

Application Form Guide

2015/2016

How to make an Application for grant funding

On-Line Student Grant Application System

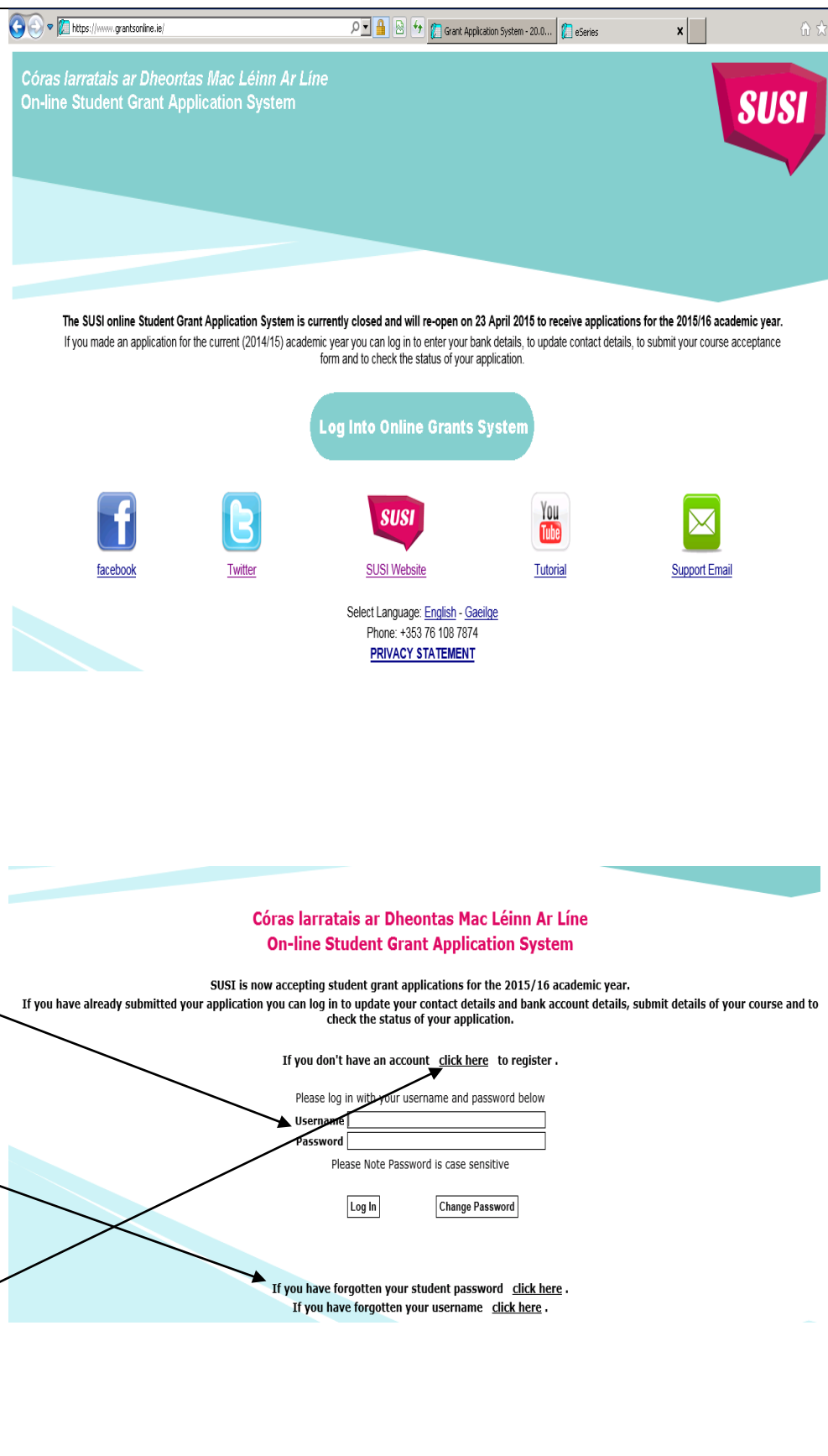
Before completing an online application form, you must first register for an online account on www.grantsonline.ie.

Online Account

Log on to www.grantsonline.ie and, on the homepage, click 'Log Into Online Grants System'.

If you have previously registered an account or made a grant application to SUSI, enter the username and password you previously used. If you are unable to remember your username or password, click on the relevant option or click the 'Apply Here' button on the SUSI homepage and follow the onscreen instructions to reset.

If you are registering an account for the first time, **'click here to register'**.



Córas Iarratais ar Dheontas Mac Léinn Ar Líne
On-line Student Grant Application System

The SUSI online Student Grant Application System is currently closed and will re-open on 23 April 2015 to receive applications for the 2015/16 academic year. If you made an application for the current (2014/15) academic year you can log in to enter your bank details, to update contact details, to submit your course acceptance form and to check the status of your application.

Log Into Online Grants System

facebook Twitter SUSI Website YouTube Support Email

Select Language: [English](#) - [Gaeilge](#)
Phone: +353 76 108 7874
[PRIVACY STATEMENT](#)

Córas Iarratais ar Dheontas Mac Léinn Ar Líne
On-line Student Grant Application System

SUSI is now accepting student grant applications for the 2015/16 academic year.
If you have already submitted your application you can log in to update your contact details and bank account details, submit details of your course and to check the status of your application.

If you don't have an account [click here](#) to register .

Please log in with your username and password below

Username

Password

Please Note Password is case sensitive

If you have forgotten your student password [click here](#) .
If you have forgotten your username [click here](#) .

Eligibility Reckoner

At this point, you may wish to use the Eligibility Reckoner to determine if you meet the standard criteria to be considered eligible for grant funding.

Please read the terms and conditions of use of the Eligibility Reckoner.

Please answer the questions asked in relation to the standard eligibility criteria to determine whether or not you may be eligible for grant funding.

Navigation

- Personal Details
- Login Details
- Submit

Before you apply...

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 before you make an application.

