



SUSI Application Form Guide New Applicants 2020/21 Academic Year

Your guide to completing your SUSI Application Form



Create a SUSI Account

Applications for student grant funding can be made by visiting www.susi.ie by clicking "Login/Apply" on www.susi.ie

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 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 before you make a grant application.

3. Get Started

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. You can do this quickly using a Verified MyGovID Account or you can Register a SUSI Account.

Continue with MyGovID

[What is MyGovID?](#)

OR

Register SUSI Account

Create a SUSI Account or Log in with your MyGovID

You can register for a SUSI account or use your verified MyGovID. To create a SUSI account select **"I don't have a SUSI account yet"**.

You should read **SUSI's Data Protection Statement** before proceeding. On this page you also have the option to complete the **Grant Eligibility Reckoner** by clicking on the relevant link. This will give you an indication of your eligibility for 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.



Online Registration of your SUSI Account


Register for a SUSI account

Personal Details

Your PPS no * ?

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 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.

Once you've completed this page, 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)

 * 



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.
- 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.
- 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 (e.g.123456) also cannot be selected.
- Retype the security code displayed in an image box at the bottom of the screen.
- When these fields are completed, select **"Next"**.

Student Registration - Registration Summary and Submit

Your PPS no	68481020
Your surname	Sample2020
Your first name(s)	Sample
Your date of birth	20/07/1994
Your email	
Your telephone number	
Your username	SAMPLE2020
Your security question	What is your mothers maiden name?

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.

Previous Submit

A summary of your registration will appear and if all is in order, click '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.

Home

Make an Application

LOGIN TO YOUR SUSI ACCOUNT

SAMPLE2020

●●●●●●●●

2nd

3rd

4th

●

●

●|


Please enter the requested digits from your PIN Code. If you have not configured your PIN Code yet please select [I don't have a PIN code yet](#)

LOGIN

[I forgot my SUSI password](#)
[I forgot my SUSI PIN Code](#)
[I forgot my SUSI username](#)
[I don't have a SUSI account yet](#)
[Gaeilge](#)

OR

If you have a verified MyGovID account, you can use your MyGovID details to sign in

Continue With MyGovID 

What is MyGovID?

- 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 can access your account by visiting www.susi.ie and clicking on **"Login/Apply"** on the homepage.
- You will reach a page, as shown above, where you will need to enter your Username, Password and PIN Code you used when registering your account or you may log in using your "MyGovID" credentials.
- If you are unable to remember your Password or PIN Code, you should follow the instructions in the "I forgot my SUSI Password/Pin Code links on the login page.
- Once you have entered the requested information, click the login button.



Your SUSI Account Portal

After login you must first confirm that you have read the data protection statement.

You will then navigate to the below page where you can:

- view the percentage of your application that's completed,
- update your personal details,
- enter bank account details (when requested),
- submit a Course Change Notification if requested.



My APPLICATION My DETAILS My BANKING My PAYMENTS My COURSE My REQUESTS

Name Sample Sample2020
Email daithiomurchususi@gmail.com

Application Reference TBD
Application Year 20/21



Application Tracker

Current Status Application not submitted for academic year 2020/21

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

At the top of each page of the online application form you will see the above bar. This bar indicates 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 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:

- Your 8 digit CAO number. If you have ticked the SUSI box on your CAO Form, this will allow SUSI to retrieve direct notification about your chosen course.
- Your 10 digit UCAS number, if you applied through the UK application system.
- PPS numbers for yourself, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.
- income details for 2019 for yourself (if any), your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.

The application form comprises the following sections:

- Applicant's Personal details.
- Applicant's Nationality & Residency.
- Applicant's course details, previous education and other sources of financial support.
- Dependent Children and Relevant Persons.
- Income details (of 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, provide 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.



Applicant's Personal Details

Who should fill in this section?

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

Data Protection Information

Before You Proceed...

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

When completing this grant application form, the applicant and other parties to the application are asked to provide personal data to SUSI.

Before submitting the completed grant application form, each party to the application is asked to confirm that they have read the [SUSI Data Protection Statement](#) which sets out the purpose for which personal data is used by SUSI and who it is shared with.

You should therefore refer to the [SUSI Data Protection Statement](#) before you begin to complete this grant application form.

