



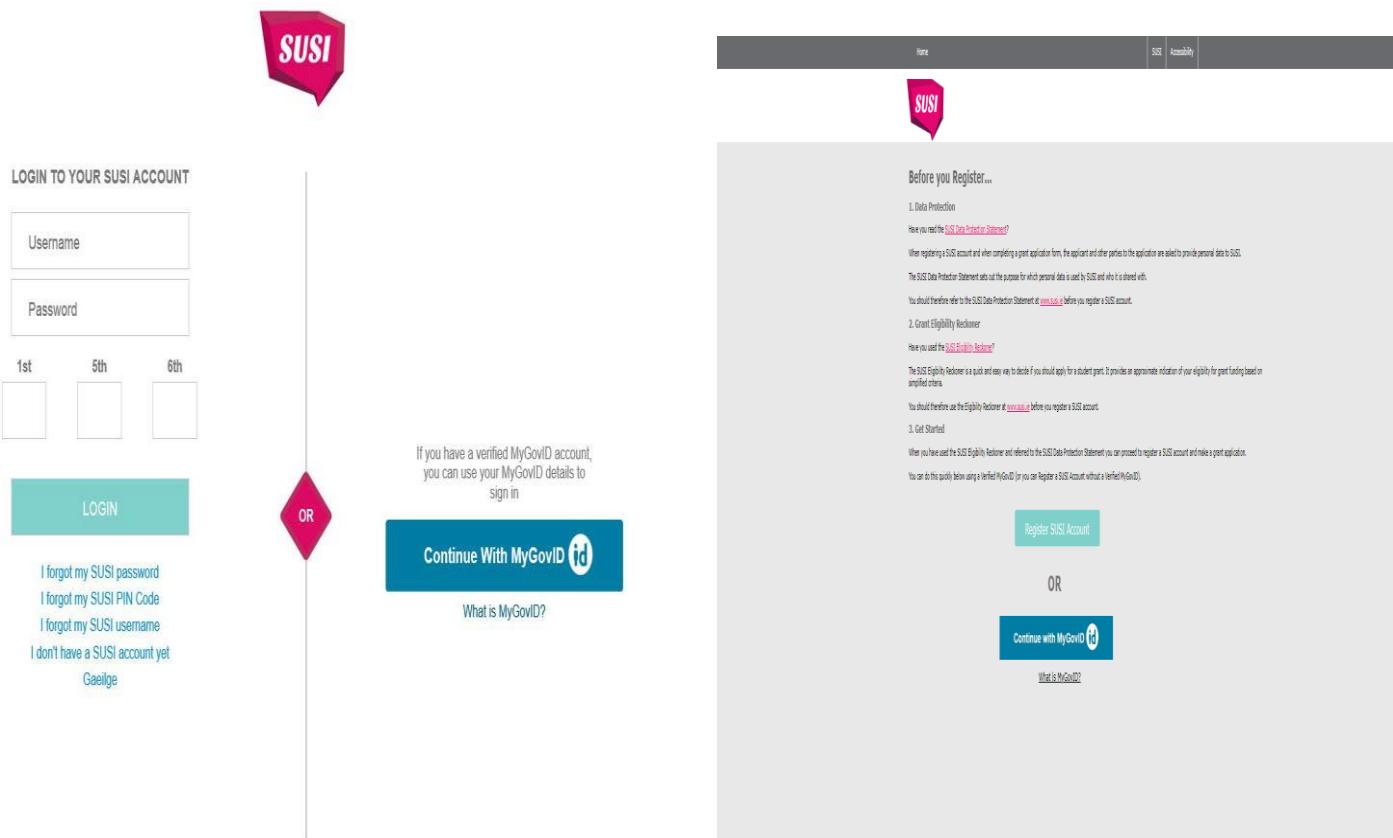
SUSI Application Form Guide New Applicants 2021/22 Academic Year

Your guide to completing your SUSI Application Form

SUSI

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



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

 A screenshot of a web browser showing the SUSI account registration form. The form is titled "Register for a SUSI account" and is under the "Personal Details" section. It includes fields for PPSN, surname, first name, date of birth, email address, and phone number. The PPSN field contains "7452048N", surname "SUSI", first name "Test", date of birth "01/01/1980" (Tuesday, 01 January 1980), email "susitestsymctesterson+79@gmail.com", and phone number "12344567". Below the form are "Previous" and "Next" buttons.

