



## Medical Declaration Form – Reduction of Income due to Medical Circumstances

### Important Information

Student Universal Support Ireland (SUSI) is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts. SUSI publish a Privacy and Data Protection Statement on their website <https://susi.ie/home/privacy-statement/susi-data-protection-statement/>.

#### The Information you provide:

##### **Data Processing - What we use it for:**

The eligibility of an award of a grant, or the level of the grant awarded may be reviewed by the awarding authority under Article 32 of the Student Grant Scheme 2018.

You have indicated to SUSI that there has been a reduction of income which is likely to obtain for the duration of the applicant's approved course or for foreseeable future.

The information provided on the attached form will enable SUSI to make a determination under Article 32 of the Student Grant Scheme 2018.

##### **Data Retention - How long will we hold on to the information provided:**

The information provided will be held on file in line with SUSI's Data Retention Policy.

##### **Data Security - Who has access to this information?**

SUSI take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against its accidental loss or destruction. SUSI undertake to ensure that the information provided will only be accessed by the minimum amount of personnel that is required to make a determination under Article 32 of the Student Grant Scheme 2018.

##### **Explicit Consent**

Data Protection Legislation requires explicit consent from the Data Subject in order to obtain and process sensitive personal data/special categories of data (e.g. data concerning health). Please see Processing of Sensitive Personal Data/Special Categories of Data form below. This form must also be completed.

Should you wish to withdraw your consent please email [sar@susi.ie](mailto:sar@susi.ie) for the attention of the Compliance Officer and quoting the application number, your name and detailing that you wish to withdraw your consent.

**Please Note: Forms that are not signed and stamped by all parties will not be accepted by SUSI. This will result in delays when processing your application.**



## Medical Declaration (Reduction in Income) Form

Student Universal Support Ireland is processing a grant application at present on behalf of the applicant listed below. Any information provided by you to the applicant in respect of their grant application, will be processed and managed by SUSI in strictest confidence. Data Protection legislation requires explicit consent from the Data Subject (patient) in order to obtain and process special categories of data (e.g. Data relating to health). Please also complete the consent section below.

Applicant's Name		Applicant's W Number	
Patient's Name			

Applicant's Course Name	
Course Start Date	
Course End Date	
Full Duration of Course (In Years)	

**To be filled out by your designated medical professional**

Doctor's Name		Surgery Name & Address	
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Please confirm the date the patient listed above first contacted you in relation to their illness/symptoms?	
Based on the above dates of the applicant's course, in your medical opinion, can you confirm the patient's current medical circumstances are likely to last the duration of the course or for the foreseeable future?	Yes <input type="radio"/> No <input type="radio"/>

**Please do not submit any medical documentation with this form.**

**Declaration: I declare that the above information is true and accurate to the best of my knowledge.**

Patient's Signature	Doctor's Signature

Surgery Stamp (If available)
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**Please Note: Forms that are not signed and stamped by all parties will not be accepted by SUSI. This will result in delays when processing your application.**



### Confirmation of Reduction in Income

Student Universal Support Ireland is processing a grant application at present on behalf of the applicant listed below. Any information provided by you to the applicant in respect of their grant application, will be processed and managed by SUSI in strictest confidence.

Applicant's Name		Applicant's W Number	
Employee's Name		Employee's PPS Number	

To be filled out by your employer

Employer's Name	
Employer's Address	

Please provide employee's gross earnings for 2017	€
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Can you confirm the Employee listed above has had a reduction in Income?	Yes <input type="radio"/> No <input type="radio"/>
If yes, can you confirm the date this reduction occurred?	
Can you confirm the current annual salary for the employee listed above?	€

### Declaration

I declare that the above information is true and accurate to the best of my knowledge.

Employee Signature	Employer Signature

Company/ Employer Stamp
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Please Note: Forms that are not signed and stamped by all parties will not be accepted by SUSI. This will result in delays when processing your application.



## Processing of Sensitive Personal Data/Special Categories of Data

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The information you are providing with this form relates to 'sensitive personal data/special categories of data as defined in Data Protection legislation, (e.g. Data relating to health), SUSI require explicit consent from the data subject in order to obtain and process this information.

### Consent

I ..... Consent to SUSI processing the sensitive personal data/special category of data submitted with this form for the purpose of the Awarding Authority making a determination under Article 32 of the Student Grant Scheme 2018. I understand that I can withdraw my consent at any time.

Signed: .....

Date: .....

**Please Note: Forms that are not signed and stamped by all parties will not be accepted by SUSI. This will result in delays when processing your application.**