

## MAYNOOTH UNIVERSITY UNDERGRADUATE SCHOLARSHIP FOR STUDENTS WITH DISABILITIES 20/21

### YOU ARE ON A SUSI GRANT

#### UPLOAD BANK STATEMENTS ONLY:

- **3 months statements** belonging to you, THE STUDENT, **for each bank account in your name** + up to date credit union statement + up to date Revolut statement.
- There must be **no gaps**. 3 full months complete statements are required e.g. 20<sup>th</sup> Sept – 20<sup>th</sup> Dec.
- **E-statements or screenshots** are fine as long as the dates, amounts and balances are visible.
- To verify the accounts are yours, **your name must appear** on at least one page of each account.
- The 3 months should run **up to the current date**.
- Use the **upload link at Step 2** in the email inviting you to apply for the scholarship. Do not email confidential documents.

### YOU ARE NOT ON A SUSI GRANT

YOU MUST UPLOAD DOCUMENTS FROM A and B, below. Only provide documents from Section C if relevant.

#### A. UPLOAD BANK STATEMENTS

##### BANK STATEMENTS

- **3 months statements** belonging to you, THE STUDENT, **for each bank account in your name** + up to date credit union statement + up to date Revolut statement.
- There must be **no gaps**. 3 full months complete statements are required e.g. 20<sup>th</sup> May – 20<sup>th</sup> Aug.
- **E-statements or screenshots** are fine as long as the dates, amounts and balances are visible.
- To verify the accounts are yours, **your name must appear** on at least one page of each account.
- The 3 months should run **up to the current date**.
- Use the **upload link at Step 2** in the email inviting you to apply for the scholarship. Do not email confidential documents.

#### B. UPLOAD HOUSEHOLD INCOME DOCUMENTS

What income category are you in?	Documents Required:
<p><b>Are you under 23 and your parent(s)/guardian(s) are PAYE taxpayer(s)?</b></p> <p>You will be assessed on your parent(s)/guardian(s) income</p>	<ol style="list-style-type: none"> <li>1. Your parent(s)/guardian(s)' <b>P21 (now called a 'Statement of Liability')</b> for the year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> (see below) signed by your parent(s)/ guardian(s) (i.e. the owner of the P21)</li> </ol>
<p><b>Are you under 23 and your parent(s)/guardian(s) are self-employed?</b></p> <p>You will be assessed on your parent(s)/guardian(s) income</p>	<ol style="list-style-type: none"> <li>1. Your parent(s)/guardian(s)' <b>Notice of Self-Assessment</b> for the tax year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> (see below) signed by your parent(s)/ guardian(s) (i.e. the owner of the Notice of Self-Assessment)</li> </ol>

What income category are you in?	Documents Required:
<p><b>Are you under 23 and living independently from your parent(s)/guardian(s) and with no financial assistance from them?</b></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 <a href="mailto:student.budget@mu.ie">student.budget@mu.ie</a></p>	<ol style="list-style-type: none"> <li>1. Your own <b>P21 (Statement of Liability)</b> or <b>Notice of Self-Assessment</b> or <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2019</li> <li>2. Proof of mortgage or a signed lease or proof of rental dated October of the year prior to entry to university or earlier</li> <li>3. A current utility bill at the rental address (a mobile phone bill is not acceptable).</li> </ol>
<p><b>Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are PAYE taxpayer(s)?</b></p> <p>You will be assessed on your parent(s)/guardian(s) income</p>	<ol style="list-style-type: none"> <li>1. Your parent(s)/guardian(s)' <b>P21 (now called a 'Statement of Liability')</b> for the year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> (see below) signed by your parent(s)/guardian(s) (i.e. the owner of the P21).</li> </ol>
<p><b>Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are self-employed?</b></p> <p>You will be assessed on your parent(s)/guardian(s) income</p>	<ol style="list-style-type: none"> <li>1. Your parent(s)/guardian(s)' <b>Notice of Self-Assessment</b> for the tax year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> (see below) signed by your parent(s)/guardian(s) (i.e. the owner of the Notice of Self-Assessment)</li> </ol>
<p><b>Are you over 23 and living with your parent(s)/guardians(s) and your parent(s)/guardian(s) are receiving a Social Welfare payment?</b></p> <p>You will be assessed on your parent(s)/guardian(s) income</p>	<ol style="list-style-type: none"> <li>1. Your parent(s)/guardian(s)' <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> (see below) signed by your parent(s)/guardian(s) (i.e. the owner of the SW Balancing Statement)</li> </ol>
<p><b>Are you over 23 and living independently and you and/or your partner are PAYE taxpayer(s)?</b></p> <p>You will be assessed based on your own household income.</p>	<ol style="list-style-type: none"> <li>1. Your and/or your partner's <b>P21 (now called a 'Statement of Liability')</b> for the year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> signed by your partner (i.e. the owner of the P21), if relevant – see below.</li> <li>3. Proof of mortgage or a signed lease dated October of the year prior to entry to university</li> <li>4. A current utility bill at the rental address (a mobile phone bill is not acceptable).</li> </ol>
<p><b>Are you over 23 and living independently and you and/or your partner are self-employed?</b></p> <p>You will be assessed based on your own household income.</p>	<ol style="list-style-type: none"> <li>1. Your and/ or your partner's <b>Notice of Self-Assessment</b> for the year ending 31<sup>st</sup> December 2019</li> <li>1. A <b>Data Consent Form</b> signed by your partner (i.e. the owner of the Notice of Self-Assessment), if relevant – see below.</li> <li>2. Proof of mortgage or a signed lease dated October of the year prior to entry to university</li> <li>3. A current utility bill at the rental address (a mobile phone bill is not acceptable).</li> </ol>
<p><b>Are you over 23 and living independently and you and/or your partner are receiving a Social Welfare Payment?</b></p> <p>You will be assessed based on your own household income.</p>	<ol style="list-style-type: none"> <li>1. Your and/ or your partner's <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2019</li> <li>2. A <b>Data Consent Form</b> signed by your partner (i.e. the owner of the SW Balancing Statement), if relevant – see below.</li> <li>3. Proof of mortgage or a signed lease dated October of the year prior to entry to university</li> <li>4. A current utility bill at the rental address (a mobile phone bill is not acceptable).</li> </ol>

## C. UPLOAD ONLY IF YOU ARE A STUDENT PARENT AND NOT ON A SUSI GRANT

C. Are you a student who has children (of your own) who are financially dependent upon you?

Please provide Birth Certificates for all children of your own who are financially dependent on you, the student.

