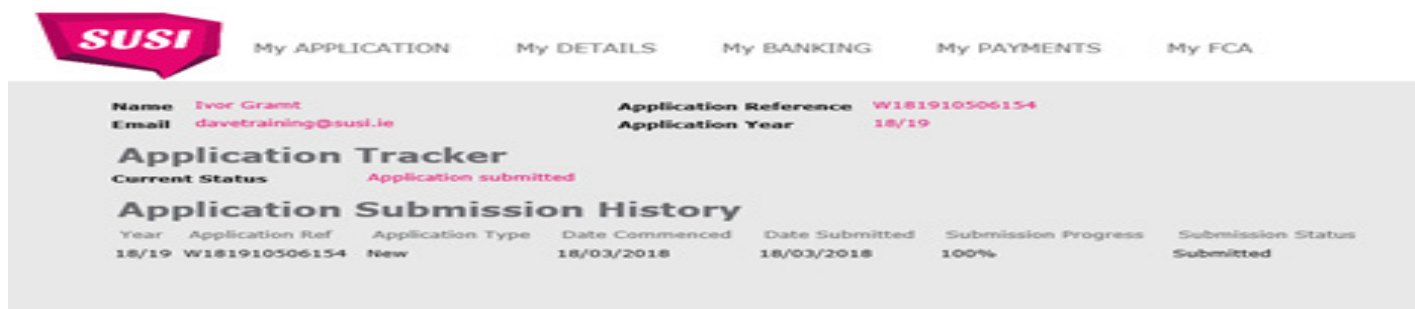
**Your application is now submitted.**



**Please note:** You will **not** be able to make changes to any sections (A to F) of the application. Your application will be assessed based on the information you have supplied once you click to submit. You will receive confirmation of submission by email to your registered email address.

If you have not received an email confirming your application is successfully submitted within 24 hours, you should contact the SUSI Support Desk.

When you log into your account you should see the following navigation screen which will list your application reference number, type, the date submitted, the submission progress and submission status. This screen is where you can see the progress of your application under "**Submission Status**". You can also edit details, submit bank details and Final Course Acceptance form (if requested) and view details of your payments (if/when you are awarded).



Year	Application Ref	Application Type	Date Commenced	Date Submitted	Submission Progress	Submission Status
18/19	W181910506154	New	18/03/2018	18/03/2018	100%	Submitted

## EXAMPLE TABLES

If you clicked 'Yes' to receiving income from **Disposal of Assets and Rights, Gifts and Inheritances** or **Woodlands** you will need to fill out the corresponding table in relation to this income.

Below are examples of these tables that need to be filled out at this stage of the application process.

**Disposal of assets and rights table (Applicant Form)**

88%

Page 14 of 18.

**To be completed in respect of the Applicant**

Please provide details for the Disposal of an Asset or Right

Who disposed of the asset or right	<input type="text"/>
Description of the asset or right	<input type="text"/>
Date of disposal (A)	<input type="text"/>
Date of acquisition (B)	<input type="text"/>
Original cost (C)	<input type="text"/>
Enhancement expenditure (D)	<input type="text"/>
Total cost (E = C + D)	<input type="text"/>
Disposal price (F)	<input type="text"/>
Incidental costs of disposal (G)	<input type="text"/>
Net disposal price (H = F - G)	<input type="text"/>
Gain/(Loss) on disposal (I = H - E)	<input type="text"/>
Number of years held (J = A - B)	<input type="text"/>
Reckonable gain/(loss) (K = I / J)	<input type="text"/>

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**Woodlands Table (Applicant Form)**

94%

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**To be completed in respect of the Applicant**

Application Reference

Candidate Type  Applicant

Who received income from Woodlands ?

Value of sales and other income from woodlands for a year ending between 1 January 2016 and 31 December 2016 (Inclusive of grant premiums, etc.) (A)

Value of standing trees at the beginning of the year (B)

Add total expenditure on woodlands in the year (C)

Less value of standing trees at the end of the year (D)

Cost of Sales E=(B + C - D)

Profit F=(A - E)

Previous Next






**Gifts and Inheritance Table (Applicant Form)** - [Redacted]


94%

Page 18 of 19.

**To be completed in respect of the Applicant**  
We need details of all gifts and inheritances even if you did not have to report them to the revenue for Capital Acquisitions Tax.

Use the grid below to complete a table for each gift and inheritance received in 2016

Click the  button to edit details you have already added to the grid.  
Use the  button to add to the grid. Use the  button to remove entries from the grid.

Who received the gift	Disposer Name	Date of Gift / Inheritance	Action 
Records 0 to 0 of 0			

Page 1 / 1

Previous Next


**Gifts and Inheritance Table (Applicant Form)** - [Redacted]

94%

Page 18 of 19.

**To be completed in respect of the Applicant**  
We need details of all gifts and inheritances even if you did not have to report them to the revenue for Capital Acquisitions Tax.

Use the grid below to complete a table for each gift and inheritance received in 2016

Click the  button to edit details you have already added to the grid.  
Use the  button to add to the grid. Use the  button to remove entries from the grid.

Who received the gift	Disposer Name	Date of Gift / Inheritance	Action 
Records 0 to 0 of 0			

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**Gift and Inheritance**

Application Reference [Redacted]

Who received the gift or inheritance

Disposer Name

Relationship to Disposer

Date of gift or inheritance

C.A.T file number, if any

Description of gift or inheritance

Market value of gift or inheritance (A)

Liabilities and costs, if any (B)

Consideration, if any (C)

Value before C.A.T (D = A - B - C)

C.A.T paid, if any (E)

Net Value (F = D - E)

Ok Cancel