Personal Details

Your PPS no *
Title *
Your gender *
Your surname *
Your first name(s) *
Your date of birth *
Your e-mail address *
Confirm e-mail address *
Your home telephone *
Your mobile telephone *

Next

Eligibility Reckoner – Terms and Conditions of Use

Important Information.

This eligibility reckoner is provided by SUSI to assist you in deciding if you should apply for a student grant.

The eligibility reckoner provides an approximate indication of your possible eligibility for grant funding based on the information that you provide in response to the questions asked.

Your use of the eligibility reckoner is not an application for a student grant and it is not an assessment by SUSI of your eligibility for a grant.

Your actual eligibility for a student grant can only be determined on the basis of your formal application to SUSI made through the [on-line application system](#) and on the formal assessment of your application by SUSI in accordance with the provisions of the Student Support Act 2011 and the Student Grant Scheme and Regulations made thereunder by the Minister for Education and Skills in each year.

The information that you provide in response to the questions asked within the eligibility reckoner is used to provide an approximate indication of your eligibility based on simplified criteria and as calculated by a computer software programme.

Given the wide range of differing circumstances that may apply in individual cases, it is not possible for the eligibility reckoner to provide a definitive indication of eligibility in every case.

You are not bound by the outcome of your use of the eligibility reckoner and SUSI does not accept any liability for any action you may or may not take on the basis of that outcome.

If you wish to apply for a student grant you should-
read the information about grant eligibility that is provided by SUSI at www.susi.ie
make a grant application to SUSI by completing and submitting an [application form on-line](#).

By accepting this statement and proceeding to use the eligibility reckoner you are deemed to have read, understood and accepted the above terms and conditions of use.

Accept Cancel

Eligibility Reckoner

Nationality and Residence

Are you an Irish citizen or an EU, EEA or Swiss National? [Info](#)
Have you been resident in Ireland or an EU/EEA member state or Switzerland for 3 of the last 5 years? [Info](#)
In what year were you born? [Info](#)

Education History

What is the highest level of qualification in further or higher education you have been awarded? This may include approved or unapproved courses. [Info](#)
What level of approved course will you be attending in the 2015/16 academic year? Click here for information on [approved courses](#). [Info](#)
What year of this course will you be attending? Click here for information on [maximum periods of grant assistance](#) at each level. [Info](#)

Class of Applicant

Select the class of applicant under which you will apply? Click here for information on [applicant class](#). [Info](#)

Reckonable Income

How many dependent children were in your household on 1 October 2013? (under 16 or, if over 16, in full-time education or deemed medically unfit for work) [Info](#)
How many people in the household (excluding you), will be attending full-time further or higher education in the 2015/16 academic year? [Info](#)

Calculate Income

Total Reckonable Income

Start Over

Registering for an Online Account

On the first of two pages, 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) and other basic personal and contact details.

On the second page you will be asked to create a 'Username' and 'Password'. Please ensure that both your username and password are easy for you to remember as these will be needed on an ongoing basis to allow you access your account and information about your application.

You will also be asked to select a security question and provide an answer, which information will assist in the event that you forget your password and need to reset it.

Finally, before completing your registration, you will be asked to retype a security code displayed in an image box at the bottom of the screen.

When you click 'Next', a summary of your registration will appear and, if all is in order, click the 'Submit' button to activate your online account. These account details can be used by you for subsequent grant applications in the future or to renew your grant from year to year.

After you have registered you will receive an email, to the address you provided, which will provide a link to www.grantsonline.ie/eseries where you can enter your username and password to access and complete a grant application form.

Navigation

- Personal Details
- Login Details
- Submit

Before you apply...

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 before you make an application.

Personal Details

Your PPS no *

Title Please Select *

Your gender Please Select *

Your surname *

Your first name(s) *

Your date of birth / / *

Your e-mail address *

Confirm e-mail address *

Your home telephone *

Your mobile telephone *

Next

Navigation

- Personal Details
- Login Details
- Submit

Student Registration - Login Details

Please remember your username and password. You will need them to make your application and to access your online application throughout the academic year.

Your username *

Your password *

Re-enter your password *

Security question Please Select *

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)

*

Previous Next

Navigation

- Personal Details
- Login Details
- Submit

Student Registration - Registration Summary and Submit

Registration Summary

Your PPS no 4987628Q

Title Mr

Your gender Male

Your surname Bloggs

Your first name(s) Joe

Your date of birth 01/01/1970

Your email joe.bloggs@gmail.com

Your mobile telephone 353871234567

Your home telephone

Your username JOEBLOGGS2

Your security question What is your mothers maiden name?

An email will be sent to the email address you specified in the personal details section, once you click the Submit Button. Please remember your username and password. You will need them to make your application and to access your online application throughout the academic year.

Previous Submit

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

Before accessing and completing the application form, you may wish to read through the **Application Form Guide** to familiarise yourself with the information that will be requested.

When you are ready, click 'Grant Application' to begin the application form process.

You do not need to complete the application form 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 input. You can resume at a later time by clicking the 'Edit' button. Each time you resume the application form, click 'Confirm' on the 'Confirm Application Year' pop-up that appears. You will need to validate each section (A-F) you have already populated before resuming the application form at the point you previously left off.

At all stages of the application process, a Navigation bar and progress indicator will be shown on the left hand side of your screen to make you aware of your progress through the application form.

My Home Page

Last successful login was Friday, 17-Apr-2015 10:54:19

User Menu

- Grant Application
Make a Grant Application
- Personal Details
Change Your Personal Details
- Bank Details
Enter your Current Bank Account Details
- Payment Information
View Your Payment Information
- FCA Form
FCA Form

Personal Details

Joe Bloggs (joe.bloggs@gmail.com)

Application Submission History

Year	Application Ref	Application Type	Date Commenced	Date Submitted	Application Submission Progress	Application Submission Status	Application Status	Application
No Applications have been made.								

Application Tracker

(15/16)

Current Status: Application not submitted for academic year 2015/16

Date Page Last Updated:

Support Information

SUSI support desk is available 9.00am to 5.30pm Monday to Friday.

