

1916 BURSARY FUND

South Cluster SOAR Project



Supporting Documentation



Supporting Documents

Applicants are required to provide appropriate supporting documentation to complete their application:

Financial

Target Group

Additional
Circumstances
(if applicable)

Personal
Statement

Letter of
Support

- Supporting documentation can only be submitted by the upload facility on the online Application (Part II).
- It is the responsibility of the Applicant to upload all required supporting documentation.
- Upload clear, legible, complete copies of the original document including all pages front and back.
- Scan all documents in a PDF format. To merge PDFs, use a PDF / Adobe Acrobat or other software.
- Only supporting documentation uploaded by the applicant on the online Application (Part II) will be considered.

Supporting Documents - Financial

Financial

I have been awarded the SUSI Special Rate 2020, what do I submit?

The 3-page letter you received from SUSI

02 Sep 2020

SUSI - Student Grant Application Number

Dear:

I wish to inform you that, following the assessment of your student grant application, you have been awarded a grant for the 2020/21 academic year.

Rate and Type of Grant Awarded

You have been awarded the following rate and type of grant based on the reckonable income details of which an attached and other relevant compliance document in relation to your application.

Maintenance Special rate (MSPSR)

Undergraduate Fees (UEF), rate of Student Contribution or (SC), Tuition Fees, as applicable to you.

Amount of Grant Awarded

You have been awarded the following grant amounts calculated on the basis of a one-month student maintenance & total sum of €1271.00, representing the full amount of the rate of grant awarded above and payable monthly to your bank account in one or three instalments of €423.67.

Undergraduate Fees (UEF) Student Contribution of €200.00 or Tuition Fees (see attached) representing the full amount of the rate of grant awarded above and payable to your college.

Course Details

Your grant has been awarded in respect of the following approved institution and course as added to SUSI, either for you already in SUSI or on your behalf. Our records show that you have 3 years funding remaining:

Course 1:

You should read the attached response letter about your grant carefully as you may need to provide further information to fulfil your course or you may be entitled to an increased grant award. Further information on grant types and rates, approved institutions and courses, eligibility criteria and reviews of eligibility during the academic year please visit www.susi.ie. Please note that grant rates may change in line with the national budgetary process.

Next month's:

Philp Greeney
Grant Operations Manager
Student Universal Support Ireland

Page 1

02 Sep 2020

SUSI - Student Grant Application Number 00000000000000000000

YOUR MAINTENANCE GRANT

Your maintenance grant has been awarded at the relevant rate on the basis that the assessed distance via the shortest route from your residence to the institution you are attending is 100 or less. The assessed distance is based on your application to SUSI.

Your maintenance grant will be paid for your total assessed 10 or more months (including 8 days) the academic year from September to May. Payment will only be made in respect of the months of months for which you are eligible to receive a grant and commencing with effect from the month in which you become eligible. No maintenance grant payment can be made to you until:

- you have entered your bank details online - you should do this by logging on to your grant application account through www.susi.ie using your username and password; and
- SUSI has received confirmation from your maintenance that you are registered and are continuing in attendance on the course of study of which your grant is awarded.

SUSI will not be liable to make direct payments to your college and you are not need to provide any further information in relation to your maintenance grant.

All relevant steps are complete, your first payment will also include any other payments that may be due for you. Scheduled monthly payments for the maintenance grant are available at www.susi.ie.

You will be liable to repay to SUSI any amount of maintenance grant for which you are not eligible, including with in respect of SUSI or CDETB payments.

YOUR OVERSEAS STUDENT TRAVEL GRANT

Subject to confirmation following your registration with your institution, all whether the Free Fee Scheme apply to your course and institution you are eligible for that Free Fee under those schemes, your grant will cover payment of the student contribution or tuition fees as follows:

- Student contribution of €200.00 (note that the student contribution charge established by your institution when the Free Fee Scheme applies to your course and you are eligible for that Free Fee under those schemes).
- Tuition Fees to a maximum level of either:
 - €627.00 where the Free Fee Scheme do not apply to your course OR
 - the full amount of costs of all of the other fees you incur when the Free Fee Scheme apply to your course and you are not eligible for a grant full rate for that fee.