You will be required to enter your Personal Public Service Number (PPSN). If you do not have a PPSN, please apply for one by contacting Client Identity Services in the Department of Social Protection. Your application cannot be progressed without this information. You will also enter your name, date of birth, email address and phone number. Once you've completed this page, select "**Next**".

You will be advised that an email has been sent to the email address you have entered containing a 7 digit verification code and to please enter the verification code in the box provided. You have 20 minutes to enter the code before it expires.

 A screenshot of a web browser showing the SUSI account registration form. The "Email Verification" dialog box is open, stating: "An email has been sent to susitestsymctesterson+79@gmail.com containing a 7 digit long verification code. Please enter this verification code below." It also says "This verification code will expire after 20 minutes." Below the dialog is a text input field with the code "A9217u" and "Verify" and "Cancel" buttons.

Create a 'Username', 'Password' and 'Pin Code'.

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	<input type="text"/>	*	
Your password	<input type="password"/>	?	*
Re-enter your password	<input type="password"/>	*	
Create Your PIN Code	<input type="text"/>	?	*
Verify Your PIN Code	<input type="text"/>	*	
Security question	<input type="text"/>	Please Select	*
Your security answer	<input type="text"/>	*	
Re-enter your answer	<input type="text"/>	*	
Please enter the text displayed in the image (To get a new image click on the image or on the New Image icon)			

Previous **Next**

- 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	69481020
Your username	Sample2020
Your firstname(s)	Sample
Your date of birth	20/07/1994
Your email	
Your telephone number	

Your username:
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

SAMPLE2021

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 !\[\]\(8bba887393ca45b761e5cb49e755e762_img.jpg\)](#)

[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 log in 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.

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 2020 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



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)

5%

A1. PPS No	8423988K
A2. Surname	<input type="text"/> *
A3. First name(s)	<input type="text"/> *
A4. First name as it appears on your birth certificate	<input type="text"/> *
A5. Birth surname	<input type="text"/> *
A6. Mother's birth surname	<input type="text"/> *
A7. Date of birth	01/01/1980 * Tuesday, 01 January 1980
A8. Address	
Country	<input type="text"/> *
Eircode or Address	<input type="text"/> EIRCODE
Please check here if your address has not been assigned an Eircode	
Address 1	STUDENT UNIVERSAL SUPPORT IRELAND
Address 2	Shelbourne House
Address 3	Shelbourne Road
Address 4	Ballsbridge
County	<input type="text"/>
Eircode	D04H6F6
A9. Telephone Number	1234567

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)

10%

A10. E-mail address **A11. Do you have a CAO or UCAS number?**

CAO number *
or
UCAS No. (if Applicable)

A12. Class of Applicant (please read notes) Mature student dependent on parent(s)/legal guardian ? *
 Not Applicable ? *

A13. What was your marital status on 31st December 2020? Unemployed ? *
A14. On 1 January 2021 what category best described you? No ? *

A15. Have you applied for or will you be getting a Back to Education Allowance (BTEA) payment for the 2021/22 academic year? No ? *

A16. Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payment for the 2021/22 academic year? No ? *

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 2021**, 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 2021 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 helpline 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

Personal Details (Applicant)

10%

A10. E-mail address **A11.** Do you have a CAO number or UCAS No. (if Applicable)

A12. Class of Applicant

A13. What was your **A14.** On 1 January 2021, were you **A15.** Have you applied for the Education Allowance for the academic year? **A16.** Have you applied for the Vocational Training Opportunities Scheme (VTOS) for the 2021/22 academic year?

Candidate Category

Are you sure of your Category of Applicant selection? To apply as an independent mature candidate you must fulfil the following criteria: You were 23 years of age or older on the 1st of January of the year at your first point of entry to an approved post leaving certificate course or an approved higher education course or at your point of re-entry to such an approved course. This will continue to apply for the duration of your course. Your application will be assessed based on your own income. Your parents' or legal guardian's income is not taken into consideration. You will need to send us documentary evidence as proof of living independently from your parent(s) or legal guardian 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 on your spouse's, civil partner's or cohabitant's income and your own income.

