

1916 BURSARY FUND

South Cluster SOAR Project



Supporting Documentation



Supporting Documents

Applicants are required to provide appropriate supporting documentation to complete their application:



- Supporting documentation can only be submitted by the upload facility on the online Application (Part II).
- It is the responsibility of the Applicant to upload all required supporting documentation.
- Upload clear, legible, complete copies of the original document including all pages front and back.
- Scan all documents in a PDF format. To merge PDFs, use a PDF / Adobe Acrobat or other software.
- Only supporting documentation uploaded by the applicant on the online Application (Part II) will be considered.

Supporting Documents - Financial

Financial

I have been awarded the SUSI Special Rate 2020, what do I submit?

The 3-page letter you received from SUSI



Page 1



Page 2



Page 3

Supporting Documents - Financial

I do not have a SUSI Special Rate letter, what do I submit?

Relevant documentary evidence of all household income for the entire 2019 financial year

Income From:

Social Welfare
[DEASP]

Self-Employment
[Including Farming, Rental
of Land / Property]

Employment
(PAYE)

Vocational Training
Opportunities
Programme [VTOS]

Supporting Documents - Financial

For income from employment [PAYE], what do I submit?

Status of Liability
for 2019
(formally called End of
year statement - P21)
for 2019

Front Page

PAYEE'S STATEMENT OF LIABILITY FOR THE TAX YEAR 2019		2019	
PAYEE'S DETAILS		€	
Income	(See Panel 1 overleaf for a breakdown)		40,000.00
Less Deductions	(See Panel 2 overleaf for a breakdown)		(1,000.00)
Taxable Income			39,000.00
€		€	
Charged as Income	(39,000) @ 20%		7,800.00
Tax Due			7,800.00
Plus:	Pay Retained for you (See Panel 3 overleaf for a breakdown)		1.00
Subtotal	(See Panel 3 overleaf for a breakdown)		7.80
Global Tax Payable			8,800.00
Less:	Tax Credits (See Panel 4 overleaf for a breakdown)		4,000.00
	Tax Deductions (See Panel 5 overleaf for a breakdown)		(2,000.00)
	Reliefs (See Panel 6 overleaf for a breakdown)		(0.00)
Adjustments	(See Panel 7A overleaf for a breakdown)		0.00
GLOBAL RESULT	Unsettled		2,800.00
Income Chargeable to USC (See panels 8 and 9 overleaf for a breakdown)		€	
USC	12,112.00 @ 2.0%		242.24
	2,688.00 @ 2% =		537.60
	15,800.00 @ 4% =		632.00
USC Result	Underpayment		1,411.84
Final Result	Underpayment		4,211.84
Treatment of Result			
This underpayment will not be collected in this year.			
Notice			
I, the above named taxpayer, give notice that I have checked that the information stated hereon is correct as far as an assessment by me is concerned.			
What if you do not agree with the result on this PAYEE'S Statement of Liability?			
If you do not agree with the result, whether your income or your claims for tax credits, allowances or reliefs for the tax year, you may request an Income Tax Appeals Commission (ITAC) to review the result or to vary the global number of advance credits above. We will notify the result as it applies, make any necessary adjustments.			
Approve this Statement to the Tax Appeals Commission (an independent statutory body)			
If you wish to appeal against the Result above, you must do so within the period of 30 days after the date of this Statement by completing and submitting a Notice of Appeal form to the Tax Appeals Commission (ITAC). The Notice of Appeal form, which is available on the ITAC's website, will be brought to your attention in addition to which an appeal is to be made. You will be required to submit a copy of this Statement with your Notice of Appeal.			

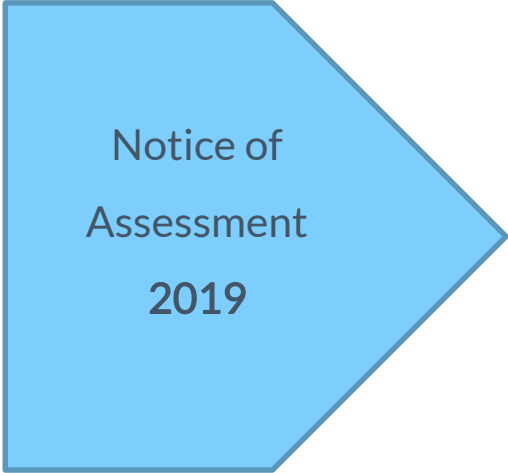
Include all pages back and front



Supporting Documents - Financial

Financial

For income from Self-Employment / farming / property rental, what do I submit?



