Student Grant Renewal Form 2012/13

Your full name (in BLOCK LETTERS): _____	For Official Use Only Student Ref No: _____

DO NOT COMPLETE THIS FORM if in the 2012/13 academic year, you are changing your course or progressing to a new course (be it an add-on course or otherwise). You need instead to make a NEW application online to the new single awarding authority SUSI, through www.studentfinance.ie.

- You do need to complete this form, if in the 2012/13 academic year, you are continuing your studies on your current course and you were in receipt of a grant from this awarding authority for any year of your current course.

  In order that your eligibility for a student grant may be reviewed for the 2012/13 academic year we will need to renew or re-assess your application. Your application is currently subject to:

  ❑ **Renewal**

  Please complete all sections and send in documentary evidence for Sections A to F as indicated. Your application may, at a later date, be selected for a full re-assessment. Please ensure you sign the relevant declaration(s) on page 10. A detailed list of documentary evidence required is also available to download from www.cdvec.ie.

  ❑ **Re-assessment**

  Please complete all sections and send in documentary evidence for all sections. Please ensure you sign the relevant declaration(s) on page 10. A detailed list of documentary evidence required is also available to download from www.cdvec.ie .

- If a question does not apply to you, please enter 'N/A' (not applicable).
- Please use **black** ink and write in BLOCK CAPITALS.
- If you fail to complete the relevant sections or fail to provide the documents we need, this will delay the renewal of your grant and may delay payment if your renewal application is successful.

This form must be returned by: _____ **to** _____
[Date] **[Name and address of local authority or VEC]**

FOR OFFICIAL USE ONLY			
Date of receipt of renewal application	Returned to applicant on	Date renewal application resubmitted	Decision Date Approved ❑ _____ /_____ /_____ Refused ❑ _____ /_____ /_____
_____ / _____ / _____ DD / MM / YYYY	_____ / _____ / _____ DD / MM / YYYY	_____ / _____ / _____ DD / MM / YYYY	
Decision made by: _____ Date: _____ Decision checked by: _____ Date: _____			Reason for refusal: _____ _____ _____
College being attended:			
Course being attended:			

NDP National Development Plan Transforming Ireland

AN ROINN OIDEACHAIS AGUS SCILEANNA | DEPARTMENT OF EDUCATION AND SKILLS

Section A	Applicant's personal details

Your PPS No.: ❑❑❑❑❑❑❑❑❑

Your surname:

Your first names(s):

Your date of birth: DD /MM/ YYYY

Are you:

Single (never married)	❑	Cohabiting	❑
Married/in a civil partnership	❑	Separated	❑
Divorced/a former civil partner	❑	Remarried	❑
Widowed/a surviving civil partner	❑		

Your Student I.D. Number:

Your home address:
(This is your home address and not where you live while attending college.)

Has your home address changed since your student grant application was made or last reviewed? Yes ❑ No ❑

If YES, please provide your new home address:

What is the distance from your home address to college? _____ kms

Your telephone number: _____ _____

Mobile **Home**

Your email address: _____

Section B	Continuation of student grant in 2012/13

If you wish to have your student grant renewed for the 2012/13 academic year please proceed to Section C.

If you do not wish to have your student grant renewed in 2012/13 please tell us the reason, sign and date the declaration below and return this completed part of the form to your grant awarding authority.

Declaration

I DO NOT wish to have my grant renewed in 2012/13 for the reason specified below:

- ❑ I have completed my current course
- ❑ I have deferred my current course
- ❑ I have withdrawn from my current course
- ❑ I have failed my end of year exams
- ❑ Other (please specify) _____

Signature of Applicant: _____ **Date:** _____

Section C	Applicant's nationality and immigration status

1. **Current Immigration Status**

If you are not an EU, EEA or Swiss national, on what basis are you staying in Ireland? _____

_____

What date was your current permission granted? DD /MM/ YYYY

What date is your current permission due to expire? DD /MM/ YYYY

Has your current permission been renewed? Yes ❑ No ❑

Has the basis you are staying in Ireland changed? Yes ❑ No ❑

Documentary Evidence:
If the basis you are staying in Ireland has expired and was renewed or changed since your student grant application was made or last reviewed, you must send us the Department of Justice and Equality letters issued to you confirming details of your immigration status in the State, your current GNIB (Garda National Immigration Bureau) Certificate of Registration cards or a certified copy[1] of your passport as evidence.