Please confirm that you have referred to the [SUSI Data Protection Statement](#) and wish to complete this grant application form on that basis.

Ok
Cancel

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 the  symbol for further clarification on a particular question.

Before you 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 OK as shown.

Personal Details (Applicant)

7%

A1. PPS No


A2. Surname *


A3. First name(s) *

A4. First name as it appears on your birth certificate *



A5. Birth surname *

A6. Mother's birth surname *

A7. Date of birth *  Wednesday, 20 July 1994

A8. 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

A9. Telephone Number

Next



Applicant's Personal Details (Part One)

A1. PPSN. Please check the accuracy of the PPSN entered. If your PPSN number is entered incorrectly, your application may be delayed.

A2. Surname.

A3. First Name(s).

A4. 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 your long form birth certificate.

A5. Birth surname as it appears on your birth certificate.

A6. Mother's birth surname

A7. Date of birth, date, month, year format.

A8. Address: This is the address at which you ordinarily reside at and not the address 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 Eircode Finders by clicking on the icon.

If your address has not been assigned an Eircode, you can tick this box.

A9. Contact details: Home and mobile telephone details

Personal Details (Applicant)

14%

A10. E-mail address

daithiomurchususi@gmail.com

A11. Do you have a CAO or UCAS number?

Please Select ? *

A12. Class of Applicant (please read notes)

Please Select ? *

A13. What was your marital status on 31st December 2019?

Please Select ? *

A14. On 1 January 2020 what category best described you?

Please Select *

A15. Have you applied for or will you be getting a Back to Education Allowance (BTEA) payment for the 2020/21 academic year?

Please Select ? *

A16. Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payment for the 2020/21 academic year?

Please Select ? *

Previous

Next



Applicant's Personal Details (Part Two)

A10. Email Address: Details of your current email address for correspondence.

A11. 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.

A12. 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 January 2020**, 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.

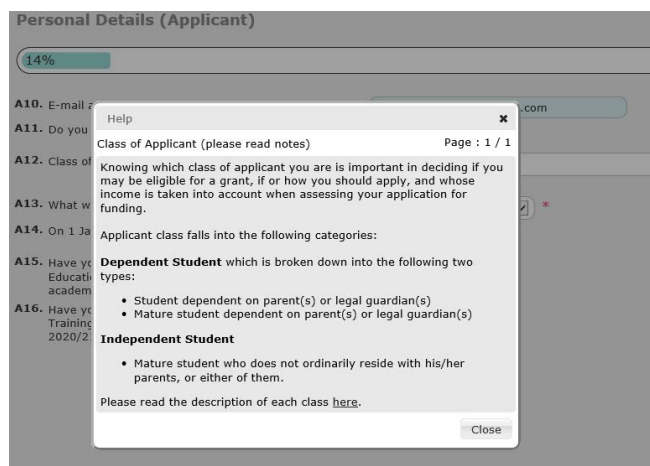
Mature student dependent on parent(s) or legal guardian(s):

You can only be assessed as a mature student if you are at least 23 years of age on 1st 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 January 2020 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:

If you select the **'Independent Mature Student'** option, a helpnote will appear explaining the criteria and the documentation that may be required as evidence before you can be classed as 'Independent'. If you were 23 years of age or older on the 1st January of the year of entry for the first time or re-entry



The screenshot shows the 'Personal Details (Applicant)' section of the SUSI application form. A help popup is displayed over the 'Class of Applicant' question (A12). The popup title is 'Help' and it contains the following text:

Class of Applicant (please read notes) Page : 1 / 1

Knowing which class of applicant you are is important in deciding if you may be eligible for a grant, if or how you should apply, and whose income is taken into account when assessing your application for funding.

Applicant class falls into the following categories:

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.

Please read the description of each class [here](#).

Close

A12. 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 2020/21, you will need to provide evidence of where you were living from October 2019. A full list of acceptable documents is available on the SUSI website. Generally this includes:

- 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)

A13 & A14. Please select from the drop down menu

A15. Have you applied for or will you be getting a Back to Education Allowance (BTEA) payments for the 2020/21 year?

You should select 'Yes' if you have applied for or expect to be in receipt of BTEA for the 2020/21 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.

