



SUSI Online Application System
Making an Application (New Applicants)
2016/17 academic year

Don't have an online account yet? [click here](#)



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

Username

Password

3rd 5th 6th

LOGIN

[I forgot my password](#)
[I forgot my PIN Code](#)
[I forgot my username](#)
[Gaeilge / Irish](#)

Online Student Grant Application System

Applications for Student Grant funding are made through the Online Student Grant Application System. You can access the Online Student Grant Application system by visiting www.susi.ie and clicking “[Apply Here](#)”.

Alternatively, you can reach the system through the URL www.grantsonline.

Step 1: Creating an online account.

Before you can make a grant application to must first register for an online account.

You must select the “[click here](#)” option as shown at the top of the screen-shot shown here.

Before you Register...

1. Data Protection

Have you read the [SUSI Data Protection Statement](#)?
 To register a SUSI account, you will be asked to provide personal information to SUSI about you, the applicant.
 To make a grant application you, the applicant, and other parties to the application will be asked to provide personal information to SUSI.
 As part of the grant application process and before SUSI can accept an application, each party to the application will be asked to confirm that they have read the SUSI Data Protection Statement.
 You should therefore refer to the SUSI Data Protection Statement at www.susi.ie before you register a SUSI account and before you make a grant application.

2. Grant Eligibility Reckoner

Have you used the [SUSI Eligibility Reckoner](#)?
 The SUSI Eligibility Reckoner is a quick and easy way to decide if you should apply for a student grant. It provides an approximate indication of your eligibility for grant funding based on simplified criteria.
 You should use the Eligibility Reckoner at www.susi.ie before you make a grant application.

3. Register a SUSI Account

When you have used the SUSI Eligibility Reckoner and referred to the SUSI Data Protection Statement you can proceed to register a SUSI account and make a grant application.

Next

You should read the SUSI Data Protection Statement before proceeding.

On this page you are also given an option to complete the **Grant Eligibility Reckoner** by clicking on the relevant link. This will give you an indication if you may be eligible for Student Grant Funding.

After you have read the SUSI Data Protection Statement and completed the Grant Eligibility Reckoner, you should select the next button as shown in the below screen-shot.

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 *

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You will then be brought to the page shown in the screenshot below. This page will give you the option again to complete the **Grant Eligibility Reckoner**.

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.

You should fill in your personal information select **“Next”** as shown below.

Student Registration - Login Details

Please carefully choose a username, password and a PIN code which you will remember. You will need these details to make your student grant application and to access your account throughout the academic year.

Your username *

Your password ? *

Re-enter your password *

Create Your PIN Code ? *

Verify Your PIN Code *

Security question *

Your security answer *

Re-enter your answer *

Please enter the text displayed in the image (To get a new image click on the image or on the New Image icon)



*

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

- You will also be asked to select a security question and provide an answer. This information will assist in the event that you forget your password and need to reset it.
- You must choose a 6 digit Pin Code. This must contain 6 numeric digits and should not be something which can be easily associated with you such as your date of birth or your phone number. Some obvious PIN Codes (such as 123456) also cannot be selected.
- You will be asked to retype a security code displayed in an image box at the bottom of the screen.
- When these fields are completed, you should select **“Next”**.

Student Registration - Registration Summary and Submit

Your PPS no
 Title
 your gender
 Your surname
 Your first name(s)
 Your date of birth
 Your email
 Your mobile telephone
 Your home telephone

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.

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Submit

A summary of your registration details 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 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 email address you provided, which will provide a link where you can enter your username, password and pin code to access and complete a grant application form.