Students not eligible for the Free Fee Scheme do not apply for your course OR

- you are not eligible for a grant full rate for that fee.

Students not eligible to provide further information to SUSI in relation to your grant. Your grant will be paid directly to your institution when it is:

- used in accordance with SUSI that you are registered and continuing in attendance on the course in respect of which your grant is awarded;
- confirmed directly to SUSI whether you are in receipt of a grant for assistance towards tuition fees from any other source, including the Free Fee Schemes; and
- confirmed an appropriate review to SUSI in respect of the applicable student contribution or tuition fee.

You will be liable to repay to your institution the amount of any amount of student contribution or tuition fees that is not covered by your grant. This will be liable to repay to SUSI any amount of student contribution or tuition fees for which you are not eligible.

Page 2

02 Sep 2020

SUSI - Student Grant Application Number 00000000000000000000

AWARDED RECKONABLE INCOME

The total reckonable income of persons relevant to this application has been assessed as €1000 and includes any deductions and additions prescribed in the Student Grant Scheme as set out in the table below.

The assessed reckonable income is assessed against the relevant income details provided in the Student Grant Scheme to determine grant eligibility. The income limits are available at www.susi.ie.

Item	Income Type	Total €
1	Assessment Allowance (Taxation)	1000
2	Grant to School (Maintenance Allowance)	0
3	Income from savings, dividend accounts and investments	0
4	Gifts Back to School (Maintenance Allowance)	0
	Reckonable Income	1000

Page 3

Supporting Documents - Financial

I do not have a SUSI Special Rate letter, what do I submit?

Relevant documentary evidence of all household income for the entire 2019 financial year

Income From:

Social Welfare
[DEASP]

Self-Employment
[Including Farming, Rental
of Land / Property]

Employment
(PAYE)

Vocational Training
Opportunities
Programme [VTOS]

Supporting Documents - Financial

For income from employment [PAYE], what do I submit?

Status of Liability
for 2019
(formally called End of
year statement - P21)
for 2019

Front Page

PAYE/UC STATEMENT OF LIABILITY FOR THE TAX YEAR 2019			
PART 1: PAYE			
Income	(See Part 1 (over) for a breakdown)		40,000.00
Less Deductions	(See Part 1 (over) for a breakdown)		(1,000.00)
Taxable Income			39,000.00
Charged as Income	39,000.00 @ 20%		7,800.00
Tax Due			7,800.00
Plus:	(As required for you) (See Part 2 (over) for a breakdown)		1.00
Subtotal	(See Part 2 (over) for a breakdown)		7.80
Global Tax Payable			4,000.00
Less:	Tax Credits (See Part 3 (over) for a breakdown)		(1,000.00)
	Tax Deducted (See Part 2 (over) for a breakdown)		(2,000.00)
	Reliefs (See Part 4 (over) for a breakdown)		(1.00)
Adjustments	(See Part 5A (over) for a breakdown)		1.00
GLOBAL RESULT	Amount		0.80
PART 2: UNEMPLOYMENT			
UCS1	12,112.00 @ 2.5%		302.80
UCS2	2,882.00 @ 2%		576.40
UCS3	11,200.00 @ 4%		448.00
UCS4	UCS Deducted		(273.40)
UCS Result	Unemployment		0.80
Final Result	Unemployment		0.80
Treatment of Result			
The contribution will not be collected on this date.			
Notice			
I, the claimant taxpayer, give notice that I have checked that the statement shall be treated as an account as if it were an assessment in the event of any.			
What if you do not agree with the result on this PAYE/UC Statement of Liability?			
If you do not agree with the result, whether your income or your claim for tax credits, adjustments or reliefs for the year, you may request an appeal to the Revenue (see the Revenue website) or you may request an appeal to the Revenue. You will receive the result if it is appropriate, make any necessary appeal.			
Appeal this Statement to the Tax Appeals Commission (an independent statutory body)			
If you wish to appeal against this Statement, you must do so within the period of 30 days after the date of this Statement by submitting and submitting a notice of appeal to the Tax Appeals Commission (TAC). The Notice of Appeal form, which is available on the TAC's website, may be found in the Revenue website or you may contact the Revenue. You will be required to submit a copy of this Statement with your notice of appeal.			