A16. Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payments for the 2020/21 year-

You should select 'Yes' if you have applied for or expect to be in receipt of VTOS for the 2020/21 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 your Personal Details, 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'



Applicant's Nationality, Immigration Status and Residency Details

Nationality and Residency (Applicant)

14%

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

County Dublin *

B2. What is your nationality? Irish ? *

Previous
Next

Who should complete this section?

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

What information is 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 the ? symbol to clarify 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, UK or Swiss National, please see below.

(Question B3 will only appear if you select a nationality outside the EU, EEA, UK or Switzerland 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? Yes

Please tick check box to confirm you have reviewed all details

Ok
Amend

Nationality and Residency (Applicant)

14%

B1. What country were you born in?

Iran

? *

B2. What is your nationality?

Iranian

? *

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

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.

No

* *

h) Other

*

Previous

Next

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

Please enter your Garda National Immigration Bureau (GNIB)/Irish Residency Permit (IRP) 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/IRP card, identity card or relevant correspondence from the Department of Justice and Equality.

If you select option h), '**Other**', you will not meet the eligibility criteria 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 2020/21 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 2020/21. 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



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, EEA, UK 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, the UK 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 not 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 this section, 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'.



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


Who should complete this section?

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

What information is requested?

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

Please note: Depending on your previous education details 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 the  symbol to further clarify a particular question.

Course Details, Previous Education/Grants and Other Funding (Applicant)

24%

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).

What level of course of Further or Higher Education do you intend to pursue in 2020/21? 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 *

Is this course (or this year of the course) provided at a place that is not at the main campus address of the institution you will attend? Please Select *

Previous Next

C1. Have you completed your Leaving Certificate or equivalent final school exam?

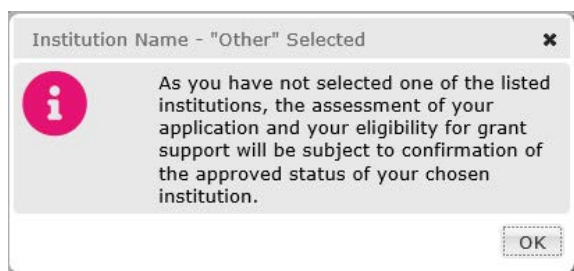
Equivalent refers to 'A' Levels, Baccalauréat, etc.

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 2020/21?

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



Course Details, Previous Education/Grants and Other Funding (Applicant)

28%

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

Previous

Next

Course Details, Previous Education/Grants and Other Funding (Applicant)

33%

- C6.** Do you hold or have you ever held a student grant? Please Select *
- C7.** Have you applied for or will you receive funding for your studies from any other source for the 2020/21 academic year? Please Select ? *

Previous

Next

C4. Have you previously attended (or are currently attending) a course of further /higher education?
Please provide details of all further and higher education courses you have previously attended, including courses that you did not complete or where you did not gain a qualification. If you **withdrew** from any such courses, it is very important that you state the **specific date of withdrawal**.

C5. Question C5 is no longer valid and has been removed from the application form.

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 2020/21 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 2020/21 academic year. Examples of financial assistance include scholarships, bursaries, prizes or other student grants from Ireland or abroad.

Having completed this section, 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'.


Dependent Children and Relevant Person

Who should complete this section?

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

What information is 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 the  symbol to further clarify a particular question.

Dependent Children and Relevant Persons (Applicant)

38%

- E1.** The number of dependent children who are relevant to your application may increase the reckonable income limit that applies to you and therefore increase the amount of any grant awarded. The increase only applies where there are 4 or more dependent children (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 2019 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) (but not those of your 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, if applicable, (but not those of your civil partner or cohabitant).

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).

Add Entry 

Name	Category	Relationship to applicant	Action
------	----------	---------------------------	--------

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.

Dependent Children and Relevant Persons (Applicant)

42%

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 2019; 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:

- A dependent child;
- 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;
- 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 above screen will appear. You should enter the 'relevant person(s)' details (if applicable) and click **'Ok'**.

Having completed this section, 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'.

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.

Your Income Details - Important Information

Please read and confirm that you understand the following **important information about the income details you provide.**

All income received by you from all sources should be declared as required in this section.