Yes No

Previous Next

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 on 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 2021/22, you will need to provide evidence of where you were living from October 2020. 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 2021/22 year?

You should select 'Yes' if you have applied for or expect to be in receipt of BTEA for the 2021/22 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 2021/22 year-

You should select 'Yes' if you have applied for or expect to be in receipt of VTOS for the 2021/22 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?
County

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, UK or Swiss National, on what basis are you resident in Ireland? [?](#)

Please provide your Garda National Immigration Bureau Reference Number or your Irish Residence Permit Number if you have one

a) Refugee, programme refugee, family reunification Please Select

? *

b) Subsidiary protection Please Select

? *

c) European Communities (Free Movement of Persons Regulations) 2006 and 2008 Please Select

? *

d) Spouse, civil partner or dependent child of Irish national residing in the State Please Select

? *

e) Humanitarian leave and international protection Please Select

? *

f) Decision not to deport under section 3 of the Immigration Act 1999 Please Select

? *

g) Dependent child of naturalized Irish citizen residing in the State Please Select

? *

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.

Nationality and Residency (Applicant)

19%

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

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

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

Residence Details	From Date	To Date	Action
			Add Entry

Previous Next

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? -

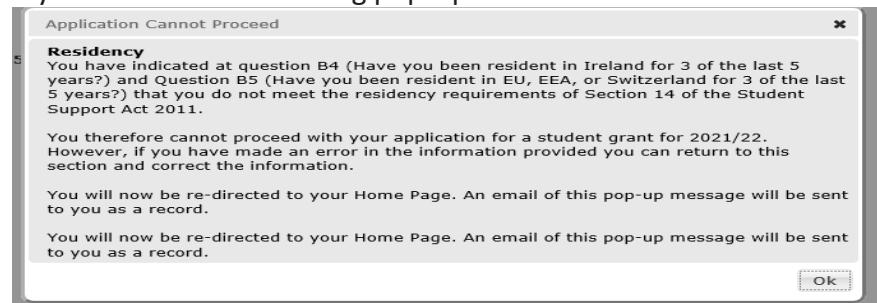
To be eligible for a fee grant and a maintenance grant, if applicable, you must have been resident in Ireland for at least 3 of the 5 years prior to the year in which your course commences. If you answer 'No', question B5 will appear as shown here.

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? Yes * No *
 Select the year in which you completed or will complete your Leaving Certificate or equivalent final school exam. 2018 *

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? PLC NFQ Level 5 or equivalent *

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 2021/22? PLC NFQ Level 8 (Honours Degree) or equivalent *

Is this a repeat year? Yes * No ? *
 Is this a full-time course? Yes * No ? *
 Institution Location Ireland *
 Institution Name National University of Ireland, Maynooth *
 Course Title MH101 Arts *

Course Code (if known) MH101
 Course Start Date September 2021 *
 Duration of the Course (years) 4 * 1 * No *
 Year of course you intend to enter 2021 *
 Is this course an "add-on" course? No ? *
 Will you be required to study outside the State for a period in 2021/22 as part of your course? No ? *
 Will you be required to participate in an off-campus placement in 2021/22 as a compulsory part of your course? No ? *
 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? No ? *

Previous **Next**

The Minister for Education has announced that in 2021, Leaving Cert students can opt to receive accredited grades. Students who opt to receive accredited grades should answer 'yes' and '2021' to question C1.

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.

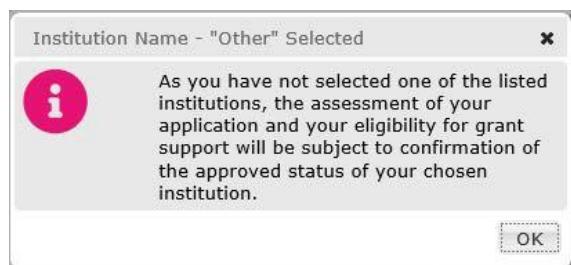
C3. Initial assessment of your eligibility for a grant will be based on the course details that you provide below. You should answer all questions about your chosen course even if you have not yet been offered or accepted a place (i.e. if you have applied or intend to apply for a course).