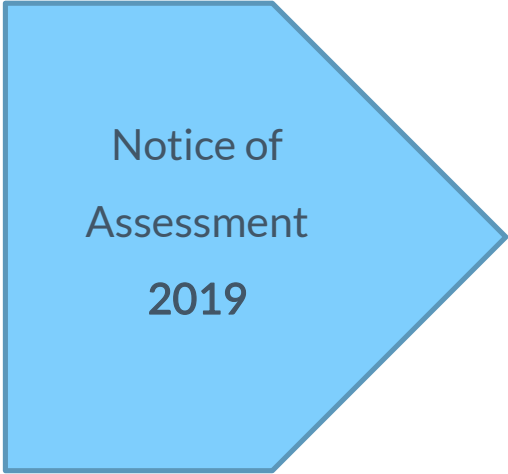
Include all pages back and front



Supporting Documents - Financial

Financial

For income from Self-Employment / farming / property rental, what do I submit?



Page 2 of 4

MR TEST CASE TESTING 2
23rd June 2017
Page: 3 of 4

NOTICE OF ASSESSMENT
FOR THE YEAR ENDING 31 DECEMBER 2016

Total Sch D (Panel 1)	157,357
Total Sch E (Panel 1)	0
Total Sch F (Panel 1)	0
Amount of income or profits arising for this period	157,357
Less TOTAL PANEL 2	2,100
	155,257
Less TOTAL PANEL 3	0
	155,257
Less TOTAL PANEL 4	0
	155,257
TAXABLE INCOME	
On which Income Tax is charged as follows:	
Income taxable at Standard Rate	65,600 @ 20% = 13,120.00
Income taxable at Higher Rate	89,657 @ 41% = 36,759.37
Total Income Tax	49,879.37
Amount of Income Tax chargeable for this period	49,879.37
Amount of USC chargeable for this period-Self*	7,794.00
Amount of USC chargeable for this period-Spouse*	2,301.15
Amount of PRSI chargeable for this period-Self*	4,506.98
Amount of PRSI chargeable for this period-Spouse*	1,704.00
Amount of tax chargeable for this period	66,184.80
Less TOTAL PANEL 5	0.00
Amount of tax payable for this period	62,884.80
Balance of tax payable for this period	62,884.80

*Note: credits at Panel 5 are not available for offset against this charge.

The Panel entries are displayed overleaf

THIS TAX SHOULD BE PAID USING THE PAYSリップ TO THE COLLECTOR-GENERAL ON OR BEFORE 31/10/2016

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

your office dealing with your tax affairs.
Collector-General, Sarsfield House, Francis Street, Limerick.

following:

using Revenue On-Line Service (ROS) visit the Revenue website at www.revenue.ie

Direct Debit, please contact the Helpline at 1890 20 30 70.

MasterCard), visit the Revenue website at www.revenue.ie

Tax directly from your bank account by completing the Single Debit Authority form and depositing it in a bank within the State and must be a current account.

have debited from your account.
Sarsfield House, Francis Street, Limerick.
filed against your specified tax liability.

Single Debit Authority.

has been forwarded to Sarsfield House, Francis Street, Limerick.

7 working days - for your payment to reach the Collector-General by the date specified on the payslip.

collection through the Sheriff, Court proceedings or other means.

charged.