Should you be in receipt of income not specifically mentioned in Sections F1 to F12, please provide details of this income in Section F13.

All information provided in respect of your income should be as complete and accurate as possible to prevent any delays in the processing of this application.

If you cannot confirm the exact amount of income, please give as accurate an estimate as you can at this point.

I confirm I have read and understand the above information and that I will provide all details of my income received from all sources in 2019 in this section accordingly.

Ok
Cancel

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

Income (Applicant)

47%

Applicant

F1. Were you employed in 2019 on a full-time, part-time or temporary basis? Please Select ▼ ? *

Enter the total gross income from all employment including any benefit-in-kind in 2019

Enter the amount, if any, within this income that represents holiday earnings of the applicant that were outside of term time?

Is all or part of the income referred to above subject to self-assessment?

Is all or part of the income referred to above in relation to income from a CE (Community Employment) Scheme?

F2. Did you receive any social welfare payments in 2019 other than child benefit? Please Select ▼ ? *

Total Amount

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 2019? Please Select ▼ ? *

Total Amount

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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.

Income (Applicant)

52%

Applicant

F4. Were you self-employed or engaged in farming in 2019? Please Select ? *

Total Amount

F5. Did you have any rental income from any land or properties in Ireland or abroad in 2019? (Excluding Rent a Room Income, you will be asked about Rent a Room Income later) Please Select ? *

Total Amount

F6. Were you a proprietary director or shareholder of a limited company in 2019? Please Select ? *

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

F7. Did you receive a pension other than a Social Welfare State Pension in 2019? Please Select ? *

Enter the total gross amount.

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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 questions 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.

Income (Applicant)

56%

F8. Did you have any income in 2019 from savings, deposit accounts or investments? Applicant Please Select ? *

Enter the total gross income earned in 2019

F9. Did you have any income in 2019 from a maintenance arrangement? Please Select ? *

"Income from maintenance arrangements", includes money or money's worth actually received as maintenance.

Enter the total gross amount

F10. Did you receive a lump sum payment during 2019 from retirement or redundancy? Please Select ? *

Enter the total gross amount received

Enter the number of relevant years worked

F11. Did you have any income in 2019 from disposals of assets or rights? Please Select ? *

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.

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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.

Income (Applicant)

61%

F12. Did you receive any gifts or inheritances in 2019?

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.

F13. a) Were you in receipt of any funding from Scholarships or Bursaries?

Total Amount

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)

c) Did you receive any income from woodlands in 2019?

If Yes, you will need to complete a Woodlands Table at the end of this application. You do not need to enter the net value here.

F14. Did you make a legally enforceable maintenance payment in 2019 following a separation or divorce?

Enter the total gross amount paid

Applicant

Please Select ? *

Please Select ? *

Please Select ? *

Please Select ? *

Previous Next

F12. Did you receive any gifts or inheritances in 2019?

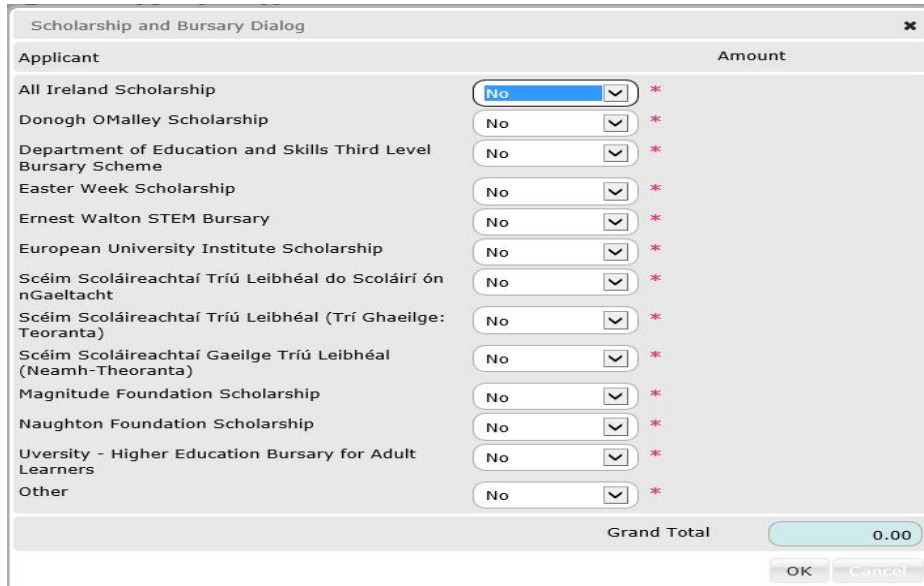
If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, received gifts or inheritances in 2019, you must complete the "**Gifts and Inheritances**" table. This table will appear automatically for completion before you submit your application. Please provide details 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.