Email: support@susi.ie
Phone: 0761 08 7874

For information on student grants log onto www.susi.ie

User Messages

No User Messages.

My Home Page

Last successful login was Friday, 17-Apr-2015 10:54:19

User Menu

- Grant Application
Make a Grant Application
- Personal Details
Change Your Personal Details
- Bank Details
Enter your Current Bank Account Details
- Payment Information
View Your Payment Information
- FCA Form
FCA Form

Personal Details

Joe Bloggs (joe.bloggs@gmail.com)

Application Submission History

Year	Application Ref	Application Type	Date Commenced	Date Submitted	Application Submission Progress	Application Submission Status	Application Status	Application
15/16	WT15161	New	17/04/2015		21%	In-Progress		Edit

Application Tracker

WT15161 (15/16)

Current Status: Application not submitted for academic year 2015/16

Date Page Last Updated:

Confirm Application Year

Please confirm that you wish to complete/continue an application for the academic year – 15/16

[Confirm](#) [No](#)

Navigation

- Personal Details (Applicant)
 - Part One
 - Part Two
- Nationality and Residency
 - Part One
 - Part Two
- Course Details
 - Part One
 - Part Two
 - Part Three
- Personal Details (Others)
 - Dependent Children and Relevant Persons
 - Part One
 - Part Two
- Income
 - Part One
 - Part Two
 - Part Three
 - Part Four
 - Part Five
- Additional Information

Overall Progress: 84%

[Save Progress](#)

[Home](#)

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 CAO or UCAS number (if you have one)
- PPSN numbers for yourself, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable
- income details for 2014 for yourself (if any), your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.

The application form comprises the following six sections:

- **Section A** – Personal details (**of Applicant**)
- **Section B** – Nationality & residency (**of Applicant**)
- **Section C** – Course details, previous education and other sources of financial support (**of Applicant**)
- **Section D** – Personal details (**of parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable**)
- **Section E** – Dependent children and relevant persons (**of the household**)
- **Section F** – Income (**of Applicant, parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable**)

Please ensure that you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, complete all the relevant sections of the application form.

If you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, provides information that is false or misleading, you or they may be guilty of an offence and liable to prosecution leading to a fine, a prison term or both, under section 23 of the Student Support Act 2011.

When you have completed the application form, it is important to read and confirm the Data Protection Statement before submitting your application.

If you become aware that any of the information you have submitted is incorrect or has changed, you must inform SUSI immediately by emailing support@susi.ie. You must also inform SUSI if there is a change in your circumstances that may affect your eligibility for a grant or your rate of grant, if awarded.

These guidance notes are not a legal interpretation. You should refer to the provisions of the Student Support Act 2011, Student Support Regulations 2015 and Student Grant Scheme 2015 for complete and detailed information on student grants.

SECTION A - APPLICANT'S PERSONAL DETAILS

Who should fill in this section?

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

What information is being requested?

Most of the information being requested in this section relates to your own personal details, i.e. PPSN, name, contact details, marital status, etc. However, please see the explanatory notes on the left hand side which may be of assistance with some of the questions asked.

You can also click where you see  for further clarification of a particular question.

A5. Your first name as it appears on your birth certificate - After provisional assessment of your application, you may be asked to provide a copy of your birth certificate as documentary evidence. If you are an Irish citizen, this should be a copy of the long form birth certificate.

A10. Address - This is the address that you are ordinarily resident at and **not** where you live while attending college. You may be asked to provide evidence of your address in order to assess your application.

A13. Do you have a CAO or UCAS number? - If you have applied for a higher education course through the Central Applications Office (CAO), please enter your 8-digit CAO number. This will allow us receive direct notification about your chosen course, if you have authorised CAO to share this information with us.

If you have applied for a higher education course in the UK through UCAS, the UK application system, please enter your 10-digit UCAS number.

If you have not applied through CAO or UCAS, please choose the 'No' option.

Section A - Applicant's Personal Details (Part One) - W15161


Enter the details of the applicant here:

A1. PPS No	4987628Q	
A2. Title	Mr	*
A3. Surname	Bloggs	*
A4. First name(s)	Joe	*
A5. First name as it appears on your birth certificate		*
A6. Birth surname		*
A7. Mother's birth surname		*
A8. Date of birth	01/01/1970	* Thursday, 01 January 1970
A9. Gender	Male	*
A10. Address 1		*
Address 2		*
Address 3		
Address 4		
Country	Please Select	*
A11. Home Telephone		
Mobile Telephone	353871234567	

Section A - Applicant's personal details (Part Two) - W15161


A12. E-mail address	joe.bloggs@gmail.com
A13. Do you have a CAO or UCAS number?	Yes *
CAO number	
or	
UCAS No. (if Applicable)	

A14. Class of Applicant - To find out which class of

Applicant you are, please click on  to the right of the answer box or refer to the SUSI website for notes on Applicant Class distinction as your class determines whose income is considered in assessing your application and what documentation may be requested and

If you select the 'Independent mature student' option, an explanation will appear which sets out the criteria that needs to be met and what documentation may be required as evidence before you can be classed as 'Independent'.

A17. If you have not always been a student, what was your occupation? – Please describe your main job before you started or will start on your course of study. To do so, please select from the drop down list of occupation groups. If you need help to decide which

group you fall into, click on  to the right of the answer box for a list of occupations in each group. *This information is for statistical purposes only and is an optional question.*

A18. Have you applied for or will you be getting a Back to Education Allowance (BTEA) payment for the 2015/16 academic year? – Select 'Yes' if you have applied for, or expect to be in receipt of, BTEA during the 2015/16 academic year. *Please note* that, if in receipt of such payment, you may not be eligible for a Maintenance Grant.

A19. Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payment for the 2015/16 academic year? – Select 'Yes' if you have applied for, or expect to be in receipt of, VTOS during the 2015/16 academic year. *Please note* that, if in receipt of such payment, you may not be eligible for a Maintenance Grant.

A14. Class of Applicant (please read notes)

Please Select

Student dependent on parent(s)/legal guardian
Mature student dependent on parent(s)/legal guardian
Independent mature student

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 of entry or re-entry to an approved course but were not ordinarily resident with your parent(s) or legal guardian from 1st October of the year prior to entry 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. 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

A15. What is your marital status?