Page 3 of 4

MR TEST CASE TESTING 2
23rd June 2017
Page: 3 of 4

NOTICE OF ASSESSMENT
ENDING 31 DECEMBER 2016

157,357	
0	
0	
157,357	
-2,100	
155,257	
0	
155,257	
0	
155,257	
13,120.00	20% = 2,624.00
36,759.37	41% = 15,071.34
49,879.37	
7,794.00	
2,301.15	
4,506.98	
1,704.00	
66,184.80	
3,300.00	
3,000.00	
62,884.80	
62,884.80	

PAYSリップ TO THE COLLECTOR-GENERAL ON OR BEFORE 31/10/2016

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Page 4 of 4

MR TEST CASE TESTING 2
23rd June 2017
Page: 4 of 4

NOTICE OF ASSESSMENT
ENDING 31 DECEMBER 2016

ES D, E AND/OR F

42,000	
1,100	
910	
66,702	
38,485	
4,950	
3,210	
157,357	
TOTAL	157,357

TOTAL	2,100
TOTAL	2,100

CONS

TAX RISK EFFECTIVE RATE

TOTAL	3,300.00
TOTAL	3,300.00

4,506.98	
200.72	
239.20	
6,011.82	
442.56	
TOTAL	12,300.08

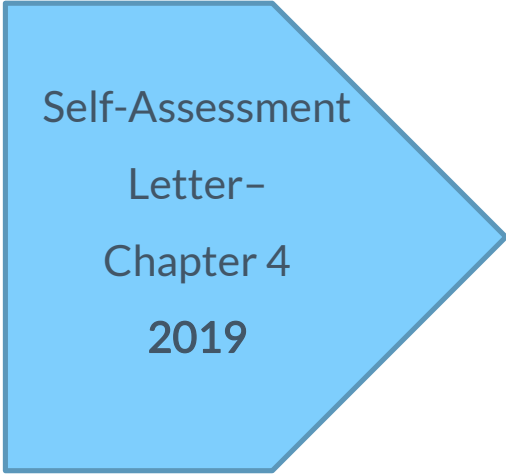
1,704.20	
200.72	
239.20	
1,881.23	
4,005.95	
TOTAL	8,031.30

Include all pages back and front

Or

Supporting Documents - Financial

For income from Self-Employment/ farming/ property rental, what do I submit?



In all correspondence please quote:
District: 001
Unit: 010
PPS No.:
Notice No.:

Dublin Region
City Centre/Inner City Business Taxes District
215, Levee O'Connell St
Dublin 1

Page 2 of 4

MR TEST CASE TESTING 1
TA MR TEST
BIGHOPES SQUARE
DUBLIN 2

Enquiry: 01 865000
22 Jun 2017

**Self Assessment - Chapter 4 of Part 41A TCA
1997 Income Tax for the year ending 31/12/2016**

Dear Sir/Madam:

I acknowledge receipt of your income tax return and self assessment for the year ending 31/12/2016. Details of your Self Assessment are set out as follows:

Amount of income or profits arising for this period	€56,960.00
Amount of income tax chargeable for this period	€16,345.00
Amount of USC chargeable for this period for self	€3,201.00
Amount of USC chargeable for this period for spouse	€0.00
Amount of PRSI chargeable for this period for self	€2,276.40
Amount of PRSI chargeable for this period for spouse	€0.00
Amount of tax payable for this period	€19,680.00
Amount of surcharge due under S. 1084 because of: • late filing of this return or • non-compliance with LPT requirements	€0.00 €0.00
Amount of tax paid directly to the Collector General for this period	€0.00
Balance of Tax Payable for this period	€19,680.00

This balance of tax should be paid on or before 31 Oct 2016
Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours Faithfully,
District Manager

€ Payslip IT ACK

The amount entered below is to be credited to the tax year indicated:
Signature: _____ Date: _____
Name: MR TEST CASE TESTING 1
PPS No: _____
Year: 01/01/2016 to 31/12/2016
Whole Euro only - DO NOT ENTER CENT

AS/31
5

By should be addressed to the Revenue office dealing with your tax affairs.
Items should be directed to the Collector-General, Harsted House, Francis Street, Limerick.

against a tax liability using one of the following:
(RDS)
• Future returns and make payments using Revenue OnLine Service (ROS) via the Revenue ePhone 1800 20 11 96.

By Preliminary Income Tax by monthly Direct Debit, please contact the Helpline at 1800 20 80 70

• Tax payment by credit card (VISA or MasterCard), visit the Revenue website at www.revenue.ie or

the Corporation Tax or Capital Gains Tax directly from your bank account by completing the Single Issue note that the account must be in a bank within the State and must be a current account

• Details and the amount you wish to have debited from your account.
Authority to the Collector-General, Harsted House, Francis Street, Limerick,
to be taken from your account and credited against your specified tax liability.