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

If you:

- commenced the first year of a course in academic year 2020/21 and
- sat the Leaving Cert exams in November 2020 and
- subsequently received a higher CAO offer for the 2021/22 academic year, you should apply for funding under exceptional circumstances.

Answer 'yes' to the question 'Is this a repeat year?' You will then see the following question: 'Are you repeating this year due to exceptional circumstances?' Answer yes to this question.



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? ? *

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

33%

C6. Do you hold or have you ever held a student grant? *
C7. Have you applied for or will you receive funding for your studies from any other source for the 2021/22 academic year? ? *

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 **withdrawn** 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 form 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 2021/22 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 2021/22 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

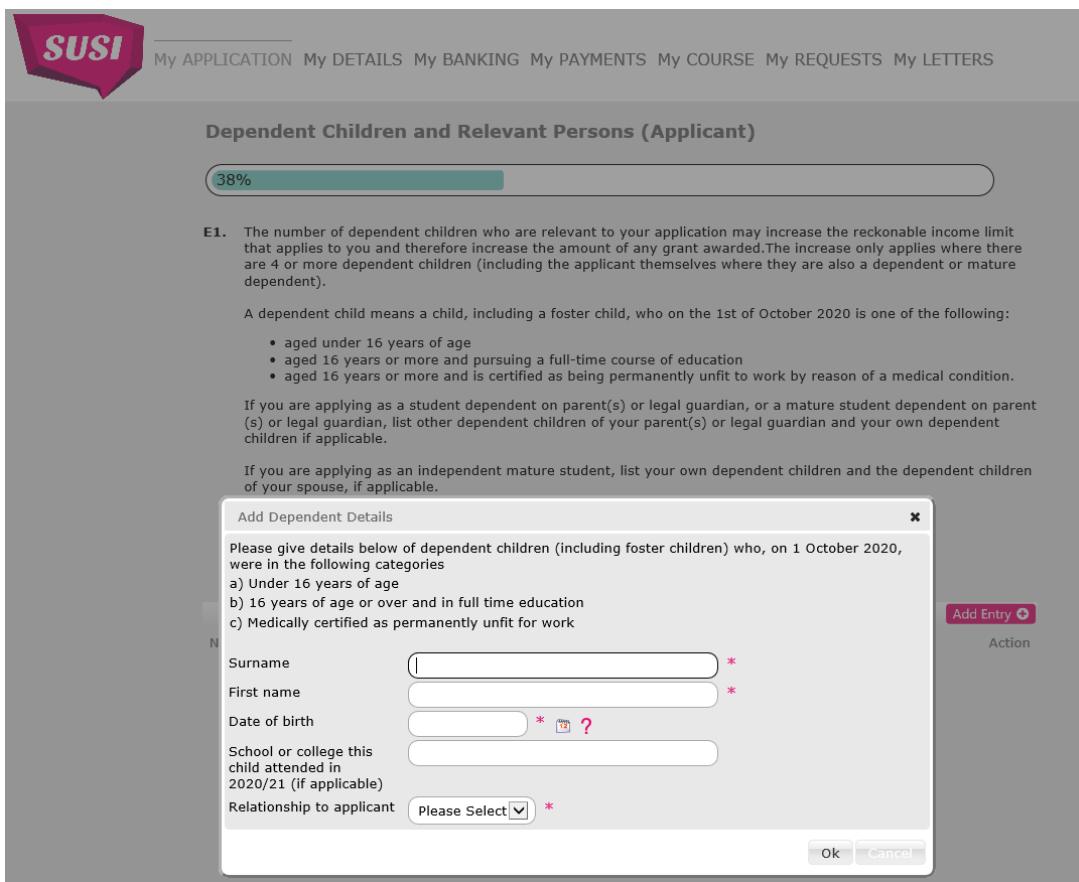
Who should complete this section?

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 2020 is one of the following:

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

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

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

Add Dependent Details

Please give details below of dependent children (including foster children) who, on 1 October 2020, were in the following categories

a) Under 16 years of age
b) 16 years of age or over and in full time education
c) Medically certified as permanently unfit for work

Action

Fields in the 'Add Dependent Details' modal:

- Surname:
- First name:
- Date of birth: * 
- School or college this child attended in 2020/21 (if applicable):
- Relationship to applicant:

Buttons in the 'Add Dependent Details' modal:

-
-
-

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 2021 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 2021; or
- a full-time course of at least one year's duration in further or higher education and training in the State, any Level 5 to 10 of the framework of qualifications made by a recognised awarding body in the State, another Member State or an equivalent qualification made by a recognised awarding body in the State or another Member State or an equivalent qualification made by a recognised awarding body in the State or another Member State.

