SUSI Application Form Guide
Renewal Applicants
2020/21 Academic Year
Your guide to completing your SUSI Application Form
As a renewal applicant, you will have previously created an account. You can log into your account directly on by clicking the “Login/Apply” button on www.susi.ie. You can also login using your “MyGovID” credentials.

On login the above page will appear. You must click on the “Start Application” button to begin your grant renewal application.

If you received funding from SUSI for the 2019/20 academic year and are progressing onto the next year of the same course for the 2020/21 academic year, you are a renewal applicant. The application process may be a quick reassessment or a full reassessment. Please note that each year SUSI, as part of its auditing procedures, randomly selects a number of renewal applications for full reassessment. If you are one of these selected applications, you will be automatically directed to the full-reassessment application form when you click “Start Application”.

You should go directly to page 7 of this document for instruction on how to complete the full reassessment application form.
As a renewal applicant, your personal details will automatically populate at R1-R5. Please review these details and, if correct, proceed to answer the questions that follow.

### What information is being requested?

The information requested relates to any changes in your course of study, number of relevant persons in your household attending further or higher education and any significant change in your household income, all of which can have a bearing on the rate of grant that you may be awarded for the new academic year.

If there are no changes to declare and you are progressing to the next year of the same course in the same college the process of renewing your grant application will be very quick.

If there are changes in your circumstances such as:

- A sibling starting college in 2020/21
- Change of home address since your last student grant application was made or last reviewed
- Change in course
- Change in college
- Change in reckonable income on which you were originally assessed for grant assistance in 2020/21

You should declare these changes. You will then be brought forward for **reassessment**.

You can click the ? symbol to clarify a particular question.
R6. a) Will you be changing course in the 2020/21 academic year? –
If you are continuing on the same course (i.e. the course for which you were awarded a student grant during the 2019/20 academic year), you should answer ‘No’ to part (a) of this question.

If you entered college in 2019/20 on a common entry programme of study and you are now progressing to year 2 of another programme/stream of study, you should answer ‘No’ to Part (a) of this question.

You should answer “Yes” to part (a) of this question if you are changing course in 2020/21 from the course for which you were awarded a student grant during the 2019/20 academic year, for example, if

- you are progressing from a Higher Certificate to an Ordinary Degree;
- you are progressing from an Ordinary Degree to an Honours Degree;

R6. b) Will you be changing college in the 2020/21 academic year?
If you are changing college (i.e. you will not be a registered student at the same college in which you were awarded a grant for during the 2019/20 academic year), you should answer ‘Yes’ to part (b) of this question.

Please note that, if you answer ‘Yes’ to question R6 a) or b), you will be directed to complete a New Application.

If you realise you have answered ‘Yes’ in error, click the ‘Home’ icon, and log out of your account. Re-log into your account and hit the reset application button as below.
R7. Have any of the following changed since your last application?

**IMPORTANT**

**Family and Income Details:**
Please consider the following questions carefully and answer each of them as either **YES** or **NO**. There are detailed "Help Notes" to assist you with each element of this question which relates to your family and income details as they are now.

**Dependent Children:**
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 1st October 2019 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.

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.

**Relevant Persons:**
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 2020 or a full-time course of at least one year’s duration in further or higher education and training in the State, the UK or any other Member State leading to a major award at Levels 5 to 10 of the framework of qualification.
Income:
The Reckonable Income Limits and Grants Table on the SUSI website detail the rates of grant available and the levels of Reckonable Income applicable to each.

If the household income has changed during 2019 to an extent that it may affect your current rate of grant, you should answer “YES” to this question.

Current Rates & Income:
If you are unsure of your current grant rate, you can view this information from your SUSI at home page by selecting the “Payments Information” option.
If you are unsure of your currently declared income, you can view previously submitted applications from your SUSI account home page by selecting the ‘View Applications’ option.

Some examples which may have affected your household income include:

-A change in employment status such as:
  -Promotion
  -Retirement
  -Redundancy
  -Reduction/Increase in working hours
  -Become self-employed or ceased trading
  -Commencement, cessation or change to any Social Welfare or Health Service Executive (HSE) payments

Please note that, if you answer ‘Yes’ to question R7 you will be directed to complete a new application.
R8. Other changes of circumstances.

Before answering this question you should carefully consider if there has been any change in the following matters that may affect your grant or that may be relevant to your eligibility to receive a grant:

- Parental and marital status
- Adoption or legal guardianship of applicant or death of parent.
- Marriage, civil partnership, cohabitation, separation or divorce (of applicant or parent).
- Other people in your household - additional dependent children (where increasing to four or eight only) or additional persons entering/leaving full-time education - you should answer “Yes” to question R7 if this applies to you
- Income - a change since the end of the 2019 calendar year in the income of an applicant or their parent, legal guardian, spouse, civil partner or cohabitant, see notes for question R7 for changes occurring within the 2019 calendar year.
- Distance from college - If you are a dependent applicant whose parents’ address was 45km or less from your college but is now more than 45km from your college (or vice versa).
- Nationality - if your permission to remain in the State has changed or expired (other than by becoming an Irish/EU/EEA/UK/Swiss citizen)
- Residency in the State having resided in the EU, EEA, UK or Switzerland (but not in the State) for 3 of the 5 years prior to the award of your grant, you have since met the requirement to have resided in the State for 3 of the 5 years prior to the year of your course you are now starting in 2020/21.