If you are making a payment by Single Debit Authority:

• payable to the Collector-General and forwarded to Seaford House, Francis Street, Limerick.

Items
• sufficient time - at least three working days - for your payment to reach the Collector-General by
an interest penalty.
• you do not incur any interest or late payment charges through the Sheriff, Court proceedings or
Order Section 1002 of the Taxes Consolidation Act, 1997.

• final costs to any interest penalty charged.

157,367	157,367
0	0
157,367	157,367
2,100	2,100
155,267	155,267
155,267	155,267
155,267	155,267
155,267	155,267
13,120.00	13,120.00
26,759.37	26,759.37
49,879.37	49,879.37
7,794.00	7,794.00
2,301.15	2,301.15
4,505.08	4,505.08
7,794.25	7,794.25
66,184.60	66,184.60
3,300.00	3,300.00
0.00	0.00
62,884.60	62,884.60
62,884.60	62,884.60

• PAYSLIP TO THE COLLECTOR-GENERAL ON OR BEFORE 31/10/2016
• If not yet been debited from your bank account are not reflected in the Balance above.

• PAYSLIP TO THE COLLECTOR-GENERAL ON OR BEFORE 31/10/2016
• If not yet been debited from your bank account are not reflected in the Balance above.

Include all pages back and front

Or

Supporting Documents - Financial

Financial

For income from Social Welfare [DEASP] what do I submit?

Full DEASP
statement of
payments
breakdown dated
1 January to 31
December 2019

Include all pages

05 10 2018

Dear

Please find enclosed a statement of the payments you have received from this Department from 01 January 2017 to 31 December 2017.

If you require a statement of your payments in the future, you can request this online at www.welfare.ie

Please quote your PPSN No. (found at the top of this letter) in any phone or written contact with this office.

Yours sincerely,

Department of Employment Affairs and Social Protection

Lo-Call: 1890-500 000(Rep. of Ireland only) Int: +353 71 9157100 Fax: +353 71 9148352

Summary of Payments Received by:

PPSN:

Period From: 01/01/2017 To: 31/12/2017

Scheme:	Total paid during period:
Child Benefit	1680.00 Euro
One Parent Family Payment	12310.00 Euro
Rent Supplement	7692.00 Euro
Total Amount Paid:	21682.00 Euro

Lo-Call: 1890-500 000(Rep. of Ireland only) Int: +353 71 9157100 Fax: +353 71 9148352

Supporting Documents - Financial

Financial

For income from VTOS, what do I submit?

Letter from Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College confirming the total amount earned in 2019

 **cetb**
Bord Oideachais agus
Oiliúnaíochtaí
Cúige na Corcaigh
Cork Education and
Training Board

Ref:

To Whom it Concerns,

This letter is to confirm the above named, _____, received VTOS payments while attending college from Cork ETB in 2017. The total paid out to _____ between the dates of January 2017 and _____ June 2017 was €4,639.56.

Should you have any further queries on this matter please don't hesitate to contact the below telephone number.

Yours sincerely,

11 Oí Linní
Ceanáil
11111111 11 Linní Oí
Ceanáil
11111111 11 Oí Linní
Ceanáil
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Ceanáil
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Ceanáil
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Target Group: **Student with a Disability**

Target
Group

Supporting Documentation

- If you were deemed eligible for the **2020** Disability Access Route To Education (DARE) your disability information will be verified directly with your institution, you are not required to submit supporting documentation.
- If you have 'carried forward' DARE eligibility upload a copy of your DARE eligibility 'carry forward' email/letter.
- If you were not deemed eligible for DARE or did not enter college through DARE; you are required to provide appropriate documentary evidence of your disability from a relevant medical professional(s):

as per DARE guidelines: <http://accesscollege.ie/dare/providing-evidence-of-your-disability/>
or
as per the Fund for Student with Disabilities Evidence of Disability Guidelines
- If you, the applicant is repeating you may provide a letter confirming your registration with the college's Disability Support Service.

