

Important points you should note when completing the form

Please note:

There are limited funds set aside each year for Tuition fee Assistance. The underlining premise of this fund is for hardship cases and there is no guarantee that applicants will automatically receive any finance as each application is considered on its own merit.

The information submitted will be used to administer your application for Tuition Fee Assistance.

Reckonable income for Tuition Fee Assistance is the gross income from all sources, whether it arises in Ireland or abroad. The income taken into account is gross income before any deductions for PAYE, income tax, capital gains tax, capital acquisitions tax, PRSI (social insurance), income levy, etc. You need to inform us about **all** income including income that is described as 'tax-free', 'tax-paid', 'not liable to tax' or 'exempt from tax'.

Income from self-employment including farming required documentary evidence will be a copy of accounts for each business. Computation of profit/(loss) for income tax, notice of assessment and copy of receipt from a PRSA or Retirement Annuity provider.

For the Academic Year 2019/20 we will look at all income for the **2018** tax year, that is, income arising between 1 January 2018 and 31 December 2018. You must declare all income on this application form whether it arises in Ireland or abroad. Where you have **foreign income**, please enter the euro equivalent of the gross amounts. If you are not sure whether an income, gain or benefit should be included in the calculation of reckonable income, please give us details including the amounts involved when sending us your application form. This will help avoid any misunderstandings, which might otherwise arise during the processing of the application. Mature students are those who are 18 years of age or over and enrolled on a part-time basis at the RIAM.

Documentary evidence you must send us the following documents as evidence for **each** family member in receipt of any income. Failure to do so will delay the processing of your grant application.

- P60 for each employment which you held at the end of the 2018 tax year and which you get from your employer(s)
- P21 PAYE Balancing Statement for 2018 which you can get on-line at www.revenue.ie or by contacting your local Revenue office
- P45 if you ceased employment in 2018

Social welfare payments If you, your parent(s), legal guardian, spouse or partner, as applicable, got a social welfare payment from this State or the equivalent payment from another State (other than child benefit) at any time in 2018, details must be included. A written statement from the Department of Social Protection, which includes name of recipient, name of scheme, amount received and date the payment started and if applicable, date the payment ceased

Eligibility

- Only existing students/guarantors are eligible to apply for assistance.
- New students commencing studies for the relevant academic year are **not** eligible.
- Students whose accounts are in arrears will not be considered for assistance.
- Closing date is 1st May and no late applications will be considered.

Checklist

Before returning the form to the Administrative Officer [Registry] please make sure that you have:

- fully answered all questions and that your parent(s), legal guardian, spouse or partner, as applicable have completed all relevant sections.
- enclosed all evidential documents [originals/certified copies]. Incomplete applications will **not** be considered.
- signed and dated the application form.