Add Relevant Person

Surname	Test	*
First name	Test1	*
Date of birth	10/09/1967	*  
College or institution student will attend in 2021/22	Maynooth University Test	*
Course Title	Arts MH999 Test	*
Year of course this student will attend in 2021/22	1st Year	*
Has this student applied, or will they apply, for a student grant in 2021/22	Yes	*
Would you like to allow SUSI to cross-reference your application data with the application data of this person?	Yes	? *
PPSN		* ?

Action

Ok **Cancel**

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 2021;

-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), confirm you wish SUSI to cross reference your application to the relevant person 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 X

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 2020

Ok
Cancel

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

Income (Applicant)

47%

F1. Were you employed in 2020 on a full-time, part-time or temporary basis?

Enter the total gross income from all employment including any benefit-in-kind, Temporary COVID-19 Wage Subsidy Scheme (TWSS) and/or Employment Wage Subsidy Scheme (EWSS) in 2020

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 2020 other than child benefit?

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 2020?

Total Amount

Applicant
No ? *

Previous Next

F1. Were you employed in 2020 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 2020, whether on a full-time, part-time or temporary basis, you must give us the total gross income earned in 2020, 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 2020.

Applicant's earnings from holiday employment

The applicant must include any income for 2020 in this section. A deduction will be allowed for reasonable holiday earnings (up to a maximum on €4,500) which is income earned by the applicant from employment outside of term time.

F2. Did you receive any social welfare payments in 2020 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%

F4. Were you self-employed or engaged in farming in 2020? **Applicant** **No** **?** *****

Total Amount

F5. Did you have any rental income from any land or properties in Ireland or abroad in 2020? (Excluding Rent a Room Income, you will be asked about Rent a Room Income later) **No** **?** *****

Total Amount

F6. Were you a proprietary director or shareholder of a limited company in 2020? **No** **?** *****

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 2020? **No** **?** *****

Enter the total gross amount.

Previous **Next**

F4. Were you self-employed or engaged in farming in 2020?

If you were self-employed or engaged in farming during 2020, 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 2020.

If you answer "Yes" to questions F4, a "Self-employed AddBacks" 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 2020?

If you had rental or other income from land and properties in Ireland or abroad at any time during 2020, 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 2020?

Where any part of your income for 2020 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 2020 ?

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 2020 from savings, deposit accounts or investments?

Enter the total gross income earned in 2020

F9. Did you have any income in 2020 from a maintenance arrangement?

"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 2020 from retirement or redundancy?

Enter the total gross amount received

Enter the number of relevant years worked

F11. Did you have any income in 2020 from disposals of assets or rights?

If Yes, you will need to complete a Disposal of Assets and Rights Table at the end of this application. You do not need to enter the gain or loss for grant purposes here.

Applicant

No ? *

Previous **Next**

F8. Did you have any income in 2020 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 2020. 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 2020 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 2020 from retirement or redundancy?

If you, your parent(s, legal guardian, spouse, civil partner or cohabitant as applicable, received a lump sum payment in 2020 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 2020 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 2020 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 2020 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 2020? Applicant ? *

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 2020? ? *

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 2020 following a separation or divorce? ? *

Enter the total gross amount paid

F12. Did you receive any gifts or inheritances in 2020?

If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, received gifts or inheritances in 2020, you must complete the "GiftsandInheritances" 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 2020. This includes income from private sales or income from the Department of Agriculture, Farming and Marine or equivalent body in or outside the State.

Scholarship and Bursary Dialog

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 Trí Leibhéal do Scoláirí ón nGaelacht	No *
Scéim Scoláireachtaí Trí Leibhéal (Trí Ghaeilge: Teoranta)	No *
Scéim Scoláireachtaí Gaeilge Trí 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	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

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 2020. 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 2020. This may include foreign income. This is any income earned outside of the State from 1st January to 31st December 2020.

