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**Student Support Fund 2016-2017**

**Guide to Completing an Application**

The Student Support Fund was previously referred to as the Student Assistance Fund. The UCD Student Support Fund (SSF) is funded by the Irish Government. A key regulation is that any monies provided by the UCD Student Support Fund must be supported by appropriate receipts and cannot be used to registration and/or tuition fees.

It is important to note that eligibility for support from the Student Support Fund is based on a defined and appropriately documented income figure. The annual income limit for eligibility for the Student Support fund is **€45,790**. All applications are means tested. You should note that this fund is only open to full-time students registered to a UCD course of at least one year in duration, leading to either an undergraduate or postgraduate qualification.

For the period to the end of September 2017, a fixed sum of money is allocated to the UCD Student Support Fund. The fund will be divided equally across all approved applicants. In other words, each eligible student will be given the same amount of money until such time as the fund is exhausted. Applications can be submitted once the process is open and students will be funded on a rolling basis as applications are approved.

Applications will only be considered for approval if the application includes appropriate original receipts to the minimum value of €500.

Please complete the income section accurately and ensure that details are consistent with your submitted documentation**. Failure to include relevant income documentation will result in your application being rejected.**

Applicants are strongly encouraged to request the appropriate financial documentation (e.g.P21, Notice of Assessment, Social Welfare Statement etc.) from the relevant source **immediately** as there can be delays in obtaining this information.

**Application Process**

To submit an application, please take the following steps:

1. Complete the initial part of your application through SIS. This application process is accessible through your Programme Services tab in SIS Web.
2. Print this application form, submit it electronically and send the printed copy, along with your financial documents and necessary receipts to the address below. Receipts to the value of at least €500 must be included. Receipts should be relevant to the 2016-17 academic year and should be divided into categories with each category neatly and separately attached and totalled. To assist you with this process, you should print and complete the SSF receipts expenditure page, available on the Student Advisers’ website (www.ucd.ie/studentadvisers/financial.html)

The receipt category totals must match the amounts on the electronic application.

Completed applications should be sent to:

**Fran Rooney**

**Student Support Fund**

**Student Centre**

**Dublin 4**

Please note that incomplete applications will not be considered.

**Documentation**

Applicants must satisfy a **MEANS TEST** to determine whether they are eligible for support from the Student Support Fund.

**1.** The following financial documents relating to relevant family/parent/guardian income must be submitted in support of all applications and the type of income document provided must be indicated on the electronic application by the applicant:

**For PAYE Workers:**

P21 Balancing Statement for 2015 which the relevant person can get online at www.revenue.ie or by contacting their local Revenue office.

**For Self-employed and Persons engaged in Farming activities**:

Copy of accounts (that is, trading account, profit and loss account, capital account and balance sheet) for each business for the year ending between 1 January 2015 and 31 December 2015. Adjusted Profit Computation for income tax for the 2015 tax year.

Notice of Assessment for 2015.

If it applies, a current letter from the Revenue Commissioners exempting the relevant person from filing tax returns or equivalent from another state.

**For Social Welfare Recipients**:

Statement from the local Social Welfare Office showing the total amounts received for the tax year 2015. (Form to request social welfare statement: www.welfare.ie/en/Pages/secure/OnlineStatementRequest.aspx

If you are an independent mature student please submit all financial details relating to your personal circumstances (as opposed to that of a parent or guardian).

**For those wishing to show a significant change in circumstances**:

A completed SIS application form for 2016/17 together with all of the required documentary evidence necessary in support of the application and documentary evidence to show the change of circumstances that has occurred must be submitted.

**2.** In accordance with EU (ESF) requirements, applicants are required to provide receipts supporting expenditure.

Applicants must provide receipts totalling a minimum of €500. All receipts must be classified into the following categories:

* Rent/ Mortgage
* Utilities (heat/light/phone)
* Food
* Travel and transport
* College Books/ materials
* Books
* Medical
* Other

Applicants must insert the total of original receipts for each category on the electronic application. The SAF cannot fund student fees or loans so please do not submit receipts for these items.

**SIS Application Form, Sections for Completion:**

***Section A, B, E & F:*** To be completed by all applicants.

***Section C:*** To be completed by all applicants other than independent mature students.

***Section D:*** To be completed by independent mature applicants only (Students who are 23 years or over on 1st January on the year of entry to the programme and who is not resident with his/her parents).

**Frequently Asked Questions**

**What is a P21?**

A P21 is a statement of total income, tax credit and tax paid for a particular tax year.

**How do I get a P21?**

[www.revenue.ie/en/personal/p21-balancing-statement.html](http://www.revenue.ie/en/personal/p21-balancing-statement.html)

**My parents are self-employed, what documents are required?**

You need a Profit/Loss account and Balance Sheet to show income. You also need a Notice of Assessment certificate, which is provided by Revenue once your accounts have been submitted and tax has been paid. Your accountant will be able to provide the relevant information.

**How will I know if my application has been successful?**

The status of your application can be seen on the SIS system.

**Errors which may occur when filling in your application on SIS:**

Words inserted where numbers should be or numbers inserted where words should be.

The above errors will result in your application not being submitted and not being recorded.

**Student Check List**

□ Complete Application Form on SIS

□ Print completed SIS Application Form

□ Submit completed SIS Form, minimum of €500 **original receipts** (each category totalled and neatly attached separately), relevant financial documentation (i.e. P21, Notice of Assessment or social welfare statement). **Do not forget to hit the “Submit” button before exiting the screen.**

**Assistance**

Students who require assistance in completing their application are advised to contact sfs@ucd.ie. There is no facility for telephone enquiries. All enquiries in relation to the Student Support Fund must be by email to the above email address.

Student Advisers, Chaplain or SU Welfare Officer may also be able to assist you with general queries.