Don't have an online account yet? [click here](#)



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

Username

Password

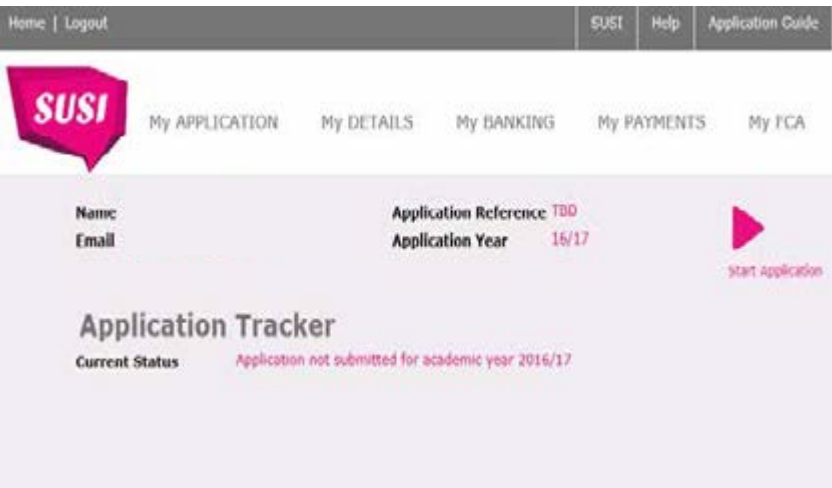
3rd 5th 6th

LOGIN

[I forgot my password](#)
[I forgot my PIN Code](#)

Step 2: Making an Application.

- To make an application you must have created an online account as outlined in Step 1.
- You should access the Online Student Grant Application by visiting the www.susi.ie and clicking on the **“Apply Here”** option on the homepage. Alternatively, you can reach the system through the URL www.grantsonline.ie.
- You will reach a page, as shown below, where you will need to enter your the username, password and PIN code you used when registering your account.
- If you have forgotten your password, PIN code, or username there are options below the login button to click on to retrieve them.
- You should enter the requested information and click on the **login** button.



Online application system navigation page

After login you will navigate to this page.

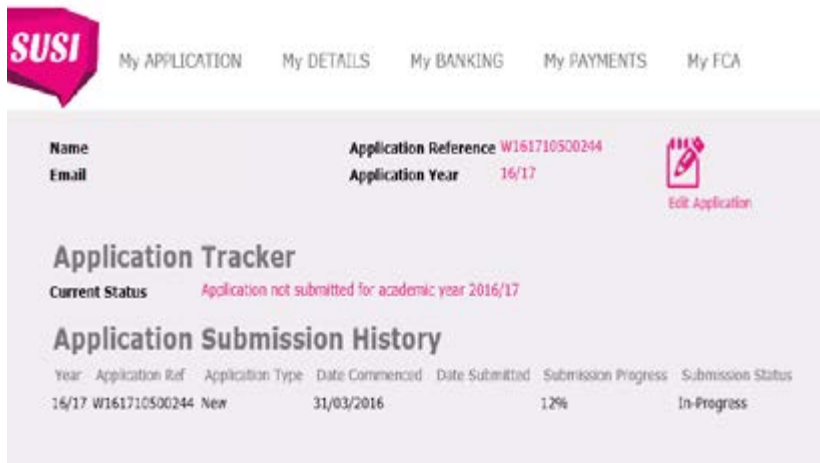
This page is where you can

1. Make a new application,
2. View what percentage of your application you have completed,
3. Update your personal details, and
4. Enter bank account details (when requested),
5. Submit an FCA (when requested).

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



At the top of every page of the online application process you will see the above bar. This bar will indicate the percentage of your application that has been completed and the page of the application you are currently completing.



You do not have to complete your application in one sitting. If you need to take a break, or gather relevant information that is being requested, you can end the session and not lose any information already supplied. You can resume completing your application by logging into your account and selecting the **“Edit Application”** button as shown.

Filling in the Application Form

It is recommended that you read the Guidance Notes on Grant 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)
- 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.

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 2016 and Student Grant Scheme 2016 for complete and detailed information on student grants.

Before you can proceed with your application, you should read the SUSI Data Protection Statement.

If you have read this and wish to proceed with making an application you should select the confirm option as shown in this screen shot below.

The screenshot displays a web application interface for 'Section A - Applicant's Personal Details (Part One)'. At the top, there is a progress bar showing 6% completion. Below the progress bar, it indicates 'Page 1 of 15'. A modal dialog box titled 'Before you Apply...' is open, containing the following text:

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

To make a grant application you, the applicant, and other parties to the application will be asked to provide personal information to SUSI.