2. **Current Nationality Status**

Have you become an Irish national or the national of another EU Member State since your student grant application was made or last reviewed? Yes ❑ No ❑

(a) If "YES" what nationality did you get? _____

(b) On what date did you get this nationality? DD /MM/ YYYY

Documentary Evidence:
You **must** include official documentation from Department of Justice and Equality to confirm this nationality.

Section D	Applicant's academic history and sources of student financial assistance

1. **Course of further or higher education completed in 2011/12:**

(a) Name of college attended in 2011/12: _____

(b) Type of course: Further Education or PLC ❑ Undergraduate ❑ Postgraduate ❑

(c) On what basis did you attend? Full-Time ❑ Part-time ❑

(d) Title of course attended in 2011/12: _____

(e) What year of the course did you finish in 2011/12: 1st year❑; 2nd year❑; 3rd year❑; 4th year❑; 5th year❑

(f) Qualification[2] received at the end of 2011/12 (if you have no qualification write none) _____

(g) Did you leave or defer your course in 2011/12? Yes ❑ No ❑

Documentary Evidence:
If you left or deferred the course please submit a letter to confirm this from the college.

[1] This is a document which has been stamped and signed as being a true copy of the original by a member of the Garda Síochána or a Commissioner of Oaths. The person certifying the copy must provide his or her name, address and telephone number.
[2] Example include FETAC level 5, FETAC level 6, certificate, higher certificate, diploma, ordinary degree, honours degree, higher diploma, postgraduate diploma, masters, PhD

2. **Will you be continuing on the same course in 2012/13?** Yes ❑ No ❑

(a) If **YES** what year of the course will you study in 2012/13?

1st year❑; 2nd year❑; 3rd year❑; 4th year❑; 5th year ❑

3. **Will you be studying abroad in 2012/13 as part of your course?** Yes ❑ No ❑

If yes, is the period of study (i) compulsory? Yes ❑ No ❑

(ii) optional? Yes ❑ No ❑

What will be the duration of your study abroad? _____Year(s)

4. **Will you have a paid or unpaid placement in 2012/13 as part of your course?** Yes ❑ No ❑

If yes, please supply details (e.g. duration, payment details etc.): _____

_____

_____

5. **(A) Were you in receipt of any of the following payments during the 2011/12 academic year:**

(i) VTOS Yes ❑ No ❑

(ii) BTEA Yes ❑ No ❑

(iii) Any payment from the Department of Social Protection (a social welfare payment) Yes ❑ No ❑

If yes, what was the name of the payment? _____

_____

(B) Have you applied for or will you be getting any of the following payments for the 2012/13 academic year?

(i) VTOS Yes ❑ No ❑

(ii) BTEA Yes ❑ No ❑

(iii) Any payment from the Department of Social Protection (a social welfare payment) Yes ❑ No ❑

If yes, what payment have you applied for or will you be getting? _____

_____

6. **Have you applied for or will you be getting any other student financial assistance[3] from Ireland or abroad for the 2012/13 academic year?** Yes ❑ No ❑

If yes, please give details of all awards/funds from the awarding/funding body or Department and the full amount, including fees, which you will get in 2012/13: _____

_____

_____

Documentary Evidence:

You must send us a letter from the awarding or funding body which has the following information:

- The name of the awarding or funding body, and
- A breakdown of the full amount in Euro to be awarded, for example, for maintenance, fees and so on.

[3] Financial assistance includes scholarships, awards, sponsorship, bursaries, prize or student grant

Section E	Examination Results

1. **Did you pass your exams at the end of the 2011/12 academic year?** Yes ❑ No ❑

   If **Yes**, you must send us your examination results for 2011/12 with this form.

   If **No,** will you be repeating your exams? Yes ❑ No ❑

   You must send us your repeat examination results as soon as they are available.

   If you are not required to sit exams as part of your assessment please provide written confirmation from your College that you have been accepted and registered on to the next year of your course.