Please Select

A16. On 1 January 2015 what category best described you?

Please Select

A17. If you have not always been a student what was your occupation?

Please Select

A18. Have you applied for or will you be getting a Back to Education Allowance (BTEA) payment for the 2015/16 academic year?

Please Select

A19. Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payment for the 2015/16 academic year?

Please Select

Having completed all of Section A, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'.

SECTION B – APPLICANT'S NATIONALITY, IMMIGRATION STATUS AND RESIDENCY DETAILS

Who should fill in this section?

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

What information is being requested?

The information being requested in this section relates to your own nationality and residency status, two of the main criteria which will determine whether or not you may be eligible to receive grant funding. Please see the explanatory notes on the left hand side which may be of assistance with some of the questions asked.

You can also click where you see  for further clarification of a particular question.

B1. What country were you born in? - Select the country in which you were born, which may be different from your nationality. If Ireland, also please select the county in which you were born.

B2. What is your nationality? - If you are not an EU, EEA or Swiss national, see below.

(Question B3 will only appear if you select a non-EU or non-EEA nationality in question B2.)

B3. If you are not an EU, EEA or Swiss national, on what basis are you staying in Ireland? – Please enter your Garda National Immigration Bureau (GNIB) reference number and select the option (a-g) 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, eg. a copy of your passport, GNIB card, identity card or relevant correspondence from the Department of Justice and Equality.

If you select option g), 'Other', you will be deemed not to meet the nationality requirements to be eligible for grant funding, as set out in the Student Support Act 2011 and, as such, you will be unable to proceed with your application.

Section B - Applicant's Nationality, immigration status and residency details (Part One) - W15161

B1. What country were you born in?
Ireland
County
Please Select

B2. What is your nationality?
Irish

Section B - Applicant's Nationality, immigration status and residency details (Part One) - W15161

B1. What country were you born in?
Brazil

B2. What is your nationality?
Brazilian

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

Please enter your Garda National Immigration Bureau Reference Number
Date permission granted

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)
Yes

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) Other

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 f) 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 2015 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 f) in question B3, you therefore cannot proceed with your application for a student grant for 2015/16. 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


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 follows:


B5. Have you been resident in the EU, the EEA or Switzerland for 3 of the last 5 years? - If you answer 'Yes', you will be termed a '**Tuition Student**' and eligible only for a Fee Grant to pursue an approved course within the Irish State.

If applicable, please use the table provided to give details of where you were resident during the requisite period.


If you answer 'No' to both question B4 and B5, you will be deemed not to meet the residency requirements for grant funding, as set out in the Student Support Act 2011 and, as such, you will be unable to proceed with your application.



Section B - Applicant's nationality, immigration status and residency details (Part Two) - W15161

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

B5. Have you been resident in the EU, the EEA 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.

Click the  button to edit details you have already added to this grid.

Use the  button to add to the grid. Use the  button to remove entries from this grid.

Residence Details	From Date	To Date	Action

Records 0 to 0 of 0 Page 1 / 1

Application Cannot Proceed

Residency

You have indicated at question B4 (Have you been resident in Ireland for 3 of the last 5 years?) and Question B5 (Have you been resident in EU, EEA, or Switzerland for 3 of the last 5 years?) that you do not meet the residency requirements of Section 14 of the Student Support Act 2011.

You therefore cannot proceed with your application for a student grant for 2015/16. 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

Having completed all of Section B, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'.

SECTION C – COURSE DETAILS, APPLICANT'S ACADEMIC HISTORY AND SOURCES OF STUDENT FINANCIAL ASSISTANCE

Who should fill in this section?

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

What information is being requested?

The information being requested in this section relates to your educational history, the course you wish to pursue in the coming academic year and any financial assistance you may be receiving. Please see the explanatory notes on the left hand side which may be of assistance with some of the questions asked.

You can also click where you see  for further clarification of a particular question.

C1. Have you completed your Leaving Certificate or equivalent final school exam? – Equivalent refers to 'A' Levels, Baccalauréat, etc.

C2. What is the highest level of qualification that you have attained in Further or Higher Education on the National Framework of Qualifications (NFQ) or equivalent? – Please select the relevant level from the drop-down list.

C3. Have you accepted a place on a course for 2015/2016? – Please note that you do not need to have accepted a place on a course to complete this application for grant funding.

Please note that, if you confirm that the course you intend pursuing is not a full-time course, you will be unable to proceed with your application.

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

Section C - 2015/16 Course details, applicant's academic history and sources of student financial assistance (Part One) - W15161

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 information you provide in this section. You should answer all questions about your chosen course place (i.e. if you have applied or intend to apply for a course).

Have you been offered and accepted a place on a course of Further or Higher Education for 2015/16? Please Select *

What level of course of Further or Higher Education do you intend to pursue in 2015/16? 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" Please Select *

Application Cannot Proceed

Full-time Course
You have indicated at question C3 (Is this a full-time course?) that the course you intend to pursue is not a full-time course.

As per Section 8(1) of the Student Support Act 2011 and Regulation 4 of the Student Support Regulations 2015 students must be attending a full-time course in order to be eligible for a student grant. As you have indicated that you intend pursuing a course that is not full-time, you therefore cannot proceed with your application for a student grant for 2015/16. 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

Section C - 2015/16 Course details, applicant's academic history and sources of student financial assistance (Part Two) - W15161

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

Have you previously attended a PLC course? Yes *

Please use the grid below to specify the PLC courses you attended.
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.

College or institute	Type Of Course	Qualification	Action

Records 0 to 0 of 0 Page 1 / 1

Have you provided details of all PLC courses attended? Please Select *

Have you previously attended an Undergraduate course? Please Select *

Have you previously attended a Postgraduate course? Please Select *

C5. Have you ever before applied for a student grant? – If you answer 'Yes' to this question but have not answered 'No' to question C4, you will be re-directed back to complete C4 with relevant details of courses previously undertaken.