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 2020 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 2020? (Do not include public sector pension related deduction or any pension deduction made at source. Applicable to pension contributions showing on Revenue's Statement of Liability 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 2020) that you expect to be ongoing for the foreseeable future?

Please provide details of the change in circumstances

Applicant
No ? *

Previous **Next**

F15. Did you make any pension contributions in 2020? (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 2020 as shown on your **Revenue SelfAssessment 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 2020.

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 2021/22 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 2021/22 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 (2021) rather than income in the reference year (2020). However, we will re-assess your application for the 2022/23 academic year. This review will be based on your income in the reference period for the 2022/23 academic year (i.e. 2021)

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 2020) that you expect to be ongoing for the foreseeable future?

Yes ? *

Please provide details of the change in circumstances

*

[Previous](#) [Next](#)

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 2020. Perhaps someone in the household was working in 2020 and has since been made redundant in 2021. 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 2020 on a full-time, part-time or temporary basis? Totals	Applicant 5,000.00 5,000.00
I agree this income information is correct as defined in section F of the application form. <input type="checkbox"/>	
<input type="button" value="OK"/> <input type="button" value="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 Mother   In Progress

Parent/ Legal Guardian/ Other 2  

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 x

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

D1. Do you have a PPS No. *

D2. Surname *

D3. First name(s) *

D4. Birth surname *

D5. What was your marital status on 31st December 2020? ? *

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

D6. Home address *

*

*

*

Country *

D7. Telephone Number *

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

D8. Date of Birth *

Previous **Next**

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

Income (Mother)

34%

F1. Were you employed in 2020 on a full-time, part-time or temporary basis? **Mother** ? *

Enter the total gross income from all employment including any benefit-in-kind, Temporary COVID-19 Wage Subsidy Scheme (TWSS) and/or Employment Wage Subsidy Scheme (EWSS) in 2020

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 2020 other than child benefit? ? *

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 2020? ? *

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 Mother   Complete
1

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, Privacy Options and Declaration Form. 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, Privacy Options and Declaration Form x

The applicant and each other party to the application must personally review and complete this section in respect of themselves (unless you are authorised by them to do so on their behalf).

For further information, please refer to the  helpnotes provided in each case.

Data Protection Statement 

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

First Name Surname (Applicant)

Data Privacy – Who can Discuss your Personal Data with SUSI 

Please indicate who is authorised to discuss your personal data on your behalf with SUSI.

Persons who can discuss my personal data with SUSI

I am First Name Surname (Applicant)	First Name Surname (Applicant)	Test12 Test (Mother)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I am Test12 Test (Mother)		
<input type="checkbox"/>		

Declaration 

I declare that all of the information that I may provide in relation to this application is full, complete and accurate in every respect and that I have read and understand the [Important Notes for Grant Applicants](#)

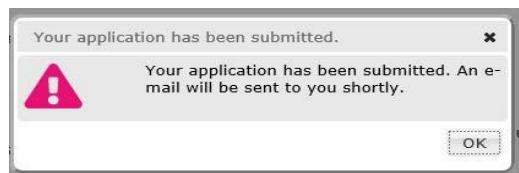
First Name Surname (Applicant)

[OK](#) [Cancel](#)

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).

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

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Income from Woodlands (Applicant)

66%

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	<input type="text"/> ?
Candidate Type	<input type="text"/> 003 Applicant *
Who received income from Woodlands ?	<input type="text"/> *
Value of sales and other income from woodlands for a year ending between 1 January 2020 and 31 December 2020 (Inclusive of grant premiums, etc.) (A)	<input type="text"/>
Value of standing trees at the beginning of the year (B)	<input type="text"/> *
Add total expenditure on woodlands in the year (C)	<input type="text"/> *
Less value of standing trees at the end of the year (D)	<input type="text"/> *
Cost of Sales E=(B + C - D)	<input type="text"/>
Profit F=(A - E)	<input type="text"/>

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Income from Gifts or Inheritance (Applicant)

62%

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 2020

Who received the gift	Disponer Name	▲ Date of Gift / Inheritance	Add Entry 
			Action

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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.

Gift and Inheritance

Application Reference

W20211060647 

Who received the gift or inheritance

Acquisitions Tax.

Disponer Name

Relationship to Disponer

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 Add Entry 

Action

Edit  Delete 