Target Group: **Lone Parent**

Target
Group

Supporting Documentation

- Evidence of being in receipt of a DEASP One-Parent Family Payment in 2019.

Or

- Evidence of being in receipt of a DEASP One-Parent Transitional Payment in 2019.

Or

- Letter from DEASP stating that the applicant is or was formally on a One-Parent Family payment and met the criteria of a lone parent.

Target Group: Irish Traveller

Target
Group

Supporting Documentation

- Letter from a Traveller advocacy organisation indicating that the applicant is a member of the Traveller community.

Or

- Letter from a school indicating that the applicant is a member of the Traveller community.

Or

- Letter from a state body indicating that the applicant is a member of the Traveller community.

Target Group: **Ethnic Minority**

Target
Group

What is the criteria to meet the Ethnic Minority target group?

Students from ethnic minorities who are lawfully present in the State and are:

- a national of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation,
- or person whose current immigration status or leave to remain under the Department of Justice and Equality, is one of the following:
 - refugee (including programme refugees);
 - subsidiary protection;
 - permission to remain as the family member of an EU/EEA/Swiss citizen under the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and EU Directive 2004/38/EC (EU Treaty Rights provisions);
 - permission to remain because of marriage/civil partnership with an Irish national or as dependent child of such person;
 - a person in respect of whom the Minister for Justice and Equality has granted humanitarian leave to remain in the State under any enactment for the time being in force;
 - permission to remain following a decision not to deport under Sections 3 of the Immigration Act 1999;
 - permission to remain as a dependent child of a person who has acquired Irish Citizenship by naturalisation, residing in the State.; or
 - a person granted permission to reside in the State under Section 49 of the International Protection Act 2015 (No.66 of 2015)

Target Group: **Ethnic Minority**

Target
Group

Supporting Documentation

- Official letter from the Department of Justice and Equality confirming the specific 'right and permission to remain' or naturalisation of applicant and/or parent/dependant.
- Photocopy of passport(s): This is to include the applicants passport **and if necessary** a copy of the applicants parents/ guardians country of origin passport and Irish/EU/EEA or Swiss confederation passport if possible.
- Copy of the applicant's Irish Residence Permit (IRP) that details your Visa stamp details. For more info please see: <http://www.inis.gov.ie/en/INIS/Pages/about-registration-system#gnib-card>

Other Target Groups

Applicant	
First Time Mature Student applicants	You are <u>not</u> required to provide a supporting document as your entry route will be verified directly with your higher education institution.
QQI Entry applicants	You are <u>not</u> required to provide a supporting document as your entry route will be verified directly with your higher education institution.
Living in a socio-economically disadvantaged community	You are <u>not</u> required to provide a supporting document, the address information you provide will be used to assess if you are in this target group.
Socio-economic groups that have low participation rates in higher education	You are <u>not</u> required to provide a supporting document, this is assessed on the applicant's eligibility for the Higher Education Access Route (HEAR) Scheme or other local Access programmes and will be verified directly with your higher education institution.

Additional Circumstances

Additional
Circumstances

Applicant	Supporting Documentation
Attended DEIS second level school(s) for 5 years	Letter from second level school(s) confirming the dates and timeline that the applicant attended the DEIS school.
Is or was in the care of the State / TUSLA	Letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State.
Resides in a Direct Provision Centre	<ul style="list-style-type: none"><li data-bbox="452 495 1721 565">➤ Letter from Department from Justice and Equality stating the applicant resides in Direct Provision.<li data-bbox="452 598 494 626">Or<li data-bbox="452 659 1721 729">➤ Letter from a registered Direct Provision Centre confirming that the applicant resides in the centre.<li data-bbox="452 762 494 790">Or<li data-bbox="452 823 1663 893">➤ Full DEASP statement for 2019 showing applicant is in receipt of the Daily Expenses Allowance.
Resides in Supported Accommodation	Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant resides in Supported Accommodation.

