

## CHECKLIST - Academic year 2010/11

PLEASE NOTE THAT THE FOLLOWING DOCUMENTS MUST BE ENCLOSED WITH YOUR APPLICATION

(1) ORIGINAL LONG FORM BIRTH CERTIFICATE

(2) INCOME DETAILS

If PAYE Income (Details for year ended 31/12/2009)

- P.21 (Tax Balancing Statement obtainable from your local tax office)
- P.60 for each employment
- P.45 if employment ceased

If Self-Employed / Farming (Details for year ended 31/12/2009)

- Accounts and Adjusted Profit Computation
- Notice of Assessment
- If applicable, current letter from the Inspector of Taxes, excluding an individual from the returns filing provisions.

If Social Welfare

- Statement from Department of Social and Family Affairs or Health Service Executive giving details of payment received in the year 2009 and outlining any Child Dependent Allowances included in the payment.
- Details of Child Benefit payments are not required.

(3) Retirement Annuities (PRSAs)

Payments made in respect of Retirement Annuities are allowed as a deduction from your reckonable income. The relevant receipt for 2009 should be submitted.

(4) IF PARENTS ARE DIVORCED/SEPARATED

- Evidence of Divorce or Separation )
- Evidence of Maintenance Agreement ) - or -
- Where there is no legal agreement a letter from a solicitor confirming that the parents are separated and/or that legal proceedings are pending is required.

(5) Residency for all applicants

Proof of residency for 3 out of the last 5 years which does not have to run consecutively is required

- if applying for grant as **candidate dependent on parents**, junior cert results or letter from secondary school stating attendance for previous 3 years which should also give details of the candidates home address for the previous 3 years.

➤ If applying as **mature dependant or independent** utility bills per year or documentation from government departments can be accepted. The documentation must state the timeframe of residency and state the applicants address.

**(6) If 'Mature Independent' Candidate**

➤ Proof of Independent Residence (i.e. preferably a letter from the Residential Tenancies Board accompanied by a utility bill.)

**PLEASE ENSURE THAT EACH SECTION OF THE APPLICATION FORM IS COMPLETED.** If a section does not apply in your case, please write N/A (Not Applicable) clearly across the section.