Page 2 of 4

District Manager

MR TEST CASE TESTING 2
23rd June 2017
Page: 3 of 4

NOTICE OF ASSESSMENT
FOR THE YEAR ENDING 31 DECEMBER 2016

Total Sch D (Panel 1)	157,357
Total Sch E (Panel 1)	0
Total Sch F (Panel 1)	0
Amount of income or profits arising for this period	157,357
Less TOTAL PANEL 2	2,100
	155,257
Less TOTAL PANEL 3	0
	155,257
Less TOTAL PANEL 4	0
TAXABLE INCOME	155,257
On which Income Tax is charged as follows:	
Income taxable at Standard Rate	65,600 @ 20% = 13,120.00
Income taxable at Higher Rate	89,657 @ 41% = 36,759.37
Total Income Tax	49,879.37
Amount of Income Tax chargeable for this period	7,794.00
Amount of USC chargeable for this period-Self*	2,301.15
Amount of PRSI chargeable for this period-Self*	4,506.08
Amount of PRSI chargeable for this period-Spouse*	1,704.20
Amount of tax chargeable for this period	66,184.80
Less TOTAL PANEL 5	3,300.00
	62,884.80
Amount of tax payable for this period	62,884.80
Balance of tax payable for this period	62,884.80

*Note: credits at Panel 5 are not available for offset against this charge.

The Panel entries are displayed overleaf

THIS TAX SHOULD BE PAID USING THE PAYSPLIT TO THE COLLECTOR-GENERAL ON OR BEFORE 31/10/2016

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Page 2 of 4

District Manager

Due office dealing with your tax affairs.
Collector-General, Sarsfield House, Francis Street, Limerick.

following:

using Revenue On-Line Service (ROS) visit the Revenue website at www.revenue.ie

Direct Debit, please contact the Helpline at 1890 20 30 70.

MasterCard), visit the Revenue website at www.revenue.ie

Tax directly from your bank account by completing the Single Debit Authority form and depositing it into a bank within the State and must be a current account.

have debited from your account.
Collector-General, Sarsfield House, Francis Street, Limerick.
filed against your specified tax liability.

Single Debit Authority.

has been forwarded to Sarsfield House, Francis Street, Limerick.

working days - for your payment to reach the Collector-General by the deadline.

collection through the Sheriff, Court proceedings or Garnishee Proceedings Act, 1997.

charged.

Page 3 of 4

District Manager

MR TEST CASE TESTING 2
23rd June 2017
Page: 3 of 4

NOTICE OF ASSESSMENT
FOR THE YEAR ENDING 31 DECEMBER 2016

157,357	
0	
0	
157,357	
2,100	
155,257	
0	
155,257	
0	
155,257	
13,120.00	
36,759.37	
49,879.37	
7,794.00	
2,301.15	
4,506.08	
1,704.20	
66,184.80	
3,300.00	
0.00	
62,884.80	
62,884.80	

20% = 13,120.00
41% = 36,759.37
49,879.37
7,794.00
2,301.15
4,506.08
1,704.20
66,184.80
3,300.00
0.00
62,884.80

against this charge.

PAYSPLIT TO THE COLLECTOR-GENERAL ON OR BEFORE 31/10/2016

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Page 4 of 4

District Manager

MR TEST CASE TESTING 2
23rd June 2017
Page: 4 of 4

NOTICE OF ASSESSMENT
FOR THE YEAR ENDING 31 DECEMBER 2016

ES D, E AND/OR F

42,000
1,100
910
60,702
38,485
4,950
3,210
157,357

TOTAL 157,357

TOTAL 2,100
TOTAL 2,100

CONS

TAX RISK EFFECTIVE RATE

TOTAL 3,300.00
TOTAL 3,300.00

4,506.08
200.72
239.20
6,011.52
442.56
TOTAL 12,300.08

1,704.20
200.72
239.20
1,881.23
4,005.95
TOTAL 4,005.95

Include all pages back and front

Or

Supporting Documents - Financial

For income from Self-Employment / farming / property rental, what do I submit?

