

1916 BURSARY FUND

South Cluster SOAR Project



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Supporting Documentation List Guide 2021-22

All 1916 Bursary Fund South Cluster applicants are required to provide supporting documents to make a complete application. Supporting documents can only be submitted as part of the online application. Applicants are required to upload complete, legible, and relevant copies of requested supporting documentation in order to fully complete their application. The online application allows you to upload one document per upload prompt/question. You are advised to scan copies of the documents and if necessary use a PDF merger such as <https://www.pdfmerge.com/> to collate all necessary documents into one file/document upload.

Please note all required supporting documentation must be uploaded to the online application by **17:00 15 October 2021**. It is the responsibility of the applicant to ensure all the correct and required supporting documents are gathered and uploaded to the online application by this deadline. Under no circumstances can documentation be accepted after the deadline. Note: Screenshot / photos of documents will not be accepted as they are not legible, and they will not be considered for assessment. Supporting documentation can only be submitted through the online application upload facility.

For further information on the 1916 Bursary Fund South Cluster SOAR Project please go to: <https://www.soarforaccess.ie/1916-bursary-fund/>

The PATH 2 1916 Bursary Fund Implementation Guidelines 2021/2022 are available at:

https://hea.ie/assets/uploads/2018/01/FINAL-PATH-2-guidelines-2021_22.pdf

This is a guide to aid you in making a complete application; if you have additional queries or have difficulty collecting required documents, please email 1916BursaryQueries@soarforaccess.ie

| Income | Supporting Documentation | Further Information |
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| Student Universal Support Ireland (SUSI) | N/A | <p>If you have applied to SUSI we will, with your consent, verify your finance eligibility directly with SUSI. If you consent, you do not have to provide any further financial documents to support your application. You can indicate your consent, on Section 3, page 7 of the online application.</p> <p>If you have not applied to SUSI you are required to submit relevant financial documentation with the online application; the SOAR Project will conduct a financial assessment. Please see below for supporting documents to provide in this case.</p> |
| Department Social Protection (DSP) Payments | Full DSP statement of payments breakdown dated 1 January to 31 December 2020 . | You can request a DSP statement for 2020 through MyWelfare , or from your local community welfare office/ Intreo office. |
| Self-Employed Income | Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for the year 2020 | You can request a Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for 2020 from the relevant person(s) revenue account on the Revenue website at www.revenue.ie |
| Income from Employment (PAYE) | Statement of Liability 2020 <i>Note: An end of year employment summary pdf. is not a Statement of Liability</i> | <p>A Status of Liability (formally called End of year statement - P21) for 2020 can be requested from the relevant person(s) revenue account on the Revenue website www.revenue.ie.</p> <p>A Status of Liability/End of year statement (formally called a P21) is a 2-sided document, please include a pdf copy of both the front and back page.</p> <p>.</p> |
| Vocational Training Opportunities Scheme (VTOS) | Letter from Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College where person attended confirming the total amount earned in 2020. | Letter must be on headed paper, signed and dated by an official within the ETB or PLC you previously attended. |

| Target Groups | Supporting Documentation | Further Information |
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| Disability | <ul style="list-style-type: none"> If you were deemed eligible for the 2021 Disability Access Route to Education (DARE) scheme your disability information will be verified directly with your institution, with your consent; then you are <u>not</u> required to submit supporting documentation regarding your disability. If you have ‘carried forward’ your DARE eligibility upload a copy of your DARE eligibility ‘carry forward’ email/letter. If you did not enter college through DARE, but are registered with the Disability Support Service, we can verify this directly with your institution, with your consent; then you are not required to submit supporting documentation regarding your disability. If you are repeating you may also provide a letter confirming your registration with the college’s Disability Support Service. If you cannot / do not consent to the SOAR Project verifying that you have a disability with the college; <u>you are required</u> to provide appropriate documentary evidence from a relevant medical professional as per the DARE guidelines – see further information. | <p>You can indicate your consent, on Section 4, page 8 of the online application.</p> <p>You can indicate your consent, on Section 4, page 8 of the online application.</p> <p>Documentary evidence from a relevant medical professional confirming your disability/condition/diagnosis, as per the DARE guidelines on documentary evidence or the Fund for Students with Disabilities guidelines.</p> |
| Member of Ethnic Minority | <ul style="list-style-type: none"> Official letter from the Department of Justice 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 applicant’s passport and if necessary, a copy of the applicant’s parents/ guardian’s 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/irish-residence-permit | <p>An Ethnic Minority as determined by the Higher Education Authority for the purpose of this fund is:</p> <ul style="list-style-type: none"> 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, for the purpose of this fund as defined on Page 8-10 in the 1916 PATH 2 2021-22 guidelines. <p>For further clarification, see section 14 of the Student Support Act 2011 and Regulation 5 the Student Support Regulations 2021 (Statutory Instrument No. 132 of 2021).</p> <p>Only documentation from official state departments i.e. Department of Justice will be accepted to prove the applicants right to remain.</p> |
| Irish Traveller | N/A | If you self declare that you are a member of the Traveller Community, you are not required to provide supporting documentation as part of the online application however you may be asked to provide further information later. |