Before SUSI can accept an application, each party to the application will be asked to confirm that they have read the SUSI Data Protection Statement.

You should therefore refer to the SUSI Data Protection Statement at www.susi.ie before you make a grant application.

Please confirm that you wish to complete/continue a grant application for the 16/17 academic year.

At the bottom of the dialog box are two buttons: 'Confirm' and 'No'. Below the dialog box, the form shows a 'Country' dropdown menu with 'Please Select' as the current selection and a red asterisk indicating a required field.

Section A- Applicant's Personal Details

Who should fill in this section?

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

What information is being requested?

Most of the information being requested in this section relates to your own personal details, i.e. PPSN, name, contact details, marital status, etc.

You can also click where you see the symbol **?** for further clarification of a particular question.

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.

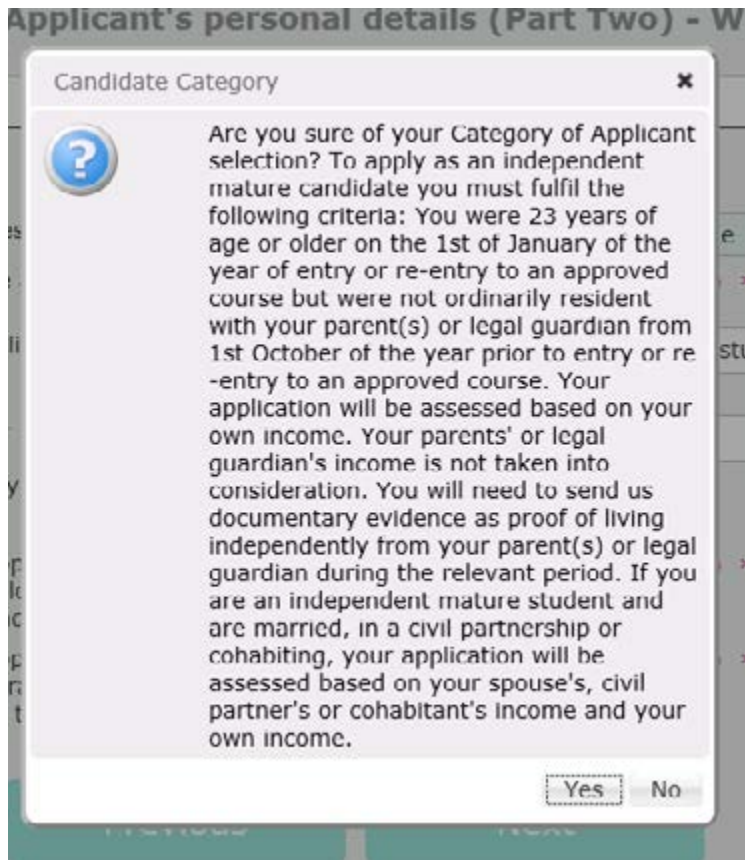
If you know the Eircode for your Home Address, you can enter it here. If you do not know the Eircode, you can start to type the first line of your address (including the house/apartment number if applicable) and then select your address from the available options. If no matches are found, you can locate the Eircode for your Home Address using the Eircode Finders by clicking on the icon.

You also have the option to select an option if your address has not been assigned an Eircode.

A13. Do you have a CAO or UCAS number? -

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

If you have applied for a higher education course in the UK through UCAS, the UK application system, please enter your 10-digit UCAS number. If you have not applied through CAO or UCAS, please choose the 'No' option.



A14. Class of Applicant-

To find out which class of Applicant you are, please click onto 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.

If you select the 'Independent mature student' option, for Class of Applicant (A14) question, this 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'.

A18. Have you applied for or will you be getting a Back to Education (BTEA) payments for the 2016/17 year-

You should select 'Yes' if you have applied for, or expect to be in receipt of BTEA for the 2016/17 academic year. Please note that if you are in receipt of such payment, you may not be eligible to receive a Maintenance Grant.

