

MU UNDERGRADUATE SCHOLARSHIP FOR STUDENTS WITH DISABILITIES 2019/20

DOCUMENTS CHECKLIST

WHAT DOCUMENTS DO I NEED TO PROVIDE?

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. Statements must be for 3 complete months with no gaps e.g. 1st June – 30th August.
3. Scanned paper statements, e-statements or screenshots from your online bank account are acceptable.
4. If you have more than one bank account, submit statements for **all your accounts, including your credit union account if relevant.**
5. **At least one page of the bank statements should show your name, address and account number.**

B. EVIDENCE OF HOUSEHOLD INCOME

Income Category:	Document Required
If you are a Student who is in receipt of a SUSI grant	Only bank statements are required (see section A. above). No further documentation is required.
If you are a student who is NOT in Receipt of a SUSI/Local Authority Grant:	
Are you under 23 and your parent(s) are PAYE tax payer(s)? -OR-	Your parent(s) P21 (also called a 'Statement of Liability') for the year ending 31 st December 2018
Are you over 23 and you are living with your parent(s) and your parent(s) are PAYE tax payer(s)? -OR-	Your parent(s) P21 (or 'Statement of Liability') for the year ending 31 st December 2018
Are you over 23 and living independently* and you and/or your partner are PAYE tax payer(s)?	Your and/or your partner's P21 (also called a 'Statement of Liability') for the year ending 31 st December 2018
Are you under 23 and your parent(s) are self-employed? -OR-	Your parent's Notice of Assessment for the tax year ending 31 st December 2018
Are you over 23 and living with your parent(s) and your parent(s) are self-employed? -OR-	Your parent's Notice of Assessment for the tax year ending 31 st December 2018
Are you over 23 and living independently* and you and/or your partner are self-employed? -OR-	Your and/ or your partner's Notice of Assessment for the year ending 31 st December 2018
Are you under 23 and your parent(s) are in receipt of a Social Welfare payment? -OR-	Your parent's Social Welfare Balancing Statement for the full year ending 31 st December 2018
Are you over 23 and living with your parents and your parent(s) are receiving a Social Welfare payment -OR-	Your parent's Social Welfare Balancing Statement for the full year ending 31 st December 2018
Are you over 23 and living independently* and you and/or your partner are receiving a Social Welfare Payment?	Your and/ or your partner's Social Welfare Balancing Statement for the full year ending 31 st December 2018

C. CONSENT DOCUMENT

Document Required

Are you a student who must provide household income documents belonging to your parent/s, partner, guardian/s?
See Section B above, to see which income documents you must provide.

You must provide this [Data Consent Form](#) signed by your parent/ guardian or partner.

D. BIRTH CERTIFICATES – for your dependent children	Document Required
Are you a student who has children (of your own) who are financially dependent upon you?	Please provide Birth Certificates for all children who are financially dependent on you, the student .
E. INDEPENDENT LIVING -	Document Required
Are you a student who is living independently from your parents? 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 .	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 esw@mu.ie to discuss your circumstances.

WHERE DO I GET EVIDENCE OF HOUSEHOLD INCOME DOCUMENTS?

You or your parent/s or partner or guardian/s can request a **P21** (also known as a ‘**Statement of Liability**’ online if the income earner has registered with Revenue’s **PAYE** online service at [PAYE services](#). Otherwise, to get a **P21 (or ‘Statement of Liability’)** 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](#).

If you are having difficulty providing your documents, you should contact the Maynooth University Access Programme for assistance esw@mu.ie Tel: 01-7086543. Every effort will be made to be as flexible as possible where there are exceptional circumstances leading to significant hardship.

ADDITIONAL 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 documents.
- You must submit your documentation online. You will be provided with a secure upload link in the application form.
- Data protection rules are strictly observed in line with the [University Data Protection policy](#). Your documentation will be held securely by Maynooth University for the duration of your studies plus one year in line with the student record retention schedules: www.maynoothuniversity.ie/data-protection/personal-data-retention-schedules
- The University Data Protection Officer may be contacted with any Data Protection concerns: ann.mckee@mu.ie Tel: 017086184