Personal Statement:

Applicants are **strongly advised** to submit a personal statement to support their application addressing the following questions:

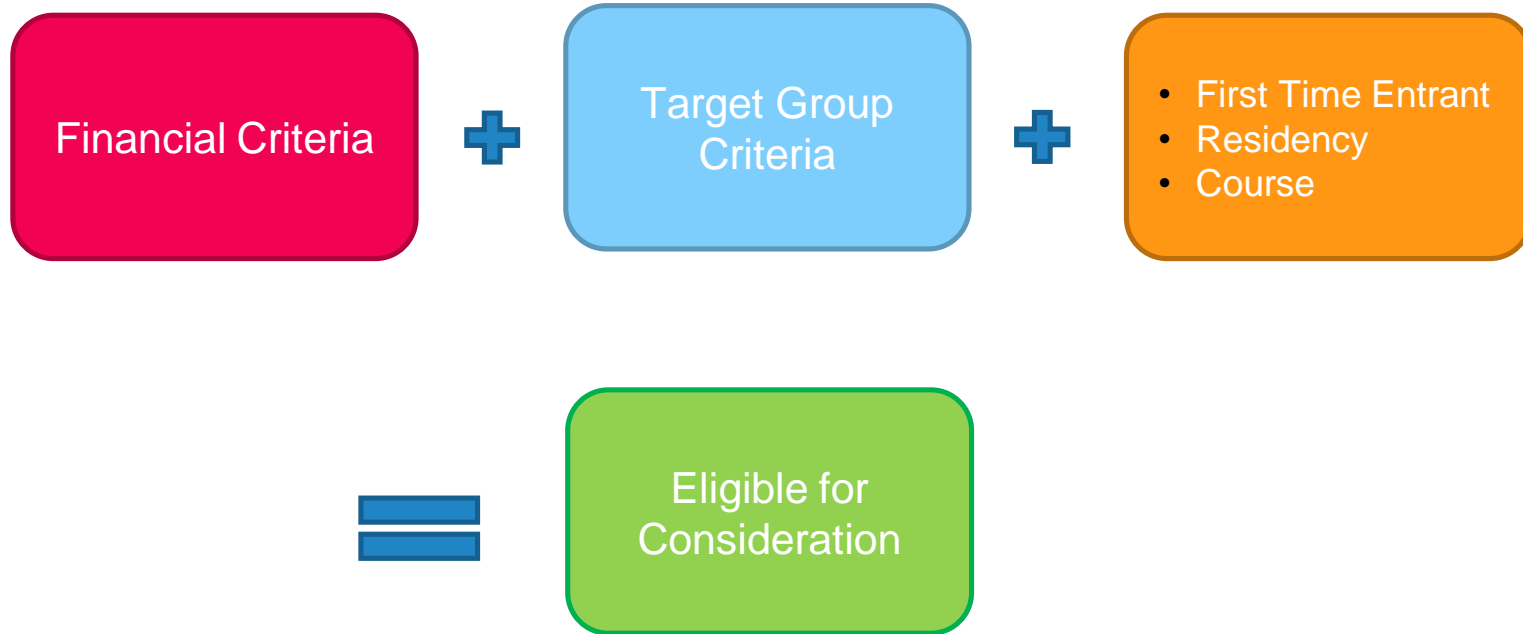
- **Why you are applying for the 1916 Bursary Fund?** (Refer to your individual circumstances and your decision to pursue higher education)
- **Challenges you have experienced/will experience in accessing and participating in education?** (e.g personal, family, community, social, cultural, financial, disability etc) Refer to the target group(s) you are applying under.
- **What difference do you think the 1916 Bursary Fund would make to your higher education?** Refer to your financial circumstances and overall college experience.