A19. Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payments for the 2016/17 year-

You should select 'Yes' if you have applied for, or expect to be in receipt of VTOS for the 2016/17 academic year. Please note that if you are in receipt of such payment, you may not be eligible to receive a Maintenance Grant.

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

Section B- Applicant’s Nationality, Immigration Status and Residency Details.

Who should fill in this section?

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

What information is being requested?

The information being requested in this section relates to your own nationality and residency status, two of the main criteria which will determine whether or not you may be eligible to receive grant funding.

You can also click where you see the symbol **?** for further clarification of a particular question.

B1. What country were you born in?-

Select the country in which you were born, which may be different from your nationality.

B2. What is your Nationality?-

If you are not an EU, EEA or Swiss National, please see below.

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

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

Please enter your Garda National Immigration Bureau (GNIB) reference number and select the option (a-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, e.g. a copy of your passport, GNIB card, identity card or relevant correspondence from the Department of Justice and Equality.

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 2016/17 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 2016/17. However, if you have made an error in the information provided you can return to this section and correct the information.

You will now be re-directed to your Home Page. An email of this pop-up message will be sent to you as a record.

Ok

If you 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. You will receive the below shown here.

If you fulfill the Nationality criteria you can proceed to the following question (B4):

B4. Have you been resident in the State for at least 3 of the last 5 years? ? *

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.

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

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.

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

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

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 2016/17. 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.

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

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

Section C Course details, applicant’s academic history and sources of student financial assistance.

Who should fill in this section?

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

What information is being requested?

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

You can also click where you see the symbol **?** for further clarification of a particular question.

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

Select the year in which you completed or will complete your Leaving Certificate or equivalent final school exam. 2016 *

C2. What is the highest level of qualification that you have attained in Further or Higher Education on the National Framework of Qualifications (NFQ) or equivalent? Please Select *

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

Have you been **offered and accepted** a place on a course of Further or Higher Education for 2016/17? Please Select *

What level of course of Further or Higher Education do you intend to pursue in 2016/17? Please Select *

Is this a full-time course? Please Select *

Institution Location Please Select *

Course Start Date Please Select *

Duration of the Course (years) Please Select *

Year of course you intend to enter Please Select *

Is this course an "add-on" course? Please Select *

Previous Next

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

Equivalent refers to 'A' Levels, Baccalauréat etc.

C2. What is the highest level of qualification that you have attained in Further or Higher Education on the National Framework of Qualifications (NFQ) or equivalent?-

Please select the relevant level from the drop-down list.

C3. Have you accepted a place on a course for 2016/17?-

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.

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? No ? *

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 course that you did not complete or gain a qualification in.

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

C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2016/17 academic year? ? *

C7. Have you applied for or will you be getting any other student financial assistance from Ireland or abroad for the 2016/17 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 2016/17 academic year. Examples of financial assistance include scholarships, bursaries, prizes or other student grants from Ireland or abroad.

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

Section D Personal details of your parent(s)/legal guardian(s), spouse, civil partner 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(s)' or a 'Mature student dependent on parent(s)/legal guardian(s)', please have your parent(s)/ legal guardian(s) fill in this section with their details.

What information is being requested?

The information being requested in this section relates the personal and contact details of your parent(s)/legal guardian(s)', spouse, civil partner or cohabitant, as applicable.

You can also click where you see the symbol **?** 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.

You should select the 'Edit' option as shown above and the below menu will appear where you can enter details for each individual relevant to your application.

After you have submitted details of all individuals relevant to your application you will see the below pop-up box. You should read and click 'Ok' if you wish to proceed or 'Amend' if you wish to make any changes

NOTE: This section must be filled out by the relevant parent, legal guardian, spouse, civil partner or cohabitant **in person**, except where deceased.

Type ? *

In cases where:

- a mature independent applicant;
- a mature dependent applicant's parent(s)/legal guardian;
- a dependent applicant's parent(s)/legal guardian;

is living with a cohabitant, documentary evidence may be requested in respect of that person.

