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 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.

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
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”**.
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.
Step 2: Making an Application.

- 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 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).

To begin your application, click on the “Start Application” button as shown above.

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) 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. 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.*
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.

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.
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.


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.
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.

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.)
**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.
If you fulfill the Nationality criteria you can proceed to the following question:

**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.

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.
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
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

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

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.

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**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.
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; 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).

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’.
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.

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

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. 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.

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’
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.

Your 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).
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.
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.

<table>
<thead>
<tr>
<th>Who received the gift</th>
<th>Disponer Name</th>
<th>Date of Gift / Inheritance</th>
<th>Action</th>
</tr>
</thead>
</table>

Records 0 to 0 of 0