The **STUDENT ASSISTANCE FUND (SAF)** is one of the funding supports available to students at Maynooth University and St Patrick’s College Maynooth. If the Student Budgeting Advisor recommends that you apply to the Student Assistance Fund, you must submit supporting documentation.

You must provide documents from Section A (Bank Statements).

You may have to provide documents from B, C, D and E depending upon your circumstances.

**A. BANK STATEMENTS for you, THE STUDENT, for the 3 months prior to your application.**

1. Bank statements for you, the student, for the 3 continuous months leading up to today’s date.
2. Bank statements can be scanned paper statements, e-statements or screenshots from your online bank account.
3. If you have more than one bank account, submit statements for **all your accounts, including your credit union account if relevant.**
4. Statements must be for 3 complete months with no gaps e.g. 1st June – 30th August.
5. At least one page of the bank statements should show your name, address and account number.
6. In the case of bank statements downloaded or copied from your online banking facility, you may find that your account number appears on the top of the page but your name and address do not appear: in this case, you must also upload a page of your bank statement, of any date, showing your name and address AND your account number.

**B. EVIDENCE OF HOUSEHOLD INCOME** (Note: If you are on a SUSI grant, no further evidence of household income is required)

<table>
<thead>
<tr>
<th>Income Category</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you under 23 and your parent(s) are PAYE tax payer(s)?</td>
<td>Your parent(s) P21 for the year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you over 23 and you are living with your parent(s) and your parent(s) are PAYE tax payer(s)?</td>
<td>Your parent(s) P21 for the year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you over 23 and living independently* and you and/or your partner are PAYE tax payer(s)?</td>
<td>Your and/or your partner’s P21 for the year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you under 23 and your parent(s) are self-employed?</td>
<td>Your parent’s Notice of Assessment for the tax year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you over 23 and living with your parent(s) and your parent(s) are self-employed?</td>
<td>Your parent’s Notice of Assessment for the tax year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you over 23 and living independently* and you and/or your partner are self-employed?</td>
<td>Your and/or your partner’s Notice of Assessment for the tax year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you under 23 and your parent(s) are in receipt of a Social Welfare payment?</td>
<td>Your parent’s Social Welfare Balancing Statement for the full year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you over 23 and living with your parents and your parent(s) are receiving a Social Welfare payment</td>
<td>Your parent’s Social Welfare Balancing Statement for the full year ending 31st December 2018</td>
</tr>
<tr>
<td>- OR -</td>
<td></td>
</tr>
<tr>
<td>Are you over 23 and living independently* and you and/or your partner are receiving a Social Welfare Payment?</td>
<td>Your and/or your partner’s Social Welfare Balancing Statement for the full year ending 31st December 2018</td>
</tr>
</tbody>
</table>

**C. CONSENT DOCUMENT**

<table>
<thead>
<tr>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a student who must provide household income documents belonging to your parent(s), partner, guardian(s)?</td>
</tr>
</tbody>
</table>

See Section B above, to see which income documents you must provide.
D. BIRTH CERTIFICATES – for your dependent children

<table>
<thead>
<tr>
<th>Are you a student who has children (of your own) who are financially dependent upon you?</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide Birth Certificates for all children who are financially dependent on you, the student.</td>
<td></td>
</tr>
</tbody>
</table>

E. INDEPENDENT LIVING -

<table>
<thead>
<tr>
<th>Are you a student who is living independently from your parents?</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Independently* - to be assessed on your own income, students must be living independently i.e. not living with your parents, paying your own housing and living costs, without any financial support from parent/guardian.</td>
<td>You must provide proof of mortgage or a signed lease dated October of the year prior to entry to university AND a current utility bill at the rental address (a mobile phone bill is not acceptable). If you are living independently but cannot provide these documents, you should contact <a href="mailto:saf@mu.ie">saf@mu.ie</a> to discuss your circumstances.</td>
</tr>
</tbody>
</table>

WHERE DO I GET EVIDENCE OF HOUSEHOLD INCOME DOCUMENTS?

You or your parent/s or partner or guardian/s can request a P21 online if the income earner has registered with Revenue’s PAYE online service at PAYE services. Otherwise, to get a P21 you must get in touch with your District Tax Office.

The Notice of Assessment is available from the Revenue Commissioners – you (or your parent/s or partner or guardian/s) must contact Revenue.

IMPORTANT INFORMATION

- Students under 23 on year of entry to university will be assessed based on the household income of their parent(s)/guardian(s).
- Mature students (over 23 on year of entry to University) who are living independently will be assessed based on their own household income.
- Mature students who are living with their parent(s)/guardian(s) will be assessed on the household income of their parent/s or guardian/s.
- Your income documents must show income from 2018. If there has been a significant change in income since last year, you should provide evidence of this change (i.e. P45, payslips, or social welfare documentation).
- You may be asked to provide additional evidence.
- You must submit your documentation online. You will be provided with an upload link. Data protection rules are strictly observed in line with the University Data Protection policy. Your documentation will be held securely by Maynooth University for a period of up to 9 years (up to 2028) in line with requirements of the Higher Education Authority and in line with requirements of the European Social Fund Human Capital Investment Programme 2014_20 and will be deleted confidentially thereafter. The University Data Protection Officer may be contacted with any Data Protection concerns: ann.mckeon@mu.ie  Tel: 017086184
- If you are experiencing difficulty with providing your documents, you should contact the Access Office at saf@mu.ie or 01-7086543 for assistance. Every effort will be made to be as flexible as possible where there are exceptional circumstances leading to significant financial hardship.

The Student Assistance Fund is co-funded by the Department of Education and Skills and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.