After provisional assessment SUSI may ask you to provide some of the following documents in respect of the cohabitant:

Income documents, such as P60, P21, Notice of Assessment or Accounts
Social Welfare Statements
Proof of separation
Letter from college confirming registration

After you have submitted details of all individuals relevant to your application you will see the below pop-up box. You should read and click 'Ok' if you wish to proceed or 'Amend' if you wish to make any changes

Please tick check box to confirm you have reviewed all details

Ok Amend

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

Section E Dependent children and relevant persons.

Who should fill in this section?

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

What information is being requested?

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

You can also click where you see the symbol **?** for further clarification of a particular question.

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 2015 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 are in your household? *

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Section E. Dependent Children and Relevant Persons –

In assessing your application, the number of dependent 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.

You should select the amount of dependent children and click the 'Next' button. If you have selected more than '3' for this amount, you will see this menu where you can enter the relevant details by selecting the 'Action' option as shown .

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

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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 2016; or
- a full-time course of at least one year's duration in further or higher education and training in the State or any other Member State leading to a major award at Levels 5 to 10 of the framework of qualifications or to an equivalent qualification made by a recognised awarding body in the State or another Member State.

Please use the grid below to provide details of relevant persons (other than the applicant).



Use the button to add to the grid. Use the button to remove entries from this grid. Click the button to edit details you have already added to this grid.

Name	Action

"Relevant Persons" as detailed above, can be added to your application by selecting the **Action** option.

Add Relevant Person ✕

Surname *

First name *

Date of birth * ?

College or Institution student will attend in 2016/17 *

Course Title *

Year of course this student will attend in 2016/17 *

Has this student applied, or will they apply, for a student grant in 2016/17 *

The following screen will appear. You should enter the 'relevant person(s)' details (if applicable) and click 'Ok'.

If you are entering the details of a 'relevant person' you should take note of the following.

IMPORTANT NOTE ABOUT APPLICATION DATA CROSS REFERENCING:

SUSI may cross-reference your data with these persons' with a view to providing a more efficient and consistent outcome for each of the household applicants. If you do not wish SUSI to cross-reference your data with one or more of these persons, you should de-select the relevant boxes above against each their names.

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?

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

What information is being requested?

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.

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

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 2015.

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 2016/17 we will look at all income arising in the reference period 1 January 2015 to 31 December 2015.
- * 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)

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

Is any or all of the total household income related to self-assessment, self-employment or rental as of 31st December 2015?

Please Select   *

You must choose 'Yes' or 'No' to this question in relation to household income earned. It is important to choose the correct answer here as incorrect information could cause delays in the assessment of your application.

	Applicant	Spouse, civil partner or cohabitant
F1. Were you employed in 2015 on a full-time, part-time or temporary basis?	Please Select <input type="button" value="v"/> ? *	Please Select <input type="button" value="v"/> *
Enter the total gross income from all employment including any benefit-in-kind in 2015		
Is all or part of the income referred to above in relation to income from a CE Scheme?		

F1. Were you employed in 2015 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 2015, whether on a full-time, part-time or temporary basis, you must give us the total gross income earned in 2015, 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.

F2. Did you receive any social welfare payments in 2015 other than child benefit?	Please Select <input type="button" value="v"/> ? *	Please Select <input type="button" value="v"/> *
Total Amount		

F2. Did you receive any social welfare payments in 2015 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 2015).

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 2015?	Please Select <input type="button" value="v"/> ? *	Please Select <input type="button" value="v"/> *
--	--	--

F3. Did you receive a payment from any other government department or state agency?–

If 'Yes', please select the appropriate payment from the list provided on screen (e.g. HSE, SOLAS or a Local Authority), provide the weekly rate of that payment and the number of weeks you were in receipt of that payment. A calculation of the total amount of each payment will be made automatically on screen, depending on the rate and number of weeks entered, and a combined total given. (Please note that, before proceeding to question F4 you will need to state 'No' to all other payments listed that you were not in receipt of in 2015).

Applicant

Spouse, civil partner or cohabitant

F4. Were you self-employed or engaged in farming in 2015?

