



# SUPPORTING DOCUMENTS CHECKLIST

## MU UNDERGRADUATE SCHOLARSHIP FOR STUDENTS WITH DISABILITIES 2022/23

### 1. APPLICANT IN RECEIPT OF SUSI FOR FEES/GRANT:

Use the secure link to UPLOAD all 3 pages of your SUSI award letter for the 2022/23 academic year.

### 2. IF YOU ARE NOT IN RECEIPT OF SUSI FOR FEES/GRANT:

Use the secure link to UPLOAD the required supporting Income Documents for 2021

- and -

Birth Certs of dependent children if you are a student who is a parent.

Your age and income category	Supporting Documents Required:
<p><b>Aged under 23 and your parent(s)/guardian(s) is/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 2021</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>Aged under 23 and your parent(s)/guardian(s) is/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 2021</li> <li>2. A <b>Data Consent Form</b> (see <b>below</b>) signed by your parent(s)/ guardian(s) (i.e. the owner of the Notice of Self-Assessment)</li> </ol>
<p><b>Aged 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><i>* Note: 'living independently' does not mean living away from home during term time. See Important Information below for the definition.</i></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 2021</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>Aged over 23 and living with your parent(s)/guardian(s), and your parent(s)/guardian(s) is/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>'Statement of Liability'(formerly called a P21)</b> for the year ending 31<sup>st</sup> December 2021</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>Aged over 23 and living with your parent(s)/guardian(s), and your parent(s)/guardian(s) is/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 2021</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>

<b>Your age and income category</b>	<b>Supporting Documents Required:</b>
<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 31st December 2021</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>Aged 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> <p><i>* Note: 'living independently' does not mean living away from home during term time. See Important Information below for the definition.</i></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 2021</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>Aged 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> <p><i>* Note: 'living independently' does not mean living away from home during term time. See Important Information below for the definition.</i></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 2021</li> <li>2. 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>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>Aged 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> <p><i>* Note: 'living independently' does not mean living away from home during term time. See Important Information below for the definition.</i></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 2021</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 year of entry to university.</li> <li>4. A current utility bill in your name at the rental address (a mobile phone bill is not acceptable).</li> </ol>
<b>UPLOAD ONLY IF NOT ON A SUSI GRANT AND YOU ARE A STUDENT PARENT:</b>	
<p><b>A student who has children (of your own) who are financially dependent upon you</b></p>	<p>Please provide Birth Certificates for all children of your own who are <b>financially dependent on you, the student.</b></p>

## IMPORTANT INFORMATION ABOUT YOUR DOCUMENTS

- ❖ **Where do I get the household income documents?** Only the income earner can request income documents.
  - The income earner can request a **Statement of Liability** (previously known as a P21) online if they are registered with Revenue's **PAYE** online service at [PAYE services](#). Registering with PAYE services and getting a Statement of Liability can take a few weeks. Otherwise, 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](#).
  - A Social Welfare Statement can be ordered via [MyWelfare](#) online or can be requested from the income earner's local Welfare Office.
  
- ❖ **I must provide household income documents for 2021. But what if there was a change in my/my family's circumstances in 2022?** If there has been a significant change in income since 2021, you should provide income documents for 2022 or other evidence of the change of income (i.e. P45, payslips, or social welfare documentation) and notify [access.office@mu.ie](mailto:access.office@mu.ie) of the change of circumstances, using 'Disability Scholarship application' in the subject line of your email.
  
- ❖ **What does \*'living independently' mean?** The strict definition of living independently is that you have been living at a different address to your parents from at least the October of the YEAR BEFORE THE YEAR OF ENTRY to university AND you have no financial support whatsoever from your parents. Specific documents are required to evidence living independently. Living away from home during term time does not qualify as 'living independently'.
  
- ❖ **What if I'm living independently but I can't provide the required documents to prove it? / What if I'm still waiting for SUSI to deal with my application/my appeal? / What if I'm running into delays in getting the required documents?/What if I just can't get the required income documents for exceptional reasons?** After you have completed the application form, you should email [access.office@mu.ie](mailto:access.office@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.
  
- ❖ **Can I submit an Employment Detail Summary (P60) or a Tax Credit Certificate instead of a Statement of Liability (P21)?** In general, you must submit a Statement of Liability. An Employment Detail Summary (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 Statement of Liability 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. A Tax Credit Certificate will not be accepted. You should email [access.office@mu.ie](mailto:access.office@mu.ie) using 'Disability Scholarship' in your email subject line and explain your situation as regards your documents.
  
- ❖ **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 2022/23 DATA CONSENT FORM

Applicants to the **Maynooth University Undergraduate Scholarship for Students with Disabilities 2022/23** are required to submit supporting financial documentation which may include evidence of their family's household income for the year **2021**.

To comply with Data Protection Law and GDPR, where the required household income documents belong to a parent/partner/guardian we ask for the consent of the owner/s.

Household income documents could be a Statement of Liability (formerly a P21) or Notice of Self-Assessment or Social Welfare Balancing Statement, depending upon the family income situation. Please refer to the Documents Checklist provided.

### 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.

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

### Consent Owner 2 (where a 2nd person is named on the income document):

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.

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

**Contact:** Maynooth University Access Programme, MAP Lodge, North Campus, Maynooth University, Co. Kildare  
**T:**+353 1 708 6543 **E:** [access.office@mu.ie](mailto:access.office@mu.ie) **W:** [maynoothuniversity.ie/disability](http://maynoothuniversity.ie/disability)