Section F	Change in circumstances

Reckonable Income

		Applicant	Father or legal guardian	Mother or legal guardian	Spouse or civil partner or cohabitant
1.	**Did the reckonable income change during the 2011 tax year (between 1 Jan 2011 and 31 Dec 2011)? ***	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑
2.	**Did the reckonable income change after the 2011 tax year (i.e. from the 1st January 2012 onwards)? ***	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑
	If yes, did you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, tell us of this change?	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑
3.	**Has there been any change in any Social Welfare, Health Service Executive or FÁS payment you were in receipt of since 1st January 2011 (i.e. has the type of payment changed, are you now in receipt of any such payment or has the payment you were on ceased)?**	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑

* (e.g. did you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, change employment, get promoted, retire, made redundant, reduce working hours, increase working hours, become self-employed, cease trading, commence/cease/ change a Health Service Executive (HSE) payment or social welfare payment?)

If any of the changes above happened then you, your parent(s), legal guardian, spouse, civil partner or cohabitant will need to complete Section G and provide documentary evidence as indicated.
The change may affect the rate of student grant you are entitled to in the 2012/13 academic year. If you did not already tell us about the change in circumstances indicated above please now outline briefly below the details of the change that happened and when it happened.

_____

_____

_____

_____

_____

_____

Dependent Children

		Applicant	Father or legal guardian	Mother or legal guardian	Spouse or civil partner or cohabitant
4.	Has the number of dependent children changed since your student grant application was made or last reviewed?	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑
5.	Will there be a change in the number of dependent children or relevant persons who, in the 2012/13 academic year, will attend a full-time course of further or higher education and training in Ireland or an EU Member State? 🗎 🗎 **Documentary Evidence** If there are 2 or more dependent children or relevant persons attending a full-time course of at least one year's duration, as specified in the student grant scheme, you must send us a letter from the college or institution confirming that the student(s) will be attending a full-time course in 2012/13.	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑

Any other change in circumstances

6. Did you have any other change in circumstances that you feel may affect your student grant application for 2012/13?

   Yes ❑ No ❑

   If yes, please let us have the details along with documentary evidence. 🗎

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Section G	Reckonable Income

		Applicant	Father or legal guardian	Mother or legal guardian	Spouse or civil partner or cohabitant
1.	**Were you employed in 2011 on a full-time, part-time or temporary basis?** If **Yes**, enter the **total gross income from all employments including any benefit-in-kind in 2011.**	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
2.	**Did you receive any social welfare payments in 2011 other than child benefit?** If **Yes**, list the name of the payment(s) **and** enter the total gross amount received from 1 January 2011 to 31 December 2011.	Yes ❑ No ❑ _____ _____ _____ € _____	Yes ❑ No ❑ _____ _____ _____ € _____	Yes ❑ No ❑ _____ _____ _____ € _____	Yes ❑ No ❑ _____ _____ _____ € _____
3.	**Did you receive a payment from any other government department or state agency, for example, the Health Service Executive (HSE), FÁS, a local authority, and so on, in 2011?** If **Yes**, list the name of the payment(s) **and** enter the total gross amount received from 1 January 2011 to 31 December 2011.	Yes ❑ No ❑ _____ _____ _____ € _____	Yes ❑ No ❑ _____ _____ _____ € _____	Yes ❑ No ❑ _____ _____ _____ € _____	Yes ❑ No ❑ _____ _____ _____ € _____
4.	**Were you self-employed or engaged in farming in 2011?** If **Yes,** enter the adjusted profit or loss for income tax purposes for the 2011 tax year.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
5.	**Did you have rental income from any of your land or properties in Ireland or abroad in 2011?** If **Yes**, enter the adjusted profit or loss for income tax purposes for the 2011 tax year.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
6.	**Were you a proprietary director or shareholder of a limited company in 2011?**	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑

		Applicant	Father or legal guardian	Mother or legal guardian	Spouse or civil partner or cohabitant
7.	**Did you receive a pension other than a social welfare state pension in 2011?** If **Yes**, enter the total gross amount.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
8.	**Did you have any income in 2011 from savings, deposit accounts or investments?** If **Yes,** enter the total gross income earned.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
9.	**Did you have any income in 2011 from a maintenance arrangement?** If **Yes,** enter the total gross amount.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
10.	**Did you receive a lump sum payment during 2011 from retirement or redundancy?** If **Yes**, enter the total gross amount received **and** the number of relevant years worked	Yes ❑ No ❑ € _____ Years: _____	Yes ❑ No ❑ € _____ Years: _____	Yes ❑ No ❑ € _____ Years: _____	Yes ❑ No ❑ € _____ Years: _____
11.	**Did you have any income in 2011 from disposals of assets and rights?** If **Yes**, you will need to complete a Disposal of Assets and Rights Table and enter the gain or loss for grant purposes.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
12.	**Did you have any income in 2011 from gifts or inheritances?** If **Yes**, you will need to complete a Gifts and Inheritances Table and enter the net value.	Yes ❑ No ❑ €_____	Yes ❑ No ❑ €_____	Yes ❑ No ❑ €_____	Yes ❑ No ❑ €_____
13.	**Did you receive any other income in 2011 from any sources not mentioned above?** If **Yes**, please provide: Description of income **and** enter the total gross amount received.	Yes ❑ No ❑ _____ _____ €_____	Yes ❑ No ❑ _____ _____ € _____	Yes ❑ No ❑ _____ _____ € _____	Yes ❑ No ❑ _____ _____ € _____
14.	**Did you make a legally enforceable maintenance payment in 2011 following separation or divorce?** If **Yes,** enter the total gross amount paid.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
15.	**Did you make any pension contributions in 2011?** If **Yes**, enter the total amount paid.	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____	Yes ❑ No ❑ € _____
16.	**Did you have a permanent change in circumstances in relation to reckonable income since 2011?**	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑	Yes ❑ No ❑

Data Protection Statement

The information you give on this form will be used to review your application for a student grant. The contact details you give will be used solely to make further contact with you about your application for a student grant, where necessary.

The awarding authority and the Department of Education and Skills have a duty to protect public funds and may use the information you give to prevent and detect fraud by giving information to the relevant authorities if appropriate or necessary. We may disclose information you supply to other government departments and public bodies in order to process your grant application.

The awarding authority may store the information you supply on a student grants database. The awarding authority and the Department of Education and Skills will keep your information to carry out audits, reviews and inspections of student grants in accordance with its data retention policy.

For a full copy of our Data Protection Statement please refer to your initial student grant application.

Checklist

Before you return this form to your awarding authority, please make sure that you have:

- ❑ fully answered all questions and that your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, have done so as well.
- ❑ enclosed all the documents which have been asked for as evidence (look for this icon next to a question to find out what documents are needed. You must submit original documents (not photocopies) unless otherwise stated.
- ❑ signed and dated the relevant declaration(s) on page 10.

Declaration

I/We declare that all the information that I/we have given on this form together with the supporting documentary evidence is complete and accurate.

I/We will tell my/our awarding authority immediately if my/our means or circumstances change.

I/We understand that the contact details I/we have given on this form will be used solely to make further contact with me/us about this application.

I/We have read and understood the data protection statement and I/we accept its content.

I/We consent to the disclosure of the information supplied to other government departments and public bodies including the Revenue Commissioners, the Department of Social Protection, the Department of Justice and Equality, the Department of Agriculture, Marine and Food, and further and higher education institutions for the purposes outlined in the data protection statement.

Student dependent on parent(s) or legal guardian:

Signature of applicant (not block capitals):		Date:	
Signature of applicant's father or legal guardian:		Date:	
Signature of applicant's mother or legal guardian:		Date:	

Mature student dependent on parent(s) or legal guardian:

Signature of applicant (not block capitals):		Date:	
Signature of applicant's father or legal guardian:		Date:	
Signature of applicant's mother or legal guardian:		Date:	

Independent mature student:

Signature of applicant (not block capitals):		Date:	
Signature of applicant's spouse/civil partner or cohabitant		Date:	

WARNING: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable, knowingly make a false statement or knowingly withhold information, you will lose your grant and will have to repay any portion of a grant that you have already received. You, your parent(s), legal guardian, spouse, civil partner cohabitant, as applicable, may also be prosecuted leading to a fine, a prison term or both.