Please Select ? *

Please Select *

F4. Were you self-employed or engaged in farming in 2015? –

If you were self-employed or engaged in farming at any time during 2015, 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 2015.

If you answer 'Yes' to questions F4, a 'Self-employed Add Backs' table will appear for completion as below. You will have to fill this in and press 'Ok' before proceeding. You should enter estimates if you do not have your accounts ready and the figures will be confirmed through our links with the Revenue Commissioners and documentation requested.

Applicant

Enter the net profit or loss for income tax purposes for the 2015 tax year ? *

Enter the add-back depreciation for the 2015 tax year ? *

Enter the add-back interest on borrowings which fund the fixed assets of the business or the personal expenditure of the proprietor for the 2015 tax year ? *

Enter the add-back finance lease payments for the 2015 tax year ? *

Add-back for personal expenditure charged against the business income for the 2015 tax year *

Enter the add-back remuneration for the 2015 tax year in respect of-

Wages or payments made without applying the PAYE and PRSI regulations, or equivalent regulations ? *

Wages or payments to dependent children ? *

Wages or payments to non-dependent children where the payment is above the norm for the work undertaken ? *

Department of Agriculture Payments

SUSI may be able to verify some of this information with the Department of Agriculture, Food and the Marine. To enable this verification and to help us efficiently process your student grant application, please provide your Department of Agriculture, Food and the Marine business identifier number (e.g. your herd or forestry number)

OK Cancel

F5. Did you have rental income from any of your land or properties in Ireland or abroad in 2015?

Please Select ? *

Please Select *

Total Amount

F5. Did you have rental income from any of your land or properties in Ireland or abroad in 2015? -

If you had rental or other income from land and properties in Ireland or abroad at any time during 2015, 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.

Applicant

Enter the net profit or loss for income tax purposes for the 2015 tax year ? *

Enter the add-back depreciation for the 2015 tax year ? *

Enter the add-back interest on borrowings which fund the fixed assets of the business or the personal expenditure of the proprietor for the 2015 tax year ? *

Enter the add-back finance lease payments for the 2015 tax year ? *

Add-back for personal expenditure charged against the business income for the 2015 tax year *

Enter the add-back remuneration for the 2015 tax year in respect of-

Wages or payments made without applying the PAYE and PRSI regulations, or equivalent regulations ? *

Wages or payments to dependent children ? *

Wages or payments to non-dependent children where the payment is above the norm for the work undertaken ? *

OK Cancel

F6. Were you a proprietary director or shareholder of a limited company in 2015?

Please Select ? * Please Select *

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

F6. Were you a proprietary director or shareholder of a limited company in 2015? –

Where any part of your income for 2015 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 2015?

Please Select ? * Please Select *

Enter the total gross amount.

F7. Did you receive a pension other than a Social Welfare State Pension in 2015? -

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.

F8. Did you have any income in 2015 from savings, deposit accounts or investments?

Please Select ? * Please Select *

Enter the total gross income earned in 2015

F8. Did you have any income in 2015 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 2015. 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 2015 from a maintenance arrangement?

Please Select ? * Please Select *

Enter the total gross amount

F9. Did you have any income in 2015 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 2015 from retirement or redundancy? ? *

Enter the total gross amount received

Enter the number of relevant years worked

*

F10. Did you receive a lump sum payment during 2015 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).

F11. Did you have any income in 2015 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.

*

F11. Did you have any income in 2015 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.

F12. Did you receive any gifts or inheritances in 2015? ? *

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.

*

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.

F13. Did you receive any other income such as foreign income, Scholarships, Bursaries or any other funding from sources not mentioned above? 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).

*

F13. Did you receive any other income such as foreign income, Scholarships, Bursaries or any other funding from sources not mentioned above? Please refer to the Help Notes for examples of some of these funding sources-

If you answer 'Yes' to this question, you should provide full details of the type of payment or income source and amount of the income received.

F14. Did you make a legally enforceable maintenance payment in 2015 following a separation or divorce?

