

Guidance Notes

Making a Student Grant Application for the 2019/20 Academic Year under the Pilot Support Scheme for students who are in the Protection System or at the Leave to Remain (but not deportation order) stage and are pursuing an approved Post Leaving Certificate course or an approved Undergraduate course.

Purpose of guidance note

This guidance note is intended to provide information on how to complete the application form associated with the Pilot Support Scheme for students who are in the Protection System or at the Leave to Remain (but not deportation order) stage, and who are pursuing an approved Post-Leaving Certificate course or an approved Undergraduate course for the academic year 2019/20.

Full details of the Pilot Support Scheme, including eligibility criteria, are available on:

<https://www.education.ie/en/Learners/Services/Pilot-Support-Scheme/Pilot-Support-Scheme.html>

Key Points to Note

Grant Eligibility Criteria

Student grant applications are assessed by Higher Education - Equity of Access (HEEA), Department of Education & Skills, under specific eligibility criteria in accordance with the Pilot Support Scheme 2019 for students who are in the Protection System or at the leave to remain (but not deportation order) stage.

These criteria include:

- Meet the definition of protection applicant or person at leave to remain (but not deportation order) stage.
- Have a combined period of 3 years or more in the protection process or leave to remain (but not at deportation order) stage as at the 31st August 2019.
- Attended three academic years in the Irish school system as at the 31st August 2019.
- Obtained the Leaving Certificate in the State
- Been accepted on an approved Post Leaving Certificate course or an approved Undergraduate course and
- Where pursuing a course of higher education, have secured a course place through the Central Application Office (CAO) application process.

You are not eligible for a grant under the Pilot Support Scheme 2019 if you do not meet these eligibility criteria.

In addition, you are not eligible for a grant from HEEA section if you already hold a grant from another awarding authority.

The closing date for receipt of applications is 1st November 2019.

Making an Application

You should make an application to Higher Education - Equity of Access (HEEA), Department of Education & Skills, if you are:

- entering a new course in 2019/20 OR
- continuing on a course in 2019/20 but have never been in receipt of a student grant for that course and
- meet the eligibility criteria in accordance with the terms of the Pilot Support Scheme 2019.

You must return your completed application form to the HEEA Section at:

Pilot Support Scheme 2019

Higher Education - Equity of Access Section

Department of Education & Skills

Portlaoise Road

Tullamore

Co Offaly.

Please ensure that you, your parent(s), legal guardian(s), foster parent, spouse, civil partner or cohabitant, as applicable, complete all the relevant sections of the application form.

If you become aware that any of the information you submitted was incorrect or has changed you must inform HEEA immediately by emailing pilotscheme@education.gov.ie. You must also inform HEEA if there is a change in your circumstances that may affect your eligibility for a grant.

If an applicant fails to provide full and complete information as a result of deliberate material omission or inaccuracy, the applicant(s) will be liable to loss of grant and repayment, of any portion of a grant already received.

SECTION A: PERSONAL DETAILS

Who should fill in this section: You, the applicant should fill in this section and answer all questions.

A1: You must provide your Personal Public Service Number (PPSN) (if you do not have a PPSN, please apply for one by contacting Client Identity Services in the Department of Employment Affairs & Social Protection).

A2: You must provide your Irish Naturalisation and Immigration Services Person ID Number (INIS Person ID number). This number will be on relevant correspondence to you from the Department of Justice and Equality.

A6 – A10: Please provide details as it appears on your birth certificate

A. 13: Please provide an email address if applicable. HEEA Section will communicate with you by email if an email address is supplied, and where this is appropriate.

A14: Students are categorised as a:

- Student dependent on parent(s), legal guardians, foster parent(s) or
- Mature students dependent on parent(s), legal guardian, foster parent(s) or
- Independent mature candidate.

It is important for you to establish which category of candidate you are as this will determine whose income we take into consideration and who should fill in each section of the application form. Please carefully read the descriptions of each category of candidate as outlined below.

Student dependent on parent(s) or legal guardian:

If you were under 23 years of age on 1 January **2019**, your student grant application will be assessed based on your parents' or legal guardian's income and your own income. You will need to send us evidence of legal guardianship (if applicable)

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

If you were 23 years of age or older on 1 January **2019** and were ordinarily resident with your parent(s) or legal guardian for a continuous period of at least 12 months before entry or re-entry to an approved course, your application will be assessed based on your parents' or legal guardian's income and your own income. You will need to send us evidence of legal guardianship (if applicable)

Independent mature student:

If you were 23 years of age or older on the 1st of January of the year of entry or re-entry to an approved course but were **not** ordinarily resident with your parent(s) or legal guardian for a continuous period of at least 12 months before entry or re-entry to an approved course, your application will be assessed based on your own income. Your parents' or legal guardian's income is not taken into consideration. You will need to provide documentary evidence as proof of living independently from your parent(s) or legal guardian during the relevant period.

If you are an independent mature student and are married, in a civil partnership or co-habiting, your application will be assessed based on your spouse's, civil partner's or cohabitant's income and your own income.

SECTION B: Nationality and Residency

Who should fill in this section: You, the applicant should fill in this section and answer all questions.

B3: You must be an applicant under one of the following categories and provide a letter issued to you from the Department of Justice and Equality confirming details of your permission to reside status in Ireland as proof that you are currently an:

- Asylum Applicant
- Subsidiary Protection Applicant
- Applicant who has leave to remain (other than those at deportation stage)

Please note that if you are not one of the above categories, you are not eligible for support under this scheme.

B4: Enter the date that you arrived in the state.