Section C - 2015/16 Course details, applicant's academic history and sources of student financial assistance (Part Three) - W15161 [redacted]

C5. Have you ever before applied for a student grant? Yes *

a) Which academic years did you apply? [Please Select] *

b) Which local authority or VEC did you apply to? [Please Select] *

C6. Do you hold or have you ever held a student grant? [Please Select] *

C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2015/16 academic year? [Please Select] *

Warning

You have indicated that you previously applied for or held a student grant. Please complete Question C4 to include details of the course of further or higher education which you previously attended.

OK

C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2015/16 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 2015/16 academic year. Examples of financial assistance include scholarships, awards, sponsorship, bursaries, prizes or other student grants from Ireland or abroad.

C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2015/16 academic year? Yes *

Please give details of all awards/funds from the awarding/funding body or Department and the full amount, including fees that you will get in 2015/16

[Yellow text area]

Having completed all of Section C, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok'.

SECTION D – PERSONAL DETAILS OF YOUR PARENT(S)/LEGAL GUARDIAN, SPOUSE, CIVIL PARTNER OR COHABITANT

Who should fill in this section?

If you described yourself as an 'Independent Mature Student' in question A14 ('Class of Applicant') and you are **not** married, in a civil partnership or cohabiting, you can skip this section and move to Section E.

If you described yourself as an 'Independent Mature Student' in question A14 ('Class of Applicant') and you **are** married, in a civil partnership or cohabiting, please have your spouse, civil partner or cohabitant fill in this section with their details.

If you described yourself as a 'Student dependent on parent(s)/legal guardian' or a 'Mature student dependent on parent(s)/legal guardian', please have your parent(s)/legal guardian fill in this section with their details.

What information is being requested?

The information being requested in this section relates to the personal and contact details of your parent(s)/legal guardian, spouse, civil partner or cohabitant, as applicable. Please see the explanatory notes on the left hand side which may be of assistance with some of the questions asked.

You can also click where you see  for further clarification of a particular question.

Section D – Personal details of your parent(s), legal guardian, spouse, civil partner or cohabitant


Clarifications



Who should fill in this section? - If you are applying as a **dependent/mature dependent applicant**, your parent(s) or legal guardian(s) must fill in this section of the application. If your parents are separated or divorced and can prove this by way of documentary evidence, then only the parent with whom you ordinarily reside needs to complete this section. If your parents are separated but both remain residing in the same house as yourself, both parents must complete this section.

If you are applying as an **independent student and are married, in a civil partnership or cohabiting**, your spouse, civil partner or cohabitant must fill in this section of the application form. If you are separated, divorced, or a former civil partner and can prove this by way of documentary evidence, your ex-spouse, ex-civil partner or ex-cohabitant does not need to fill in this section of the application form.

Section D - Personal details of your parent(s), legal guardian, spouse, civil partner or cohabitant - W15161

If this section does not apply in your case, please continue by clicking next. If this section does apply to you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, needs to update the grid below and edit their details by clicking on the action button. If the details of one of your parents/legal guardian are not applicable, click on the action button for that parent/legal guardian and insert N/A from the 'Type' drop down menu. Then click ok to proceed.

Click the  to edit details on this grid.

Type	Name	Employment Status	Edit
Mother/Legal Guardian			
Father/Legal Guardian			

Records 1 to 2 of 2

Page 1 / 1

Add Parent(s), legal guardian, spouse/civil partner/cohabitant details

NOTE: This section must be filled out by the relevant parent, legal guardian, spouse, civil partner or cohabitant **in person**. If this section is not applicable select N/A from the 'Type' drop down menu. Then click Ok to proceed.

Type Please Select *

D1. Do you have a PPS No. Please Select *

D2. Surname *

D3. First name(s) *

D4. Birth surname *

D5. Current marital status Please Select *

D6. Home address *

Country Please Select *

D7. Home telephone

Mobile telephone

D8. Employment status Please Select *

D9. Occupation Please Select *

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.

D10. Date of Birth *

Ok Cancel

SECTION E – DEPENDENT CHILDREN AND RELEVANT PERSONS

Who should fill in this section?

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

What information is being requested?

The information being requested in this section relates to children and relevant persons. A relevant person is another person (dependent child, applicant's parent(s)/legal guardian(s), independent applicant's spouse, civil partner or cohabitant) within the household who is attending a full-time course of study in further or higher education. Each such person will be taken into account by way of an additional increment to income limits when calculating 'Reckonable Income'. Please see the explanatory notes on the left hand side which may be of assistance with some of the questions asked.

You can also click where you see  for further clarification of a particular question.

Section E. Dependent Children and Relevant Persons – In assessing your application, the number of dependant children and/or 'Relevant Persons' (see explanation above) in your household may affect the reckonable income limits calculated for your household. Please advise details of all such persons so that your reckonable income can be calculated accurately

Section E1 - Dependent Children - W15161

E1. The number of dependent children in your household may increase the **reckonable income limits** calculated for your household and therefore increase the amount of any grant awarded. The increase only applies where there are 4 or more dependent children within a household (including the applicant themselves where they are also a dependent or mature dependent).

A dependent child means a child, including a foster child, who on the 1st of October 2014 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, civil partner or cohabitant, if applicable.

How many dependent children (excluding the applicant themselves) are in your household? *

Please use the grid below to provide details of dependent children. You do not need to provide details where there are fewer than 4 dependent children.

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.

Name	Category	Relationship to applicant	Action

Records 0 to 0 of 0

Page 1 / 1

Section E2 - Relevant Persons - W15161




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 2015 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 themselves)

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.

Name	Action
<div> <div>Add Relevant Person</div> <div> <div>Surname</div> <div>First name</div> <div>Date of birth</div> <div>College or institution student will attend in 2015/16</div> <div>Course Title</div> <div>Year of course this student will attend in 2015/16</div> <div>Has this student applied, or will they apply, for a student grant in 2015/16</div> </div> </div>	

Having completed all of Section E, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'Ok.'

SECTION F – RECKONABLE INCOME

Who should fill in this section?


