

## 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](http://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 1<sup>st</sup> May and no late applications will be considered.

### Checklist

**Before returning this 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.

# Tuition Fee Assistance Application Form [part-time students only]

**CLOSING DATE: 1<sup>st</sup> May 2019**

# RIAM

Royal Irish Academy of Music

## Personal details of Student(s):

Please state Student's name, PPS No. & Date of Birth (DOB), subjects attended at RIAM:

<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		
<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		
<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		
<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		
<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		
<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		
<b>Student's Name:</b>	<b>PPS No</b>	<b>DOB:</b>
<b>Subjects</b> (including Musicianship):		

### Category of students:

Dependent on parent(s)/legal guardian  Mature student dependent on parent(s)/legal guardian  Independent mature student

### If independent mature student are you:

Never married  Married  Cohabiting  Separated  Divorced  Remarried  Widowed

## Personal details of parent(s), legal guardian, spouse or partner [all relevant sections must be completed]:

Father or <input type="checkbox"/> Legal Guardian <input type="checkbox"/>	Mother or <input type="checkbox"/> Legal Guardian <input type="checkbox"/>	Spouse or <input type="checkbox"/> Partner <input type="checkbox"/> *
<b>Name:</b> _____	<b>Name:</b> _____	<b>Name:</b> _____
<b>PPS Number:</b> _____	<b>PPS Number:</b> _____	<b>PPS Number:</b> _____
<b>Current Marital Status:</b>	<b>Current Marital Status:</b>	<b>Current Marital Status:</b>
Never married <input type="checkbox"/> Married <input type="checkbox"/>	Never married <input type="checkbox"/> Married <input type="checkbox"/>	Never married <input type="checkbox"/> Married <input type="checkbox"/>
Cohabiting <input type="checkbox"/> Separated <input type="checkbox"/>	Cohabiting <input type="checkbox"/> Separated <input type="checkbox"/>	Cohabiting <input type="checkbox"/> Separated <input type="checkbox"/>
Divorced <input type="checkbox"/> Remarried <input type="checkbox"/>	Divorced <input type="checkbox"/> Remarried <input type="checkbox"/>	Divorced <input type="checkbox"/> Remarried <input type="checkbox"/>
Widowed <input type="checkbox"/>	Widowed <input type="checkbox"/>	Widowed <input type="checkbox"/>
<b>Home Address:</b> _____	<b>Home Address:</b> _____	<b>Home Address:</b> _____
<b>Contact No:</b> _____	<b>Contact No:</b> _____	<b>Contact No:</b> _____
<b>e-mail:</b> _____	<b>e-mail:</b> _____	<b>e-mail:</b> _____
<b>Employment Status:</b>	<b>Employment Status:</b>	<b>Employment Status:</b>
Employed <input type="checkbox"/> Retired <input type="checkbox"/>	Employed <input type="checkbox"/> Retired <input type="checkbox"/>	Employed <input type="checkbox"/> Retired <input type="checkbox"/>
Self-employed <input type="checkbox"/> Student <input type="checkbox"/>	Self-employed <input type="checkbox"/> Student <input type="checkbox"/>	Self-employed <input type="checkbox"/> Student <input type="checkbox"/>
Home duties <input type="checkbox"/> Unemployed <input type="checkbox"/>	Home duties <input type="checkbox"/> Unemployed <input type="checkbox"/>	Home duties <input type="checkbox"/> Unemployed <input type="checkbox"/>
Other <input type="checkbox"/> [please specify] _____	Other <input type="checkbox"/> [please specify] _____	Other <input type="checkbox"/> [please specify] _____
<b>Occupation:</b> _____	<b>Occupation:</b> _____	<b>Occupation:</b> _____

\* Spouse means each person of a married couple, who are living together, or a couple who are not married to each other but are cohabiting as a couple. If you are a mature student applying and you have a spouse or partner, your spouse or partner must complete this section of the form

## Reckonable income

Were you employed in 2018 on a full-time, part-time or temporary basis? If YES enter the **total gross income** from **all** employments including any benefit-in-kind in 2018. Mature student is anyone **23** years of age or over **[Documentary evidence must be supplied]**

<b>Mature Student [23 &amp; over]</b> Were you employed in 2018? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Father or legal guardian</b> Were you employed in 2018? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Mother or legal guardian</b> Were you employed in 2018? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Spouse or partner (as applicable)</b> Were you employed in 2018? Yes <input type="checkbox"/> No <input type="checkbox"/>
Gross Income € <input type="text"/>	Gross Income € <input type="text"/>	Gross Income € <input type="text"/>	Gross Income € <input type="text"/>
Are you in current employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you in current employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you in current employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you in current employment? Yes <input type="checkbox"/> No <input type="checkbox"/>

\* If more than one student has reckonable incomes please fill out additional page

## Additional Reckonable income -please complete if applicable [Documentary evidence must be supplied]

Did you receive any type of social welfare payments in 2018 other than child benefit? If Yes enter total gross amount received from 1 <sup>st</sup> January - 31 <sup>st</sup> December	<b>Mature Student</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Benefit: _____ Gross € <input type="text"/>	<b>Father or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Benefit: _____ Gross € <input type="text"/>	<b>Mother or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Benefit: _____ Gross € <input type="text"/>	<b>Spouse or partner (as applicable)</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Benefit: _____ Gross € <input type="text"/>
Were you self-employed or engaged in farming in 2018? If yes enter the adjusted profit or loss for income tax purposes for the tax year 2018.	<b>Mature Student</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Gross € <input type="text"/>	<b>Father or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Gross € <input type="text"/>	<b>Mother or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Gross € <input type="text"/>	<b>Spouse or partner (as applicable)</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Gross € <input type="text"/>
Did you have rental from any land or properties in Ireland or abroad in 2018? If yes enter the adjusted profit or loss for income tax purposes for the tax year 2018.	<b>Mature Student</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Father or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Mother or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Spouse or partner (as applicable)</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>
Did you receive any other income in 2018 from any sources not mentioned above? If yes please provide a description of income and enter total gross amount received.	<b>Mature Student</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Father or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Mother or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Spouse or partner (as applicable)</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>
Do any of the students attending the RIAM receive any income? If Yes enter total gross amount received from 1 <sup>st</sup> January - 31 <sup>st</sup> December 2018.	<b>Mature Student</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Father or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Mother or legal guardian</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>	<b>Spouse or partner (as applicable)</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Source: _____ Gross € <input type="text"/>

Have you applied for or will you be getting any other student financial assistance from Ireland/abroad? Yes  No

If yes give details – amount etc. \_\_\_\_\_

Did you get assistance from the RIAM in previous years? Yes  No  If yes please state: Year  Amount €

I/We declare that all the information that I/we have given together with documentary evidence is accurate

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_