Applicant	Amount
All Ireland Scholarship	No
Donogh O'Malley Scholarship	No
Department of Education and Skills Third Level Bursary Scheme	No
Easter Week Scholarship	No
Ernest Walton STEM Bursary	No
European University Institute Scholarship	No
Scéim Scoláireachtaí Tríú Leibhéal do Scoláirí ón nGaeltacht	No
Scéim Scoláireachtaí Tríú Leibhéal (Trí Ghaeilge: Teoranta)	No
Scéim Scoláireachtaí Gaeilge Tríú Leibhéal (Neamh-Theoranta)	No
Magnitude Foundation Scholarship	No
Naughton Foundation Scholarship	No
University - Higher Education Bursary for Adult Learners	No
Other	No
Grand Total	0.00

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 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 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)**.

Income (Applicant)

66%

F15. Did you make any pension contributions in 2019? (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 change in circumstances in relation to your reckonable income (since 2019) that you expect to be ongoing for the foreseeable future?

Please provide details of the change in circumstances

Applicant: Please Select ? *

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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)



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

F16. Did you have a change in circumstances in relation to your reckonable income (since 2019) that you expect to be ongoing for the foreseeable future?

Yes ☐ ? *

Please provide details of the change in circumstances

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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.

Applicant Summary of Income

F1 Were you employed in 2019 on a full-time, part-time or temporary basis?	Applicant
Totals	5,000.00
	5,000.00

I agree this income information is correct as defined in section F of the application form.

OK Amend



After confirming/amending the applicant's income, the personal and income details for all other parties to the application (mother/father/ legal guardian/spouse etc.) must be completed.

Other Parties to Application (Applicant)

70%

Based on the applicant information you have provided, you must now identify in the table below the status of any other persons relevant to this application (mother/father/spouse/cohabitant etc.) or another relevant status of the applicant.

Each person whose status you identify below may then in turn provide their personal and income details by clicking the symbol beside their status. Alternatively the applicant or another party to the application may provide another person's details where authorised by that person to do so on their behalf.

Parent/ Legal Guardian/ Other 1	<div>Mother</div>	In Progress
Parent/ Legal Guardian/ Other 2	<div></div>	

Once each person's details are "complete", you may click the Validate Application button below to take the final steps before submitting the application to SUSI for processing.

[Previous](#) [Validate Application](#)

The authorisation to provide personal details must then completed.

Authority to Provide Mother's Personal Details

The following sections of this application may be completed by the person identified above or by the applicant or another party to the application authorised to do so on their behalf.

Please select one of the following to confirm that you are authorised to complete the following sections of this application :

☒ I am the Mother identified above
☐ I am the applicant authorised by the person identified above OR I am another party to this application authorised by the person identified above

Note that while each party to the application may complete their own personal and income details in the following sections of this application, it is the responsibility of the applicant to ensure that this information is provided so that SUSI may determine whether they are eligible to receive a grant.

When processing a grant application on this basis, SUSI may provide to the applicant (only)-

- a document checklist letter requesting supporting information regarding the income and other relevant details of all parties identified in the checklist, and
- a decision letter containing an anonymised summary of the final assessed income in respect of all parties under relevant headings- individual parties are not identified by name in this letter.

[Ok](#) [Cancel](#)



Once authorisation has been confirmed, the personal details for all other parties (mother/ father/ legal guardian/spouse) to the application must be completed.

Personal Details (Mother)

17%

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 * ?

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Income questions F1 to F16 must then be completed for all other parties to the application

Income (Mother)

34%

Mother

F1. Were you employed in 2019 on a full-time, part-time or temporary basis? Please Select ? *

Enter the total gross income from all employment including any benefit-in-kind in 2019

Is all or part of the income referred to above subject to self-assessment?