If you described yourself as an 'Independent Mature Student' in question A14 ('Class of Applicant') and you are **not** married, in a civil partnership or cohabiting then you, the Applicant, should fill in this section where applicable.

If you described yourself as an 'Independent Mature Student' in question A14 ('Class of Applicant') and you **are** married, in a civil partnership or cohabiting, please also have your spouse, civil partner or cohabitant fill in their details in this section, where applicable.

If you described yourself as a 'Student dependent on parent(s)/legal guardian' or a 'Mature student dependent on parent(s)/legal guardian', please also have your parent(s)/legal guardian fill in their details in this section, where applicable.

What information is being requested?


The information being requested in this section relates to what is termed 'Reckonable Income', i.e. the gross amount of your household income on which your application will be assessed. Please see the explanatory notes on the left hand side which may be of assistance with some of the questions asked.

You can also click where you see  for further clarification of a particular question.

F1. Were you employed in 2014 on a full-time, part-time or temporary basis? - If you, your parent(s)/legal guardian, spouse, civil partner or cohabitant, as applicable, were employed at any time in 2014, whether on a full-time, part-time or temporary basis, you must give us the total **gross** income earned in 2014, 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 below is dedicated to self-employment income.

Income earned while participating on a CE (Community Employment) Scheme is one of the designated programmes for eligibility for the Special Rate of student grant.

Please click on  for further information.

Section F Checklist

Section F: Reckonable income

To assess whether you are eligible for a student grant, SUSI needs to know about all of your sources of income for 2014.

Important points you should note when completing this section

* Reckonable income for student grant purposes is gross income from all sources, whether it arises in Ireland or abroad. The income taken into account is gross income before any deductions for PAYE, income tax, capital gains tax, capital acquisitions tax, PRSI (social insurance), income levy, and so on. We need to know about all income including income that is described as 'tax-free', 'tax-paid', 'not liable to tax' or 'exempt from tax'.

* For this academic year 2015/16 we will look at all income arising in the reference period 1 January 2014 to 31 December 2014.

* You must declare all income on this application form whether it arises in Ireland or abroad. Where you have foreign income, please enter the euro equivalent of the gross amounts.

* If you are not sure whether an income, gain or benefit should be included in the calculation of reckonable income, please give us details including the amounts involved when completing the application form. This will help avoid any misunderstandings which might otherwise arise during the processing of the application.

* Please note that following provisional assessment of your application SUSI may ask you to submit documentary proof as outlined in the guidance notes. Do not send any documentation until you are asked to by SUSI.

I have read the above (Please tick the box) ☐

Confirm No

Section F - Reckonable Income (Part One) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F1. Were you employed in 2014 on a full-time, part-time or temporary basis?	Please Select  *	Please Select *	Please Select *	
Enter the total gross income from all employment including any benefit-in-kind in 2014				
Is all or part of the income referred to above in relation to income from a CE Scheme?				

F2. Did you receive any social welfare payments in 2014 other than child benefit? – If yes, please select the relevant payment from the list provided on screen (e.g. rent allowance, foster care allowance, etc.), provide the weekly rate of that payment and the number of weeks you were in receipt of that payment. A calculation of the total amount of each payment will be automatically made on screen, depending on the rate and number of weeks entered, and a combined total given. *(Please note that, before proceeding to question F3, you will need to choose option ‘No’ to all other Social Welfare payments listed that you were not in receipt of in 2014).*

F3. Did you receive a payment from any other government department or state agency? – If ‘Yes’, please select the appropriate payment from the list provided on screen (e.g. HSE, SOLAS or a Local Authority), provide the weekly rate of that payment and the number of weeks you were in receipt of that payment. A calculation of the total amount of each payment will be made automatically on screen, depending on the rate and number of weeks entered, and a combined total given. *(Please note that, before proceeding to question F3, you will need to state ‘No’ to all other Social Welfare payments listed that you were not in receipt of in 2014).*

F4. Were you self-employed or engaged in farming in 2014? – If you were self-employed or engaged in farming at any time during 2014, 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 2014.

If you answer ‘Yes’ to question F4, a ‘Self Employed or Farming Add Backs’ table will appear for completion.

Please click on  for further information.

Section F - Reckonable Income (Part One) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F2. Did you receive any social welfare payments in 2014 other than child benefit?	Please Select	Please Select	Please Select	
Total Amount				

Section F - Reckonable Income (Part One) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
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 2014?	Please Select	Please Select	Please Select	
Total Amount				

Section F - Reckonable Income (Part Two) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F4. Were you self-employed or engaged in farming in 2014?	Please Select	Please Select	Please Select	
Total Amount				

Self Employed or Farming Add Backs


Applicant

Enter the adjusted profit or loss for income tax purposes for the 2014 tax year	0.00 x
Enter the add-back depreciation for the 2014 tax year	0.00
Enter the add-back interest on borrowings which fund the fixed assets of the business or the personal expenditure of the proprietor for the 2014 tax year	0.00
Enter the add-back finance lease payments for the 2014 tax year	0.00
Add-back for personal expenditure charged against the business income for the 2014 tax year	0.00
Enter the add-back remuneration for the 2014 tax year in respect of:	
Wages or payments made without applying the PAYE and PRSI regulations, or equivalent regulations	0.00
Wages or payments to dependent children	0.00
Wages or payments to non-dependent children where the payment is above the norm for the work undertaken	0.00

OK


F5. Did you have rental income from any of your land or properties in Ireland or abroad in 2014? - If you had rental or other income from land and properties in Ireland or abroad at any time during 2014, 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.

Please click on  for further information.

F6. Were you a proprietary director or shareholder of a limited company in 2014? – Where any part of your income for 2014 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 2014? - If 'Yes', please state the total gross amount of said pension. If you were in receipt of the Social Welfare State Pension, you should enter the details of that pension at question **F2** above.

Please click on  for further information.