Self-Assessment
Letter-
Chapter 4
2019

Self Assessment - Chapter 4 of Part 41A TCA
1997 Income Tax for the year ending 31/12/2016

Amount of income or profits arising for this period	€56,960.00
Amount of income tax chargeable for this period	€16,346.00
Amount of USC chargeable for this period for self	€3,201.00
Amount of USC chargeable for this period for spouse	€0.00
Amount of PRSI chargeable for this period for self	€2,276.40
Amount of PRSI chargeable for this period for spouse	€0.00
Amount of tax payable for this period	€19,686.00
Amount of surcharge due under S. 1084 because of: • late filing of this return or • if non-compliance with LPT requirements	€0.00
Amount of tax paid directly to the Collector General for this period	€0.00
Balance of Tax Payable for this period	€19,686.00

€ Payslip IT ACK

The amount entered below is to be credited to the tax year indicated:
Signature: _____ Date: _____
Name: MR TEST CASE TESTING 1
PPS No: 1
Year: 01/01/2016 to 31/12/2016
Whole Euro only - DO NOT ENTER CENT

157,367	157,367
0	0
157,367	157,367
2,100	2,100
155,267	155,267
0	0
155,267	155,267
155,267	155,267
13,120.00	13,120.00
20,728.37	20,728.37
49,875.37	49,875.37
7,794.00	7,794.00
4,926.08	4,926.08
7,794.00	7,794.00
66,104.60	66,104.60
3,300.00	3,300.00
0.00	0.00
62,884.60	62,884.60
62,884.60	62,884.60

TEST CASE TESTING 2
23rd June 2016
Page 3 of 4

TEST CASE TESTING 2
23rd June 2016
Page 3 of 4

TEST CASE TESTING 2
23rd June 2016
Page 3 of 4

Include all pages back and front

Or

Supporting Documents - Financial

Financial

For income from Social Welfare [DEASP] what do I submit?

Full DEASP
statement of
payments
breakdown dated
1 January to 31
December 2019

Include all pages

05 10 2018

Dear

Please find enclosed a statement of the payments you have received from this Department from 01 January 2017 to 31 December 2017.

If you require a statement of your payments in the future, you can request this online at www.welfare.ie

Please quote your PPSN No. (found at the top of this letter) in any phone or written contact with this office.

Yours sincerely,

Department of Employment Affairs and Social Protection

Lo-Call: 1890-500 000(Rep. of Ireland only) Int: +353 71 9157100 Fax: +353 71 9148352

Summary of Payments Received by:

PPSN:

Period From: 01/01/2017 To: 31/12/2017

Scheme:	Total paid during period:
Child Benefit	1680.00 Euro
One Parent Family Payment	12310.00 Euro
Rent Supplement	7692.00 Euro
Total Amount Paid:	21682.00 Euro

Lo-Call: 1890-500 000(Rep. of Ireland only) Int: +353 71 9157100 Fax: +353 71 9148352

Supporting Documents - Financial

Financial

For income from VTOS, what do I submit?

Letter from Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College confirming the total amount earned in 2019

 **cetb**
Bord Oideachais agus
Oiliúnaíochtaí
Cork Education and
Training Board

Ref:

To Whom it Concerns,

This letter is to confirm the above named, _____, received VTOS payments while attending college from Cork ETB in 2017. The total paid out to _____ between the dates of January 2017 and _____ June 2017 was €4,639.56.

Should you have any further queries on this matter please don't hesitate to contact the below telephone number.

Yours sincerely,

11 Gt Larrif
Covagh
112 0119 21 Larrif O'Quig
Cork
T 01204 219 3. 4352 00 44 417 3127
E 133 00 74 80 1046
info@cetb.ie
www.cetb.ie 3. Thomas
Pádraig Ó Riada
C.E.T.B. Executive

Target Group: **Student with a Disability**

Target
Group

Supporting Documentation

- If you were deemed eligible for the **2020** Disability Access Route To Education (DARE) your disability information will be verified directly with your institution, you are not required to submit supporting documentation.
- If you have 'carried forward' DARE eligibility upload a copy of your DARE eligibility 'carry forward' email/letter.
- If you were not deemed eligible for DARE or did not enter college through DARE; you are required to provide appropriate documentary evidence of your disability from a relevant medical professional(s):

as per DARE guidelines: <http://accesscollege.ie/dare/providing-evidence-of-your-disability/>
or
as per the Fund for Student with Disabilities Evidence of Disability Guidelines
- If you, the applicant is repeating you may provide a letter confirming your registration with the college's Disability Support Service.

Target Group: Lone Parent

Target
Group

Supporting Documentation

- Evidence of being in receipt of a DEASP One-Parent Family Payment in 2019.

Or

- Evidence of being in receipt of a DEASP One-Parent Transitional Payment in 2019.

Or

- Letter from DEASP stating that the applicant is or was formally on a One-Parent Family payment and met the criteria of a lone parent.

Target Group: Irish Traveller

Target
Group

Supporting Documentation

- Letter from a Traveller advocacy organisation indicating that the applicant is a member of the Traveller community.

Or

- Letter from a school indicating that the applicant is a member of the Traveller community.

Or

- Letter from a state body indicating that the applicant is a member of the Traveller community.