Is all or part of the income referred to above in relation to income from a CE (Community Employment) Scheme?

F2. Did you receive any social welfare payments in 2019 other than child benefit? Please Select ? *

Total Amount

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 2019? Please Select ? *

Total Amount

Previous Next



Once each person's details are "complete", you may click the Validate Application button below to take the final steps before submitting the application to SUSI for processing

Other Parties to Application (Applicant)

99%

Based on the applicant information you have provided, you must now identify in the table below the status of any other persons relevant to this application (mother/father/spouse/cohabitant etc.) or another relevant status of the applicant.

Each person whose status you identify below may then in turn provide their personal and income details by clicking the symbol beside their status. Alternatively the applicant or another party to the application may provide another person's details where authorised by that person to do so on their behalf.

?

Parent/ Legal Guardian/ Other 1	Mother		Complete
------------------------------------	--------	--	----------

Once each person's details are "complete", you may click the Validate Application button below to take the final steps before submitting the application to SUSI for processing.

Previous

Validate Application

You will 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.

Data Protection Statement

[Data Protection Statement](#)

IMPORTANT NOTE:
Before submitting this application, the applicant and other parties to the application must personally confirm that they have read and understood the full [SUSI Data Protection Statement](#) (unless you are authorised to do so on their behalf).

The following is a summary of the full [SUSI Data Protection Statement](#):

- SUSI is a Unit of CDET B which is the data controller for student grant applications.
- SUSI retains data, including phone call records, for no longer than is necessary for the purpose of processing grant applications or as otherwise required by law.
- SUSI takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of data and against their accidental loss or destruction.
- SUSI may share personal data provided in grant applications with other Government bodies and agencies for the purpose of processing grant applications.
- SUSI communicates directly with applicants about their applications.
- SUSI also discusses with other parties to an application the status of the application and any documentary evidence or actions required to progress it.
- Applicants may inform SUSI that they do not wish this to happen.
- Applicants and other parties to grant applications may also cross-authorise each other to discuss their personal data with SUSI on their behalf.
- Where one or more applicants mutually identify relationships to other applicants, their applications may be cross-referenced by SUSI to ensure consistency and efficiency in processing.
- Pursuant to Data Protection legislation, persons may request access to their data held by SUSI.

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

Sample Applicant (Applicant)	<input checked="" type="checkbox"/>
Mother Sample (Mother)	<input checked="" type="checkbox"/>

OK

Cancel



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.

Declaration Form

DECLARATION
Before completing the declaration below, the applicant and each other party to the application must read the [Important Notes for Grant Applicants](#)
The applicant and each other party to the application must personally complete this declaration (unless you are authorised by them to do so on their behalf).
DECLARATION
I acknowledge that by proceeding to submit this application form I am declaring the following information;
I confirm that I have read and understand the [Important Notes for Grant Applicants](#)
I certify that any copy documents I may provide in support of this application are true copies of their originals.
I acknowledge that if any information or document I provide contains a deliberate material omission or inaccuracy I may be liable to-

- prosecution for a criminal offence which may lead to penalties including a fine, imprisonment or both in accordance with [section 23](#) of the [Student Support Act 2011](#); and/or
- loss of grant and repayment, with interest, of any grant received in accordance with [section 24](#) of the [Student Support Act 2011](#).

I hereby declare that in accordance with my statutory obligations pursuant to Article 36 of the [Student Grant Scheme](#) all of the information that I provide with this application together with all other information I may provide is full, complete and accurate in every respect.

Sample Applicant (Applicant) ☒
Mother Sample (Mother) ☒

OK Cancel

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 WITH SUSI
Grant applications may include the personal data of a number of persons within the same household. This is required by the Student Grant Scheme.
Personal data is processed by SUSI in accordance with the [SUSI Data Protection Statement](#) and SUSI communicates directly with applicants about their applications.
Applicants and other parties to grant applications can cross-authorise each other to discuss their personal data with SUSI on their behalf (for example when contacting the SUSI Support Desk by phone, e-mail or letter).
Your name and the name of each other person who has provided personal data in this application form is listed below for this purpose.
If you wish to authorise a person whose name is listed below to discuss your personal data with SUSI on your behalf, please tick the box that is beneath the person's name and opposite your name.
The applicant and each other party to the application must personally provide this authority (unless you are authorised by them to do so on their behalf).
Your authorisation is optional but **it is recommended that you should tick each box opposite your name** as this can facilitate discussion of your personal data with each other named person on your behalf through the SUSI Support Desk.
If you do not tick the box beneath the name of a person listed below, SUSI will only discuss the application status and their own personal data with that person.
You can also amend your authorisation (or add persons not listed below) after this application is submitted to SUSI.