F8. Did you have any income in 2014 from savings, deposit accounts or investments? - If 'Yes', please enter the **gross** amount of all interest or income earned from savings, deposit accounts and personal loans made by you and any investments (stocks, shares, bonds, securities and dividends) in 2014. For investments that include savings certificates, life assurance bonds, etc., where profits are paid as a lump sum at the end of the investment period, only a proportion of any lump sum is taken into account when calculating reckonable income.


F9. Did you have any income in 2014 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.

Section F - Reckonable Income (Part Two) - W15161



	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F5. Did you have rental income from any of your land or properties in Ireland or abroad in 2014?	Please Select 	Please Select *	Please Select *	
Total Amount				

Rental Income Add Backs



Applicant

Enter the adjusted profit or loss for income tax purposes for the 2014 tax year	0.00 x 
Enter the add-back depreciation for the 2014 tax year	0.00 *
Enter the add-back interest on borrowings which fund the fixed assets of the business or the personal expenditure of the proprietor for the 2014 tax year	0.00 *
Enter the add-back finance lease payments for the 2014 tax year	0.00 *
Add-back for personal expenditure charged against the business income for the 2014 tax year	0.00 *
Enter the add-back remuneration for the 2014 tax year in respect of-	
Wages or payments made without applying the PAYE and PRSI regulations, or equivalent regulations	0.00 *
Wages or payments to dependent children	0.00 *
Wages or payments to non-dependent children where the payment is above the norm for the work undertaken	0.00 *


Section F - Reckonable Income (Part Two) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F6. Were you a proprietary director or shareholder of a limited company in 2014?	Please Select 	Please Select *	Please Select *	
F7. Did you receive a pension other than a Social Welfare State Pension in 2014?	Please Select 	Please Select *	Please Select *	
Enter the total gross amount.				


Section F - Reckonable Income (Part Three) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F8. Did you have any income in 2014 from savings, deposit accounts or investments?	Please Select 	Please Select *	Please Select *	
Enter the total gross income earned in 2014				
F9. Did you have any income in 2014 from a maintenance arrangement?	Please Select 	Please Select *	Please Select *	
Enter the total gross amount				

F10. Did you receive a lump sum payment during 2014 from retirement or redundancy? - If 'Yes', please enter the total **gross** amount received and the number of relevant years worked (as only a portion of the **gross** amount received is taken into account when calculating reckonable income).

Please click on  for further information.


F11. Did you have any income in 2014 from disposal 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. - 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.

Please click on  for further information.

F12. Did you receive any gifts or inheritances in 2014? 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. - If 'Yes', please include details of all gifts and inheritances, even if you did not have to report them to the Revenue Commissioners for Capital Acquisitions Tax purposes, on the 'Gifts and Inheritances' table which will appear at the end of the application form.







Please click on  for further information.

F13. Did you receive any other income in 2014 from any sources not mentioned above? - If you were in receipt of any other income in 2014 not explicitly stated in questions F1-F12, please give details.




Please click on  for further information.

Specifically, if you received income from woodlands in 2014, please choose 'Yes' and complete a 'Woodlands' table which will appear at the end of the application form.

Section F - Reckonable Income (Part Three) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F10. Did you receive a lump sum payment during 2014 from retirement or redundancy?	Yes 	No 	No 	
Enter the total gross amount received	<input type="text"/>			
Enter the number of relevant years worked	<input type="text"/>			
F11. Did you have any income in 2014 from disposals of assets or rights?	Please Select 	Please Select 	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.				

Section F - Reckonable Income (Part Four) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F12. Did you receive any gifts or inheritances in 2014?	Yes 	Please Select 	Please Select 	
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.	<input type="text"/>			

Section F - Reckonable Income (Part Four) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F13. Did you receive any other income in 2014 from any sources not mentioned above?	Please Select 	Please Select 	Please Select 	
Please provide a description of income	<input type="text"/>			
Enter the total gross amount received	<input type="text"/>			
Profits from Woodlands?	Please Select 			

F14. Did you make a legally enforceable maintenance payment in 2014 following a separation or divorce? - If 'Yes', please enter the total **gross** amount paid. A deduction may be made for maintenance payments to a separated spouse provided there is a legal separation or divorce agreement in place. The amount deductible from reckonable income is the amount that appears on your Revenue Self-Assessment Statement or P21 PAYE Balancing Statement.

15. Did you make any pension contributions in 2014? (Do not include public sector pension related deduction or any pension deduction made at source. Applicable to pension contributions on P21 only) – If 'Yes', please enter the total **gross** amount paid.

Please click on  for further information.


F16. Did you have a permanent change in circumstances in relation to reckonable income since 2014. Please provide details of the permanent change in circumstances. - If there is a fall in your income, or that of any relevant person in your household, between 1st January and the end of the 2015/16 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 2015/6 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 rather than income in the reference year, being 2014.

Increase in income - If your income or that of any relevant person in your household increases between 1st January 2015 and the end of the 2015/16 academic year, you may continue to hold any student grant you received for 2015/16. However, we will reassess your application for the 2016/17 academic year, if applicable. This review will be based on income in the reference period for the 2016/17 academic year, being 1st January – 31st December 2015.



Please provide any additional notes that you feel may be of importance in relation to the assessing of your grant application.

Click on 'Validate Application' to see a summary of **Section F** and, if correct, tick the box and click 'Continue'.