B5: You must provide a letter from The Office of the Refugee Applications Commissioner (ORAC) confirming your date of application to their office and your ORAC reference number.

B6: You must have been continuously resident in the State for at least 3 years on or before the 31st August 2019. Documentary evidence is required. This may include but not necessarily be limited to one of the following:

- Letter from School Principal
- Letter from ORAC/INIS/RIA
- Letter from Direct Provision Centre
- Rent book, Utility Bills e.g. ESB bill, Phone bill

SECTION C: Course Details and academic history

Who should fill in this section: You, the applicant should fill in this section and answer all questions.

C1: You must provide documentary evidence regarding date of entry to the Irish school system. This may be submitted in the form of a letter from the Principal of the school which you first attended.

C3: You must submit a copy of your Leaving Certificate results. If you do not have a copy you may request same by contacting the State Exams Commission.

C4: If you are pursuing an Undergraduate course in the 2019/20 academic year, you must submit a copy of your Central Applications Office (CAO) offer/or acceptance and your CAO ID number.

C5: Please provide details of the type of full-time course you are pursuing for the 2019/20 academic year and the official name of the institution/college which you will be attending for the 2019/20 academic year and other pertinent details.

C6: You must give a full history of your participation on any further and higher education courses under the National Framework of Qualifications (NFQ), including courses that you did not complete or gain a qualification in. The National Framework of Qualifications (NFQ) is a system used to describe levels of educational qualifications in Ireland.

C6 (g): If you withdrew from any such courses, it is very important that you state the specific date of withdrawal.

C7: Please provide us with the full title of the highest qualification you have attained.

C8: Please advise if you have applied for or been offered or will be receipt of student financial assistance from any source including awarding/funding bodies including non-government

organisations or Department(s) for the 2019/20 academic year. Examples of financial assistance include scholarships, awards, sponsorship, bursaries, prizes or other student grants.

SECTION D – Personal Details of your parents/guardians/spouse or civil partner.

D1-D10: Who should fill in this section;

If you are applying as a *dependent/mature dependent student*, you, your parent(s), legal guardian(s) or foster parents must fill in this section of the application and sign the declaration on the application form.

If you are applying as an *Independent mature student* and are married, in a civil partnership or cohabiting, you, your spouse, civil partner or cohabitant must fill in this section of the application form and sign the declaration form.

D.7: This question asks about the marital status of your parent(s), legal guardians, foster parents, spouse, civil partner or cohabitant (as applicable). It should be completed by the relevant individual(s), depending on whether you are applying as a dependent/mature dependent student or an independent mature student.

Please note

If your parents are deceased, you must supply documentary evidence to support this

If you are irreconcilably estranged from your parents, you must supply documentary evidence to support this.

SECTION E: Dependent children and relevant persons.

Who should fill in this section :

If you are applying as a *dependent/mature dependent student*, you, your parent(s) or legal guardian(s) must fill in this section of the application.

If you are applying as an *Independent mature student* and are married, in a civil partnership or cohabiting, you, your spouse, civil partner or cohabitant must fill in this section of the application form.

E1 –E2: In assessing your application, the number of dependent children* and/or relevant persons** in your household may affect the reckonable income limits calculated for your household. Please provide details of all such persons so that your reckonable income can be calculated correctly.

*A dependent child means a child

- aged under 16 years of age
- aged 16 years or more and pursuing full time education
- aged 16 years or more and is certified as permanently unfit to work by reason of a medical condition

**A relevant person is another person within the household who is attending a full time course of study in further or higher education.

SECTION F: Reckonable Income

Who should fill in this section:

If you are applying as a *dependent/mature dependent student*, you, your parent(s) or legal guardian(s) must fill in this section of the application.

If you are applying as an *Independent mature student* and are married, in a civil partnership or cohabiting, you, your spouse, civil partner or cohabitant must fill in this section of the application form.

F1: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable were employed at any time in 2018 whether on a full-time, part-time or temporary basis, enter the total gross income from all employments including any benefit-in-kind.

F2: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant received any social welfare payment in 2018, name the payment and enter the total gross amount received for 2018.

F3: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant received a payment from any other government department or state agency, list the name of the payment

and the total gross amount received for 2018. Where appropriate you should include any direct provision allowance payments.

F4: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant received any payment other than those listed above, list the name of the payment and the gross amount received for 2018.

F5: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant have a permanent change in circumstances in relation to reckonable income since 2018, please provide details.

Please note the following:

If your parents are deceased, you should apply as a dependent student and you will be assessed on your own income, you must supply documentary evidence to support this.

If you are in foster care, you should apply as a dependent student and provide your foster parents' details i.e. name and address. It is not necessary to supply income details for your foster parents as their income will not be taken into consideration in assessing your grant application.

If your parents or guardians are divorced or separated, you should apply as a dependent student. Your income and the income of the parent you normally reside with will be taken into consideration in assessing your grant application. The HEEA will require documentary evidence of divorce/separation.

If you are irreconcilably estranged from your parents, you should apply as a dependent student and you must supply documentary evidence to support this. Where it is established to the satisfaction of the awarding authority that you are irreconcilably estranged from both parents, you will then be assessed solely on your own income and without reference to your parents' income.

CHECKLIST

Before submitting your application form, 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 as evidence.
- signed and dated the relevant declarations(s)

Assessment of your application

When you have submitted your application, HEEA Section may ask you to submit further documentary evidence to support the information you provided in your application. Incomplete documentary evidence will delay the processing of your application and will consequently delay payment if you are deemed eligible for a student grant.