| Target Groups | Supporting Documentation | Further Information |
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| Lone Parent on a DSP payment | <ul style="list-style-type: none"> • Evidence of being in receipt of a long-term DSP One-Parent Family Payment in 2020 Or • Evidence of being in receipt of a long-term DSP One-Parent Transitional Payment in 2020 Or • Letter from DSP stating that the applicant is currently or was formally on a One-Parent Family Payment and met the criteria of a lone parent. | <p>You can request a DSP statement on your MyWelfare account, or from your local community welfare office/ Intreo office.</p> <p>If you are on a follow-on DSP payment (see below) please request a full statement when you were on a OFP payment</p> <p>Letter confirming you are a lone parent must be from the Department of Social Protection, be on headed paper, stamped and signed by a DSP official</p> <p>Note: These are some examples of follow-on One Parent Family payments:</p> <ul style="list-style-type: none"> • Jobseekers Transitional Payment • Blind Pension • Carers Allowance / Half Rate Carers • Domiciliary Care • Working Family Payment • Back to Work Family Dividend • Deserted Wife Benefit • Widowers Pension • Back to Education Allowance |
| First Time Mature Student | You are not required to provide supporting documentation that you are a First Time Mature Student, this will be verified by your higher education institution and / or SUSI. | N/A |
| QQI Entry | You are not required to provide supporting documentation that you are QQI entrant, this will be verified by your higher education institution. | N/A |
| HEAR eligible | If you were deemed eligible for the 2021 Higher Education Access Route (HEAR) scheme this information will be verified directly with your institution, with your consent; then you are not required to submit supporting documentation regarding your HEAR eligibility. | You can indicate your consent in the Terms and Conditions on page 12 of the online application. |
| Living in an area that experiences socio-economic disadvantage. | You are not required to provide supporting documentation that you are living in a disadvantaged area as part of the online application. This will be verified by an external geo-coding company using your eircode and address provided in the online application. | To be eligible under the 'area that experiences socio-economic disadvantage' target group, an applicant's home address must be categorised as <i>disadvantaged</i> , <i>very disadvantaged</i> or <i>extremely disadvantaged</i> on the 'small area' ranking of the 2016 Pobal HP Deprivation index. For further information see https://maps.pobal.ie/WebApps/DeprivationIndices/index.html |

| Additional Indicators | Supporting Documentation | Further Information |
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| DEIS Second Level School Attendance | Letter from second level school(s) confirming the dates and timeline that the applicant attended the DEIS school. | List of DEIS schools can be found on the following webpage: https://www.education.ie/en/Schools-Colleges/Services/DEIS-Delivering-Equality-of-Opportunity-in-Schools/ |
| Applicant 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 the State. | All letters must be on headed paper, signed and confirm that the applicant is or was in the care of the State/ TUSLA / an official associated care agency. To request documentation, contact your HSE social worker, your local TUSLA area officer and/or TUSLA after care worker. For more info on your local area office please check: https://www.tusla.ie/get-in-touch/local-area-offices/ |
| Applicant was living in or is transitioning out of Direct Provision accommodation | <ul style="list-style-type: none"> • Letter from Department of Justice Or <ul style="list-style-type: none"> • A registered Direct Provision Centre confirming that the applicant previously lived or is transitioning out of Direct Provision. Or <ul style="list-style-type: none"> • Full DSP statement for 2020 showing applicant was in receipt of the Daily Expenses Allowance. | Letters from Direct Provision Centres must on headed paper and be signed by a Direct Provision Official. You can request a 2020 DSP statement person(s) MyWelfare account or request from local community welfare office/ Intreo office in regards to Daily Expenses Allowance. |
| Applicant who is or was previously living in Supported Accommodation | Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously living in supported accommodation. | All letters must be on official headed paper, provide dates and be signed by an organisation official. |
| Applicant who is/was previously Homeless | Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously homeless. | All letters must be on official headed paper, provide dates and be signed by an organisation Official. |

| Personal Statement | Further information |
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| <p>The personal statement of eligible applicants may be considered to determine the final awarding of bursaries. Applicants are advised to provide a personal statement to support their application. Please use the following questions to assist you:</p> <ol style="list-style-type: none"> 1. Why are you applying for the 1916 Bursary Fund? In answering the question please refer to your individual circumstances and your decision to pursue higher education. 2. What challenges have you experienced/will experience in accessing and participating in education? (e.g personal, family, community, social, cultural, financial, disability etc.) Note: Please refer and reflect on the target group(s) you are applying under. 3. What difference do you think the 1916 Bursary Fund would make to your higher education? Please refer to your individual / household financial circumstances and your overall college experience. | <p>Personal Statements must be signed and dated from the applicant</p> <p>Word limit = 1,200 words.</p> |