Please Select ? * Please Select *

Enter the total gross amount paid

F14. Did you make a legally enforceable maintenance payment in 2015 following a separation or divorce? -

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

F15. Did you make any pension contributions in 2015? (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 *

Enter the total Gross amount paid

F15. Did you make any pension contributions in 2015? (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.

F16. Did you have a permanent change in circumstances in relation to reckonable income since 2015?

Please Select ? * Please Select *

Please provide details of the permanent change in circumstances

F16. Did you have a permanent change in circumstances in relation to reckonable income since 2015. 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 2016/17 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 2016/7 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 (2016) rather than income in the reference year (2015).

Increase in income - If your income or that of any relevant person in your household increases between 1st January 2016 and the end of the 2016/17 academic year, you may continue to hold any student grant you received for 2016/17. However, we will reassess your application for the 2017/18 academic year, if applicable. This review will be based on income in the reference period for the 2017/18 academic year, being 1st January – 31st December 2016.

Please provide any additional notes here 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'.

EXAMPLE TABLES

If you clicked 'Yes' to receiving income from Disposal of Assets and Rights, Disposal of Milk Quota, 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

Disposal of an Asset or Right

Income form Woodlands Table

Please provide details for the Disposal of an 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"/>	

Application Reference	<input type="text" value="W161710500244"/>
Candidate Type	<input type="text" value="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 2015 and 31 December 2015 (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"/>

Use the grid below to complete a table for each gift and inheritance received in 2015

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	Disposer Name	Date of Gift / Inheritance	Action

Records 0 to 0 of 0

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The following additional information may be required if you are applying as a dependent student.

If you have indicated in Section D of this form that the parent type applicable to you in respect of either or both of your parents is "other", this means that none of the available parent types listed (i.e. "Mother", "Father", "Legal Guardian", "Deceased", "Estranged", "Foster Parent", "In Care of the State/Aftercare") are appropriate to your circumstances.

You should provide details in the box provided below of the circumstances which apply to you regarding a parent or parents whom you have marked as "other" in section D of this form.

Please also provide in the box below (max 4000 characters) any other information that you believe may be relevant to your application:

Previous

Validate Application

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

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

You should select the "Validate Application" option as below when you have completed this.

You will then receive a summary of the income you have inputted into Section F. You must agree to the following statement: "I/We agree this income information is correct as defined in section F of the application form."

You can 'Amend' your information here or if it is correct you can select 'Continue.'

Data Protection Statement

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

Before submitting this application, each person named below must confirm that they have read and understood the full [SUSI Data Protection Statement](#)

- SUSI is a Unit of CDET B 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.
- SUSI take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.
- 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 ensure consistency and efficiency in processing.
- For the purpose of audit and compliance SUSI may match sample sets of personal data provided on applications.
- Pursuant to Section 3 and Section 4 of the Data Protections Acts, individuals may access their personal data and request a copy of their data held by SUSI.

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

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 do so only with that person's express consent.

Cancel Continue

You will then be presented with a summary of the **SUSI Data Protection Statement**. You must indicate you have read and agree to the full Data Protection Statement.

Each person named on the application form must confirm that they have read to and understand the statement before selecting **'Continue'**.

Declaration Form

IMPORTANT NOTES

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

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.

Cancel Submit

All parties listed on the application form must agree to the following **'Declaration'** before proceeding.

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.

You will now be submitting your application and will receive this pop-up message.

Your application has been submitted. ✕



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

OK

If you select 'Ok' you will receive the following confirmation of submission and an email will be sent 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.

Your application is now submitted.

When you log into your account you should see the following navigation screen which will list your application reference number, type, the date submitted, the submission progress and submission status.

This screen is where you can see the progress of your application under "Submission Status".

You can also edit details, submit bank details and Final Course Acceptance form (if requested) and view details of your payments (if/when you are awarded).

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

Name Application Reference **W161710500244**
 Email Application Year **16/17**

Application Tracker

Current Status Application submitted

Application Submission History

Year	Application Ref	Application Type	Date Commenced	Date Submitted	Submission Progress	Submission Status
16/17	W161710500244	New	31/03/2016	04/04/2016	100%	Submitted