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| **Y:\General\Promotional\Logos\Maynooth_University_Logos\Picture1.jpgLAPTOP LOAN SCHEME 2020/21****SUPPORTING DOCUMENTS CHECKLIST***The laptop loan scheme is funded by the Department of Education and Skills* |
| **STUDENTS ON A SUSI GRANT** |
| **Students on a SUSI grant must provide SUSI APPROVAL LETTER 20/21:*** **All 3 pages complete and visible**

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| **STUDENTS NOT ON A SUSI GRANT** |
| **Students not on a SUSI grant must provide documents from sections A and B below.** |
| 1. **HOUSEHOLD INCOME DOCUMENTS**
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|  **What category are you in?**  | **Documents Required:** |
| **Are you under 23 and your parent(s)/guardian(s) are PAYE tax payer(s)?**You will be assessed on your parent’s/guardian’s income | 1. Your parent(s)’/guardian(s)’ **P21 (now called a ‘Statement of Liability’)** for the year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your parent/ guardian (i.e. the owner of the P21) – see below.
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| **Are you under 23 and your parent(s)/guardian(s) are self-employed?** You will be assessed on your parent/guardian’s income  | 1. **Your parent’s/guardian’s Notice of Self-Assessment** for the tax year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your parent/ guardian (i.e. the owner of the P21) – see below.
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| **Are you under 23 and your parent(s)/guardian(s) are in receipt of a Social Welfare payment?**You will be assessed on your parent/guardian’s income  | 1. Your parent’s/guardian’s **Social Welfare Balancing Statement** for the full year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your parent/ guardian (i.e. the owner of the P21) – see below.
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| **Are you under 23 and living independently from your parent(s)/guardian(s) and with no financial assistance from them?** You will be assessed based on your own household incomeNote: If you are having difficulty providing these documents please contact laptoploan@mu.ie | 1. Your own **P21 (Statement of Liability**) or **Notice of Self-Assessment** or **Social Welfare Balancing Statement** for the full year ending 31st December 2019
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| **Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are PAYE tax payer(s)?**You will be assessed on your parent/guardian’s income | 1. Your parent(s)’/guardian(s)’ **P21 (now called a ‘Statement of Liability’)** for the year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your parent/ guardian (i.e. the owner of the P21) – see below.
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| **Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are self-employed?** You will be assessed on your parent/guardian’s income | 1. **Your parent’s/guardian’s Notice of Self-Assessment** for the tax year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your parent/ guardian (i.e. the owner of the P21) – see below.
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| **Are you over 23 and living with your parent(s)/guardians(s) and your parent(s)/guardian(s) are receiving a Social Welfare payment**?You will be assessed on your parent/guardian’s income  | 1. Your parent’s **Social Welfare Balancing Statement** for the full year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your parent/ guardian (i.e. the owner of the P21) – see below.
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| **Are you over 23 and living independently\* and you and/or your partner are PAYE tax payer(s)?**You will be assessed based on your own household income.  | 1. Your and/or your partner’s **P21 (now called a ‘Statement of Liability)** for the year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your partner (i.e. the owner of the P21), if relevant – see below.
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| **Are you over 23 and living independently\* and you and/or your partner are self-employed?**You will be assessed based on your own household income.  | 1. Your and/ or your partner’s **Notice of Self-Assessment** for the year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your partner (i.e. the owner of the P21), if relevant – see below.
 |
| **Are you over 23 and living independently\* and you and/or your partner are receiving a Social Welfare Payment?**You will be assessed based on your own household income.  | 1. Your and/ or your partner's **Social Welfare Balancing Statement** for the full year ending 31st December 2019
2. A Laptop Loan Scheme Data Consent Form signed by your partner (i.e. the owner of the P21), if relevant – see below.
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| **IMPORTANT INFORMATION About your Documents** |
| * **Where do I get the household income documents?** The income earner can request a **P21** online (a P21 is also known as a ‘**Statement of Liability**’) if they are registered with Revenue’s **PAYE online** service at [PAYE services](http://www.revenue.ie/en/personal/p21-balancing-statement.html). Registering with PAYE services and getting a P21 can take a few weeks. Otherwise, to get a **P21 (or ‘Statement of Liability’)** the income earner must get in touch with their [District Tax Office](http://www.revenue.ie/en/contact/). A **Notice of Self- Assessment** is available from the Revenue Commissioners – the income earner must contact [Revenue](http://www.revenue.ie).
* **What if there has been a change in my/my family’s circumstances?** If you must provide income documents, your income documents must be for 2019. If there has been a significant change in income since 2019, you should provide evidence of this change (i.e. P45, payslips, or social welfare documentation).
* **What if I’m still waiting for SUSI to deal with my application/my appeal?** Let the Laptop Loans Assessment know that you are waiting for an outcome from SUSI by ticking this box on the application form. Drop an email to laptoploan@mu.ie and we will get back to you.
* **What if I’m running into delays in getting the required documents?** Your full application, including documents, should be submitted by the closing date of the 11th of October 2020. It may not be possible to assess your application for this process; but you can be referred to the Student Budgeting Advisor for support.

**What about confidentiality?** Your documents are only used for the purposes of your application for funding and for no other reason. You will be provided with a link to securely upload your documents online. Data protection rules are strictly observed in line with the [**University Data Protection policy**](https://www.maynoothuniversity.ie/data-protection/policies-privacy-notices) . Your documentation will be held securely by Maynooth University for a period in line with Data Protection regulations and will be deleted confidentially thereafter. The University Data Protection Officer may be contacted with any Data Protection concerns: dataprotection@mu.ie  Tel: 017086184  |