Persons who can discuss my personal data with SUSI

	Sample Applicant	Mother Sample
I am Sample Applicant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I am Mother Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel

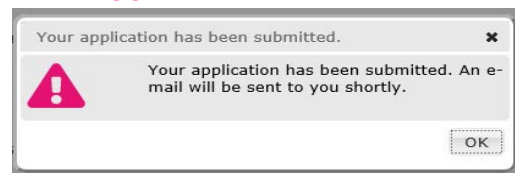
You may also log into your SUSI Account at a later stage if you need to update your consent settings. Here you may add a third party to your application and give SUSI consent to talk with them about your application.



You may now click on 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.



Your application is now submitted.



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 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 Course Change Notification Form (if requested) and view details of your payments (if/when you are awarded).



My APPLICATION My DETAILS My BANKING My PAYMENTS My COURSE My REQUESTS

Name Sample Sample2020
Email daithiomurchususi@gmail.com

Application Reference W202110608693
Application Year 20/21



Application Tracker

Current Status Application submitted

Application Submission History


Year	Application Ref	Application Type	Date Commenced	Date Submitted	Submission Progress	Submission Status
20/21	W202110608693	New	09/03/2020	09/03/2020	100%	Submitted

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

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.



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Income from Disposal of Assets or Rights (Applicant)


59%

Because you indicated in the income details section that you have income from disposal of assets or rights, please provide details here. If you do not have such income please return to the income details section and amend your answer to question F11.

Please provide details for the Disposal of Asset or Right ?

Who disposed of the asset or right	1	*
Description of the asset or right	1	*
Date of disposal (A)	01/03/2020	* Sunday, 01 March 2020
Date of acquisition (B)	01/03/2020	* Sunday, 01 March 2020
Original cost (C)	1.00	*
Enhancement expenditure (D)	1.00	*
Total cost (E = C + D)	2.00	
Disposal price (F)	1.00	*
Incidental costs of disposal (G)	1.00	
Net disposal price (H = F - G)	0.00	
Gain/(Loss) on disposal (I = H - E)	-2.00	
Number of years held (J = A - B)	1	
Reckonable gain/(loss) (K = I / J)	-2.00	

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Income from Woodlands (Applicant)


67%

Because you indicated in the income details section that you have income from woodlands, please provide details here. If you do not have such income please return to the income details section and amend your answer to question F13(c).

Application Reference	W202110608647	?
Candidate Type	003	
Who received income from Woodlands ?	1	*
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.) (A)	1.00	*
Value of standing trees at the beginning of the year (B)	1.00	*
Add total expenditure on woodlands in the year (C)	1.00	*
Less value of standing trees at the end of the year (D)	1.00	*
Cost of Sales E=(B + C - D)	1.00	
Profit F=(A - E)	0.00	

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Income from Gifts or Inheritance (Applicant)

63%

Because you indicated in the income details section that you have income from gifts and inheritances, please provide details here. If you do not have such Income please return to the Income details section and amend your answer to question F12.

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

Who received the gift	Donor Name	Ascending Date of Gift / Inheritance	Action
1	1	01/03/2020	Add Entry Edit Delete

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Income from Gifts or Inheritance (Applicant)

63%

Because you indicated in the income details section that you have income from gifts and inheritances, please provide details here. If you do not have such Income please return to the Income details section and amend your answer to question F12.

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

Who received the gift	Donor Name	Ascending Date of Gift / Inheritance	Action
1	1	01/03/2020	Add Entry Edit Delete

Gift and Inheritance

Application Reference

W202110608647

?

Who received the gift or inheritance

*

Donor Name

*

Relationship to Donor

Please Select

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