You are legally obliged to inform SUSI immediately of any change or other matter concerning your circumstances that may affect your rate of grant or your eligibility to receive a grant.

It is an offence subject to penalty to provide false, incorrect or misleading information or to fail to provide relevant information about any person or matter that you may be aware of.

If you have no changes to declare and have replied “No” to all questions R6 to R8 click “Next”. You and all parties to the application should complete the Data Protection and Declaration sections as shown below.

Your renewal application has now been submitted. You should receive an email confirming this.
Full Reassessment (Renewal Applicants)
Completing the Reassessment Application Form

The reassessment applicant form comprises the following sections:

- Part 1 - Course Details
- Part 2 - Address Details
- Part 3 – Nationality Details
- Part 4 – Studying Abroad
- Part 5 – Work Placement
- Part 6 – Payments
- Part 7 – Student Financial Assistance

**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 2020 and Student Grant Scheme 2020 for complete and detailed information on student grants.

**REASSESSMENT SECTION**

**Who should complete 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 details of your course, address, other financial assistance, etc., that may have changed since you were previously awarded grant funding. Please see the explanatory notes below which may be of assistance with some of the questions asked.

You can also click the ? symbol to further clarify a particular question.
As a renewal applicant, some of your personal details will automatically populate in part 1.

**Part 1 – Course Details - Have you changed course?**

If you are continuing on the same course for which you were awarded for the 2019/20 academic year, or entering year 2 following a ‘common entry’ year last year, please choose the ‘No’ option.

If you are changing course, e.g. progressing from a Higher Certificate to an Ordinary Degree course, or from an Ordinary Degree to an Honours Degree, please choose the ‘Yes’ option.

**Part 2 – Address Details – Has your permanent home address changed since your last student grant application was made or last reviewed?**

If your permanent home address has changed, please select option ‘Yes’ and enter the new details (please note that this may affect the adjacency/non-adjacency aspect of your grant). Otherwise, please select ‘No’.

**Part 3** refers to Section B, Nationality. *This section is only relevant to applicants who are non-Irish nationals and will only generate for those applicants where they have previously specified their nationality details.*

**Part 4 – Studying Abroad – Will you be studying abroad in 2020/21 as part of your course?**

If you will be studying abroad for any period during the academic year, please select the ‘Yes’ option and give details as requested. For the 2020/21 academic year, your course may allow/require you to undertake some of your studies abroad/overseas for a limited duration. This can be done as an integral part of the course, for example, International Business. As such, this may entitle you to a higher rate of grant for the duration of your study abroad, provided it lasts for at least one semester.
Part 5 – Work Placement – Will you have paid placement in 2020/21 as part of your course?
If you will be on a paid placement during the academic year, please select the ‘Yes’ option and give details as requested. For the 2020/21 academic year, your course may allow/require you to undertake a work placement for a limited duration. This can be done as an integral part of the course, for example, Nursing. As such, this will require a review of your award to confirm the rate of grant for the duration of your work placement.

Part 6 – Payments – Were you in receipt of any of the following payments during the 2020/21 academic year? Have you applied for or will you be in receipt of any of the following payments for the 2020/21 academic year? Please select the ‘Yes’ option if you have received or expect to receive Back to Education Allowance (BTEA)/Vocational Education Opportunities Scheme (VTOS). Please note that, if in receipt of such payments, you may not be eligible for a maintenance grant.

Part 7 – Student Financial Assistance – Have you applied for or will you be getting any other financial assistance from Ireland or abroad for the 2020/21 academic year?
If you have applied for or expect to receive other financial assistance during the academic year, please select the ‘Yes’ option and give details as requested. Please give details of all awards/funds from the awarding/funding body or department and the full amount, including fees, which you will get in 2020/21. This is mandatory.

Having completed all of the reassessment section, you will be presented with a summary of the information you have provided. You can choose to amend or click ‘OK’
Dependent Children and Relevant Persons (Applicant).

Who should complete this section?
You, the applicant, should fill in all questions in this section.

What information is being requested?
The information 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 the ? symbol to further clarify a particular question.

Section 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 1st October 2019 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

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

who are attending:

- an approved course for the purposes of the Student Grant Scheme 2020;
- A full-time course of at least one year's duration in further or higher education and training in the State, the UK, or any other Member State leading to a major award at levels 5 to 10 on the framework of qualifications or to an equivalent qualification made by a recognised body in the State, the UK 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 also 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 above screen will appear. You should enter the "relevant person(s)" details (if applicable) and click "OK"
Reckonable Income

Who should complete this section?
Section F collects information on the total reckonable income relevant to the application.