### IMPORTANT INFORMATION ABOUT YOUR DOCUMENTS

- ❖ **Where do I get the household income documents?** The income earner can request online a **Statement of Liability** (previously known as a P21) 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](#).
- ❖ **I have to provide household income documents for 2019. But what if there has been a change in my/my family's circumstances in 2020?** 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) and notify the Student Budgeting Advisor at [student.budget@mu.ie](mailto:student.budget@mu.ie) using Disability Scholarship in your email subject line.
- ❖ **\*What if I can't prove I'm living independently?** After you have completed the application form, you should email [student.budget@mu.ie](mailto:student.budget@mu.ie) using Disability Scholarship in your email subject line and explain your situation as regards your documents. Every effort will be made to assist you.
- ❖ **What if I'm still waiting for SUSI to deal with my application/my appeal?** You can upload your bank statements and let the Access Office know that you are waiting for an outcome from SUSI. Drop an email to [student.budget@mu.ie](mailto:student.budget@mu.ie) using Disability Scholarship in your email subject line and we will get back to you.
- ❖ **What if I'm running into delays in getting the required documents?** Your application cannot be progressed without the required documents so drop an email to [student.budget@mu.ie](mailto:student.budget@mu.ie) with Disability Scholarship in the email subject line and explain the issue. We may be able to help.
- ❖ **Can I submit a P60 instead of a P21/Statement of Liability?**  
In general, you must submit a P21. A P60 shows total earnings from one employer only and does not take account of any additional income, such as another job or a spouse's income. A P21 gives details of total household income, tax credits, tax reliefs and PAYE tax paid for a particular tax year. In exceptional circumstances, a P60 may be accepted. Please contact the Student Budgeting Advisor at [student.budget@mu.ie](mailto:student.budget@mu.ie) for more information, using Disability Scholarship in the email subject line.
- ❖ **What if I just can't get the household income documents?** You should contact the Student Budgeting Advisor at [student.budget@mu.ie](mailto:student.budget@mu.ie) for assistance, using Disability Scholarship in the email subject line. Every effort will be made to be as flexible as possible where there are exceptional circumstances leading to significant financial hardship.
- ❖ **What about confidentiality?**
  - You are provided with a secure link to upload your confidential documents online;
  - Documents and data you provide are used for the purposes of your application for funding; you may be referred for other funding supports as a result of this application.
  - Personal data collected as part of the application process may be processed for the purposes of coordinating, monitoring and evaluating the operation of this scholarship;
  - This personal data may include special category data, including sensitive data such as socio-economic status, where you choose to share that data;
  - The information provided for the application will be held securely by Maynooth University in line with Maynooth University data retention periods – for more information on data retention periods see [Maynooth University Data Protection Policy](#);
  - Data protection rules are strictly observed in line with the [Maynooth University Data Protection Policy](#);
  - The [Maynooth University Data Protection Office](#) may be contacted with any data protection concerns: [dataprotection@mu.ie](mailto:dataprotection@mu.ie) Tel: 017086184.

## MU UNDERGRADUATE SCHOLARSHIP FOR STUDENTS WITH DISABILITIES 20-21

Assessment of applications to the **Maynooth University Undergraduate Scholarship for Students with Disabilities 2020/21** is based upon impact of disability AND upon financial need.

Applicants are required to submit supporting financial documentation which may include evidence of their household's income for the year 2019 (please refer to the Documents Checklist provided).

Household income documents could be a P21/Statement of Liability/Notice of Self-Assessment/Social Welfare Balancing Statement/ P60, depending upon your income situation.

Where the required household income documents belong to a parent/partner/guardian, the consent of the owner/s is required to comply with Data Protection Law and GDPR.

### Confidentiality and Data Protection Information:

- The student is provided with a secure link to upload the required confidential documents online.
- Documents and data provided are used for the purposes of processing the application for the MU Undergraduate Scholarship for Students with Disabilities.
- The information provided for the application will be held securely by Maynooth University in line with Maynooth University data retention periods – for more information on data retention periods see [Maynooth University Data Protection Policy](#).
- Data protection rules are strictly observed in line with the [University Data Protection policy](#) .
- The University Data Protection Officer may be contacted with any Data Protection concerns: [dataprotection@mu.ie](mailto:dataprotection@mu.ie)  
Tel: 017086184

### Consent Owner 1

I \_\_\_\_\_ hereby consent to my documentation being submitted in support of an application to the MU Undergraduate Scholarship for Students with Disabilities at Maynooth University.

Date: \_\_\_\_\_

### Consent Owner 2

I \_\_\_\_\_ hereby consent to my documentation being submitted in support of an application to the MU Undergraduate Scholarship for Students with Disabilities at Maynooth University.

Date: \_\_\_\_\_

**Contact:** Access Office, Maynooth University, Co. Kildare

T: +353 1 708 6543 E: [access.office@mu.ie](mailto:access.office@mu.ie) W: <https://www.maynoothuniversity.ie/study-maynooth/supporting-students-disabilities>