Target Group: **Ethnic Minority**

Target
Group

What is the criteria to meet the Ethnic Minority target group?

Students from ethnic minorities who are lawfully present in the State and are:

- a national of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation,
- or person whose current immigration status or leave to remain under the Department of Justice and Equality, is one of the following:
 - refugee (including programme refugees);
 - subsidiary protection;
 - permission to remain as the family member of an EU/EEA/Swiss citizen under the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and EU Directive 2004/38/EC (EU Treaty Rights provisions);
 - permission to remain because of marriage/civil partnership with an Irish national or as dependent child of such person;
 - a person in respect of whom the Minister for Justice and Equality has granted humanitarian leave to remain in the State under any enactment for the time being in force;
 - permission to remain following a decision not to deport under Sections 3 of the Immigration Act 1999;
 - permission to remain as a dependent child of a person who has acquired Irish Citizenship by naturalisation, residing in the State.; or
 - a person granted permission to reside in the State under Section 49 of the International Protection Act 2015 (No.66 of 2015)

Target Group: **Ethnic Minority**

Target
Group

Supporting Documentation

- Official letter from the Department of Justice and Equality confirming the specific 'right and permission to remain' or naturalisation of applicant and/or parent/dependant.
- Photocopy of passport(s): This is to include the applicants passport **and if necessary** a copy of the applicants parents/ guardians country of origin passport and Irish/EU/EEA or Swiss confederation passport if possible.
- Copy of the applicant's Irish Residence Permit (IRP) that details your Visa stamp details. For more info please see: <http://www.inis.gov.ie/en/INIS/Pages/about-registration-system#gnib-card>

Other Target Groups

Target
Group

Applicant	
First Time Mature Student applicants	You are <u>not</u> required to provide a supporting document as your entry route will be verified directly with your higher education institution.
QQI Entry applicants	You are <u>not</u> required to provide a supporting document as your entry route will be verified directly with your higher education institution.
Living in a socio-economically disadvantaged community	You are <u>not</u> required to provide a supporting document, the address information you provide will be used to assess if you are in this target group.
Socio-economic groups that have low participation rates in higher education	You are <u>not</u> required to provide a supporting document, this is assessed on the applicant's eligibility for the Higher Education Access Route (HEAR) Scheme or other local Access programmes and will be verified directly with your higher education institution.

Additional Circumstances

Additional
Circumstances

Applicant	Supporting Documentation
Attended DEIS second level school(s) for 5 years	Letter from second level school(s) confirming the dates and timeline that the applicant attended the DEIS school.
Is or was in the care of the State / TUSLA	Letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State.
Resides in a Direct Provision Centre	<ul style="list-style-type: none"><li data-bbox="454 496 1729 573">➤ Letter from Department from Justice and Equality stating the applicant resides in Direct Provision.<li data-bbox="454 600 492 627">Or<li data-bbox="454 660 1729 737">➤ Letter from a registered Direct Provision Centre confirming that the applicant resides in the centre.<li data-bbox="454 769 492 797">Or<li data-bbox="454 829 1671 906">➤ Full DEASP statement for 2019 showing applicant is in receipt of the Daily Expenses Allowance.
Resides in Supported Accommodation	Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant resides in Supported Accommodation.

Personal Statement:

Applicants are **strongly advised** to submit a personal statement to support their application addressing the following questions:

