



LAPTOP LOAN SCHEME 2023/24

SUPPORTING DOCUMENTS CHECKLIST

The laptop loan scheme is funded by the Department of Education and Skills

STUDENTS ON A SUSI GRANT

Students in receipt of a SUSI grant must provide **SUSI APPROVAL LETTER FOR 2023/2024:**

- All 3 pages complete and visible

STUDENTS NOT ON A SUSI GRANT

Students who **do not** receive a SUSI grant must provide the relevant Household Income Documents for the year ending 31st December 2022.

To determine which documents are relevant to your application, check the left-hand side of the table below “**What category are you in**”, then check the corresponding “**Documents Required**” on the right-hand side of the table.

Please see sample documents here: [Sample P21 Statement of Liability](#), [Sample Notice of Self Assessment](#), [Sample Social Welfare Balancing Statement](#)

If you do not know where to get these documents go to [Where do I get the household income documents?](#) In the “Important Information About Your Documents” Section below.

NOTE: You must obtain the permission/consent of the owner of the supporting documents to use the documents submitted in support of this application. You must advise your parent/guardian/spouse/partner that information on the use of their personal data for the purposes of evaluating your Laptop Loan Scheme application can be obtained from [the University’s Data Protection website](#). You must advise you parent/guardian/spouse/partner that the University’s Data Protection Policy is available [here](#).

HOUSEHOLD INCOME DOCUMENTS

What category are you in?	Documents Required:
<p>Are you under 23 and your parent(s)/guardian(s) are PAYE tax payer(s)?</p> <p>You will be assessed on your parent’s/guardian’s income</p>	<p>Your parent(s)/guardian(s)’ P21 (now called a ‘Statement of Liability’) for the year ending 31st December 2022</p>
<p>Are you under 23 and your parent(s)/guardian(s) are self-employed?</p> <p>You will be assessed on your parent/guardian’s income</p>	<p>Your parent’s/guardian’s Notice of Self-Assessment for the tax year ending 31st December 2022</p>

<p>Are you under 23 and your parent(s)/guardian(s) are in receipt of a Social Welfare payment?</p> <p>You will be assessed on your parent/guardian's income</p>	<p>Your parent's/guardian's Social Welfare Balancing Statement for the full year ending 31st December 2022</p>
<p>Are you under 23 and living independently from your parent(s)/guardian(s) and with no financial assistance from them?</p> <p>You will be assessed based on your own household income</p> <p>Note: If you are having difficulty providing these documents please contact laptoploan@mu.ie</p>	<p>Your own P21 (Statement of Liability) or Notice of Self-Assessment or Social Welfare Balancing Statement for the full year ending 31st December 2022</p>
<p>Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are PAYE tax payer(s)?</p> <p>You will be assessed on your parent/guardian's income</p>	<p>Your parent(s)/guardian(s)' P21 (now called a 'Statement of Liability') for the year ending 31st December 2022</p>
<p>Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are self-employed?</p> <p>You will be assessed on your parent/guardian's income</p>	<p>Your parent's/guardian's Notice of Self-Assessment for the tax year ending 31st December 2022</p>
<p>Are you over 23 and living with your parent(s)/guardians(s) and your parent(s)/guardian(s) are receiving a Social Welfare payment?</p> <p>You will be assessed on your parent/guardian's income</p>	<p>Your parent's Social Welfare Balancing Statement for the full year ending 31st December 2022</p>
<p>Are you over 23 and living independently* and you and/or your partner are PAYE tax payer(s)?</p> <p>You will be assessed based on your own household income.</p>	<p>Your and/or your partner's P21 (now called a 'Statement of Liability') for the year ending 31st December 2022</p>
<p>Are you over 23 and living independently* and you and/or your partner are self-employed?</p> <p>You will be assessed based on your own household income.</p>	<p>Your and/ or your partner's Notice of Self-Assessment for the year ending 31st December 2022</p>
<p>Are you over 23 and living independently* and you and/or your partner are receiving a Social Welfare Payment?</p> <p>You will be assessed based on your own household income.</p>	<p>Your and/ or your partner's Social Welfare Balancing Statement for the full year ending 31st December 2022</p>

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](#). 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](#). A **Notice of Self-Assessment** is available from the Revenue Commissioners – the income earner must contact [Revenue](#). The

income earner can request a **Social Welfare Balancing Statement** through [MyWelfare](#) or contact their Social Welfare office.

- **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 2022. If there has been a significant change in income since 2022, please contact the [Student Budgeting Advisor](#).
- **What if I'm running into delays in getting the required documents?** It will not be possible to assess your application for this process without the required documentation. You can contact 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](#) . Your documentation will be held securely by Maynooth University in line with requirements of the Higher Education Authority (who provide funding) and [Maynooth University's Personal Data Retention Schedules](#) after which your information will be confidentially deleted.. The University Data Protection Officer may be contacted with any Data Protection concerns: dataprotection@mu.ie Tel: 017086184