Letter of Support:

Applicants are **strongly advised** to provide a letter of support from a community organisation, community leader/mentor, school /state service or other appropriate individual that the to support the application. Letter(s) of Support should include the following:

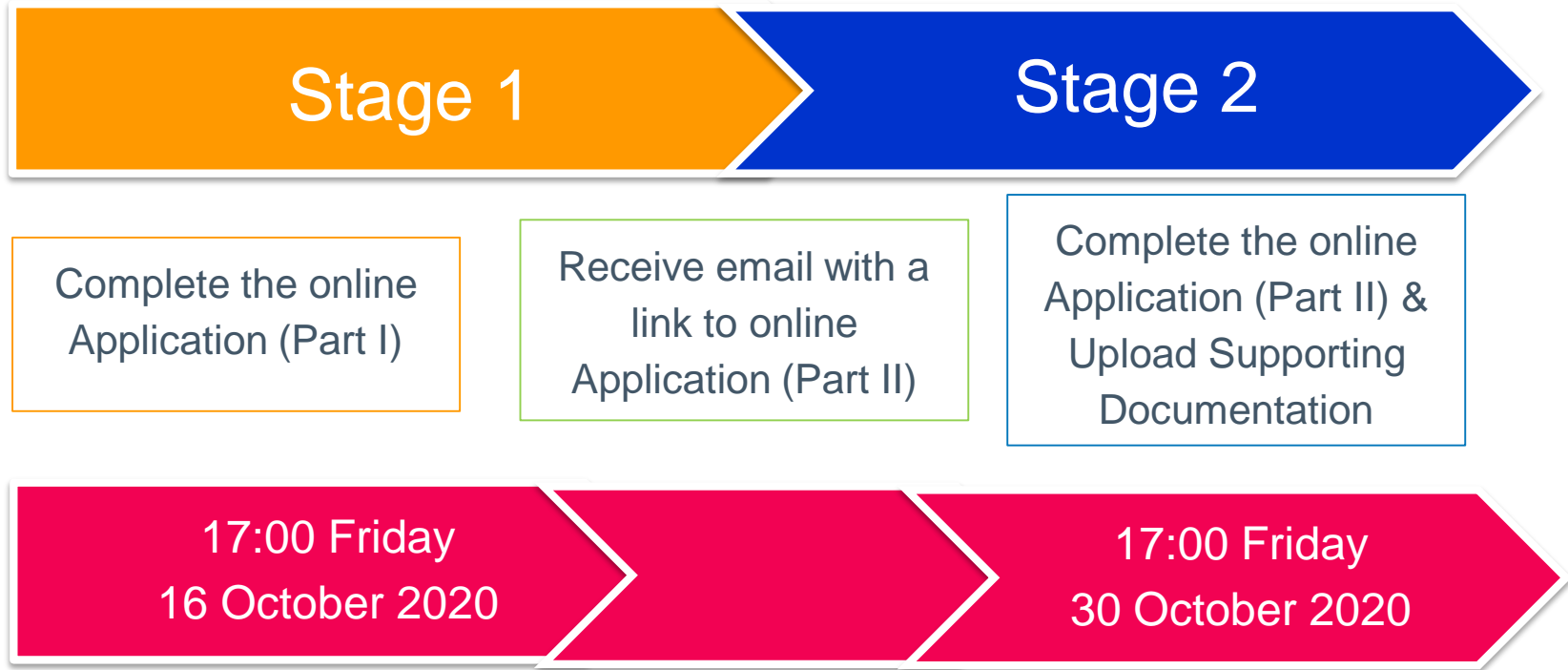
- Description of the organisation, what capacity they know the applicant, why they support the application.
- Additional information regarding the individual's personal/ family /community circumstances that align with the aims of the 1916 Bursary Fund.
- The letter should highlight why the applicant should be considered for a 1916 Bursary while reflecting on the target group(s) the applicant is applying under.

Eligibility Criteria



Bursaries will be awarded to the eligible students that demonstrate the greatest need.
Each college can award up to 7 bursaries.

Timeline



Supporting Documentation - Remember!

- ✓ Documents can only be submitted by upload to the online Application (Part II)
- ✓ Submit clear, complete, required supporting documentation.
- ✓ Only information and documents submitted on the online application will be used to consider your application.
- ✓ Ensure all documents are scanned in a PDF format before uploading.
- ✓ Deadlines

For further information see:

www.soarforaccess.ie/1916-bursary-fund/

Email queries to:

1916BursaryQueries@soarforaccess.ie