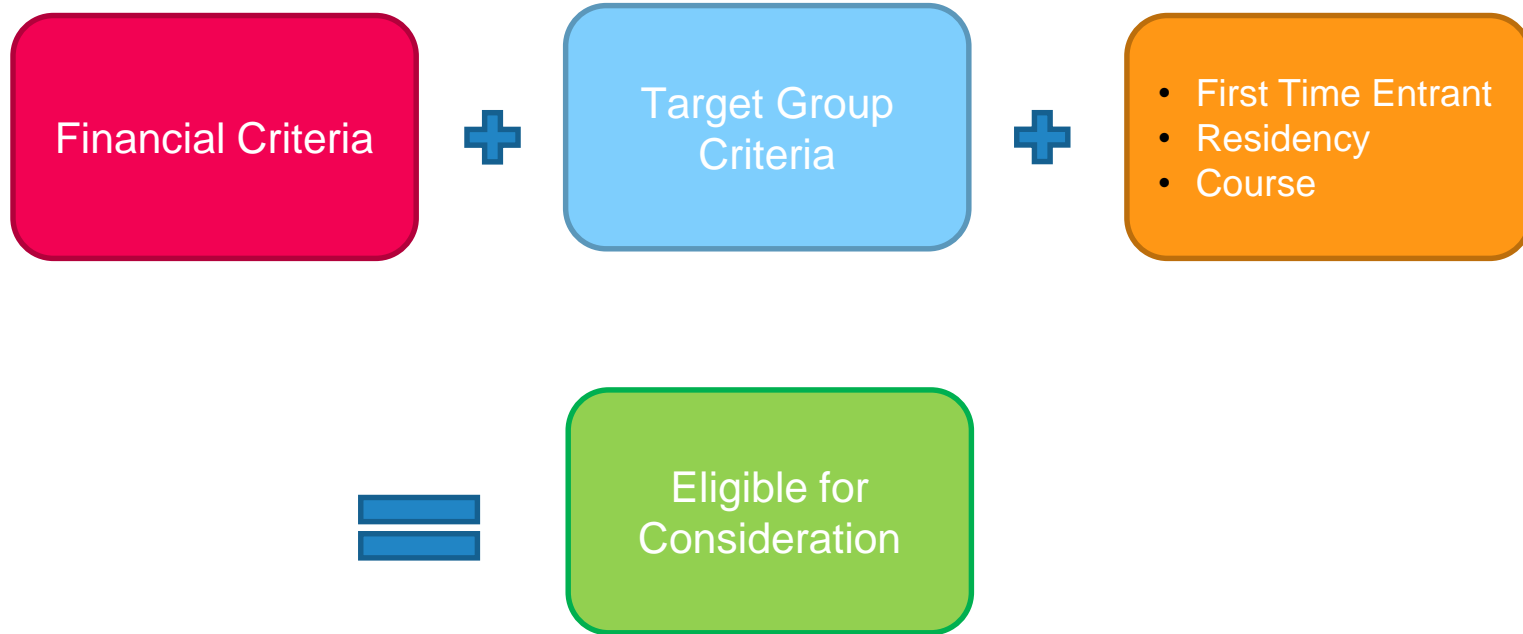
- **Why you are applying for the 1916 Bursary Fund?** (Refer to your individual circumstances and your decision to pursue higher education)
- **Challenges you have experienced/will experience in accessing and participating in education?** (e.g personal, family, community, social, cultural, financial, disability etc) Refer to the target group(s) you are applying under.
- **What difference do you think the 1916 Bursary Fund would make to your higher education?** Refer to your financial circumstances and overall college experience.

Letter of Support:

Applicants are **strongly advised** to provide a letter of support from a community organisation, community leader/mentor, school /state service or other appropriate individual that the to support the application. Letter(s) of Support should include the following:

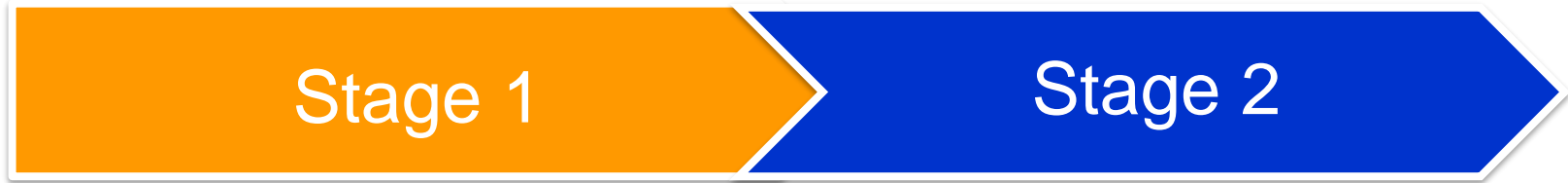
- Description of the organisation, what capacity they know the applicant, why they support the application.
- Additional information regarding the individual's personal/ family /community circumstances that align with the aims of the 1916 Bursary Fund.
- The letter should highlight why the applicant should be considered for a 1916 Bursary while reflecting on the target group(s) the applicant is applying under.

Eligibility Criteria



Bursaries will be awarded to the eligible students that demonstrate the greatest need.
Each college can award up to 7 bursaries.

Timeline



Complete the online Application (Part I)

Receive email with a link to online Application (Part II)

Complete the online Application (Part II) & Upload Supporting Documentation

17:00 Friday
16 October 2020



17:00 Friday
30 October 2020

Supporting Documentation - Remember!

- ✓ Documents can only be submitted by upload to the online Application (Part II)
- ✓ Submit clear, complete, required supporting documentation.
- ✓ Only information and documents submitted on the online application will be used to consider your application.
- ✓ Ensure all documents are scanned in a PDF format before uploading.
- ✓ Deadlines

For further information see:

www.soarforaccess.ie/1916-bursary-fund/

Email queries to:

1916BursaryQueries@soarforaccess.ie