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, the applicant, should complete 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, you, the applicant, and your spouse, civil partner or cohabitant should complete the relevant sections.

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),” you, the applicant, and your parent(s)/legal guardian(s) as applicable, should complete the relevant sections.

Please note:

You, the applicant, will share your income details in the first part of section F. Once completed, relevant other parties to the application will be prompted to complete their personal and income details.

The questions for the applicant and the other parties to the application are the same so the following notes are relevant for all.

You must read this checklist and indicate that you have done so before proceeding with this section.
**F1. Were you employed in 2019 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 2019, whether on a full-time, part-time or temporary basis, you must give us the total gross income earned in 2019, 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.* Question F4 is dedicated to self-employment.

Income earned while participating on a Community Employment (CE) 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 Statement of Liability (formerly P21) for 2019.

**Applicant’s earnings from holiday employment**
The applicant must include any income for 2019 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.

**F2. Did you receive any social welfare payments in 2019 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.

**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.
F4. Were you self-employed or engaged in farming in 2019?
If you were self-employed or engaged in farming during 2019, 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 2019.

If you answer "Yes" to question F4, a "Self-employed Add Backs" table will appear for completion. You will have to complete this 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 2019?
If you had rental or other income from land and properties in Ireland or abroad at any time during 2019, 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 2019?
Where any part of your income for 2019 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 2019?
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 2019 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 2019. 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 2019 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 2019 from retirement or redundancy?
If you, your parent(s, legal guardian, spouse, civil partner or cohabitant as applicable, received a lump sum payment in 2019 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 2019 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 2019 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 2019 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 2019?
If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, received gifts or inheritances in 2019, 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 1st January to 31st December 2019. 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
Income from Scholarships/Bursaries – This is any income, both maintenance and/or fees, received from Scholarships or Bursaries from 1st January to 31st December 2019. 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 1st January to 31st December 2019. This may include; foreign income - This is any income earned outside of the State from 1st January to 31st December 2019.

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 in-come 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 Employment Detail Summary (formerly P60) or Statement of Liability (formerly 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 2019 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 Statement of Liability (formerly P21).

F15. Did you make any pension contributions in 2019? (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 2019 as shown on your Revenue Self Assessment Statement or Statement of Liability (formerly P21), after deducting any ‘unrelieved’ contributions from previous years.

F16. Did you have a permanent change in circumstances in relation to reckonable income since 2019? 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 2020/21 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 2020/21 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 (2020) rather than income in the reference year (2019). However, we will re-assess your application for the 2021/22 academic year. This review will be based on your income in the reference period for the 2021/22 academic year (i.e. 2020).
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, parent may be separated and living with partner at the home address. The household depends on financial support from the partner’s employment/Department of Employment Affairs & Social Protection (DEASP) payment. Please provide details in section F16.

Another example would be to indicate a permanent Change in Circumstances that may warrant a review on current income as opposed to the income in the reference period of 2019. Perhaps someone in the household was working in 2019 and has since been made redundant in 2020. 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.
After confirming/amending the applicant's income the personal and income details for all other parties to the application (parents/legal guardian/spouse etc.) must be completed.

The authorisation to provide personal details must then completed.
Once authorisation has been confirmed income questions F1 to F16 must then be completed for all other parties to the application.
Once each person's details are "complete", you may click the Validate Application button to take the final steps before submitting the application to SUSI for processing.

You will be presented with a summary of the following.

**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.

**SUSI Privacy Statement**

You will be presented with the “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.

**SUSI Declaration**

You will then be presented with a declaration that you read the Important Notes for Grant Applicants. The applicant and each other party to the application must personally complete this declaration.
You may also log into your SUSI Account at a later stage if you need to update your consent settings. Here you may add a third party to your application and give SUSI consent to talk with them about your application.

You may now click the 'Submit Application' 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.
EXAMPLE TABLES

Please note: You will not be able to make changes to any section 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).

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](image-url)
### Woodlands Table (Applicant Form) - W 2021XXXXXXX

To be completed in respect of the Applicant

<table>
<thead>
<tr>
<th>Application Reference</th>
<th>0033</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who received income from woodlands?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value of sales and other income from woodlands for a year ending between 1 January 2019 and 31 December 2019 (inclusive of grant premiums, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value of standing trees at the beginning of the year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add total expenditure on woodlands in the year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less value of standing trees at the end of the year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of Sales E= (B + C - D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profit F= (A - E)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Gifts and Inheritance Table (Applicant Form) - W 2020XXXXXXX

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 2019.

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>Disposer Name</th>
<th>Date of Gift / Inheritance</th>
<th>Action</th>
</tr>
</thead>
</table>

Records 0 to 0 of 0