Section F - Reckonable Income (Part Four) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F14. Did you make a legally enforceable maintenance payment in 2014 following a separation or divorce?	Please Select 	Please Select	Please Select	
Enter the total gross amount paid				

Section F - Reckonable Income (Part Five) - W15161

	Applicant	Father or legal guardian	Mother or legal guardian	Spouse, civil partner or cohabitant
F15. Did you make any pension contributions in 2014? (Do not include public sector pension related deduction or any pension deduction made at source. Applicable to pension contributions on P21 only.)	Please Select 	Please Select	Please Select	
Enter the total Gross amount paid				
F16. Did you have a permanent change in circumstances in relation to reckonable income since 2014?	Yes 	Please Select	Please Select	
Please provide details of the permanent change in circumstances	<div></div>			

Additional Information - W151610370196

Additional Notes (Max 4000 Characters)

 Previous  Validate Application 

EXAMPLE TABLES

Disposal of Assets and Rights Table

Disposal of assets and rights table (Applicant Form) - W15161

To be completed in respect of the Applicant

Please provide details for the Disposal of an Asset or Right

Who disposed of the asset or right

Description of the asset or right

Date of disposal (A)

Date of acquisition (B)

Original cost (C)

Enhancement expenditure (D)

Total cost (E = C + D)

Disposal price (F)

Incidental costs of disposal (G)

Net disposal price (H = F - G)

Gain/(Loss) on disposal (I = H - E)

Number of years held (J = A - B)

Reckonable gain/(loss) (K = I / J)

Please provide details for the Disposal of a Milk Quota

Who disposed of the milk quota

Date of disposal (A)

Date of acquisition (B)

Quota compensation (C)

Original cost of all land (D)

Reduced value of land (E)

Fraction of land sold (F = C / (E + C))

Cost of fraction sold (G = D * F)

Gain/(Loss) on disposal (H = C - G)

Number of years held (I = A - B)

Reckonable gain/(loss) (J = H / I)

Gifts and Inheritance Table

Gifts and Inheritance Table (Applicant Form) - W15161

To be completed in respect of the Applicant

We need details of all gifts and inheritances even if you did not have to report them to the revenue for Capital Acquisitions Tax.

Use the grid below to complete a table for each gift and inheritance received in 2014

Click the button to edit details you have already added to the grid.

Use the button to add to the grid. Use the button to remove entries from the grid.

Who received the gift	Donor Name	Date of Gift / Inheritance	Action
<p>Gift and Inheritance</p> <p>Application Reference: W15161</p> <p>Who received the gift or inheritance</p> <p>Donor Name</p> <p>Relationship to Donor: Please Select</p> <p>Date of gift or inheritance</p> <p>C.A.T file number, if any</p> <p>Description of gift or inheritance</p> <p>Market value of gift or inheritance (A)</p> <p>Liabilities and costs, if any (B)</p> <p>Consideration, if any (C)</p> <p>Value before C.A.T (D = A - B - C)</p> <p>C.A.T paid, if any (E)</p> <p>Net Value (F = D - E)</p> <p>Ok Cancel</p>			

Woodlands Table

Woodlands Table (Applicant Form) - W15161

To be completed in respect of the Applicant

Application Reference: W15161

Candidate Type: 003 Applicant

Who received income from Woodlands ?

Value of sales and other income from woodlands for a year ending between 1 January 2014 and 31 December 2014 (Inclusive of grant premiums, etc.) (A)

Value of standing trees at the beginning of the year (B)

Add total expenditure on woodlands in the year (C)

Less value of standing trees at the end of the year (D)

Cost of Sales E=(B + C - D)

Profit F=(A - E)

The next screen that will appear is the 'Data Protection Statement'. Please read this carefully, tick the box and click 'Continue'.

Data Protection Statement

This is a summary of the [SUSI Data Protection Statement](#)

You and each party to your application must confirm you have read and understood before submitting this application:

- SUSI is a Unit of CDETB which is the data controller for student grant applications.
- SUSI may share personal data provided in your application with other Government bodies and agencies for the purpose of processing your grant application.
- Submitting a grant application constitutes consent to the sharing of personal data for this purpose.
- Personal data is retained by SUSI for this purpose and in line with our data retention policy.
- Personal data will not be shared with other persons (parent, spouse) who are parties to an application.
- Information regarding application status and required evidence and actions may be shared with such persons unless you inform SUSI that you do not wish this to happen.
- Where applicants identify relationship to other applicants or grant recipients, such information will be linked to insure consistency and efficiency in processing.

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

Joe Bloggs (Applicant) ☐

Important Note: Each person named above must personally complete this confirmation. Where it is necessary, due to unavoidable circumstances, for a person to complete this confirmation on behalf of another person they may only do so only with that person's express consent.

Cancel Continue

Before submitting your application form, a 'Declaration Form' will appear. Again, please read this carefully, tick the box and click 'Submit' to finalise the application form process.

Declaration Form

IMPORTANT NOTES

Before completing the declaration below, each person who is a party to this application must read the following [Important Notes for Applicants](#)

Data Protection: By submitting an online grant application, you confirm that you have read and understood the SUSI Data Protection Statement and you consent to sharing of data for this purpose.

Accurate Information: If you provide information that is incomplete or inaccurate (for example the PPSN or date of birth of a parent or spouse) SUSI will be unable to validate your application directly with other Government agencies and will have to request this information from you - this will delay the processing of your application.

DECLARATION

Each person named below must personally complete this declaration. Where it is necessary, due to unavoidable circumstances, for a person to complete this confirmation on behalf of another person they may only do so only with that person's express consent.

I confirm that I have read the [Important Notes for Applicants](#)

I declare that all the information that I have given in this application together with all other information I may provide is full, complete and accurate in every respect.

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 an offence which may lead to penalties including a fine, imprisonment or both in accordance with section 23 of the of the Student Support Act 2011
- loss of grant and repayment, with interest, of any grant received in accordance with section 24 of that Act.

Joe Bloggs (Applicant) ☐

Cancel Submit

Finally, click on 'OK' to submit your application.

Submit Application

By selecting Ok your application will be submitted for processing. Once your application has been submitted you will only be able to change your contact details by using the 'Change Your Personal Details' section on the main menu. Note: you will not be able to make changes to any sections of the application. Your application assessment will be based on the information you have supplied once you click to submit your application.

OK Cancel

Your application has been submitted.

Your application has been submitted. An e-mail will be sent to you shortly.

OK

You can view your submitted application form at any time by logging on to your account and clicking 'View'.

Personal Details

Joe Bloggs (joe.bloggs@gmail.com)

Application Submission History

Year	Application Ref	Application Type	Date Commenced	Date Submitted	Application Progress	Application Status	Application Status Application
15/16	W15161	New	17/04/2015	22/04/2015	100%	Submitted	View

Application Tracker

W15161 (15/16)

Current Status: Application Submitted