

Completed	Section	To be completed/provided	Please Note
<input type="checkbox"/>	<u>Privacy Statement</u>	Click Next once read and agreed.	For more information on how we use your data, please go to our privacy statement
<input type="checkbox"/>	<u>Introduction</u>	Dependant or Independent Student? New or Continuing Student? Reporting Change of Circumstances? * Distance Learning Course? Parent or Partner of Parent? Declaring a Second Income?	Select most appropriate answer to the Student/Applicant/guardian. If you are living with a partner or spouse their income must be declared. Please contact Student Finance in the event of any questions via email: (studentfinance@gov.ie) or by telephone (01534 449450)
<input type="checkbox"/>	<u>(Independent Students)</u> <u>Applicant Details</u>	Applicant Section Completed Fully <u>Marital Status must be selected.</u>	Married & Living with Partner – Both contact details to be imputed. Divorced, Separated, Widowed & Single – Once contact details to be Imputed, please ensure supporting information is supplied if necessary.
<input type="checkbox"/>	<u>(Dependant Students)</u> <u>Student Details</u>	Student Section Completed Fully	Please use a non-school/work email and not a family email.
<input type="checkbox"/>	<u>Parents/Guardians Details</u>	Married & Living with a Partner – Both contact detail to be fully completed. Divorced, Separated, Widowed & Single – One contact detail to be fully completed. Please ensure any supporting information is supplied if necessary.	If you do not have an official divorce settlement or Separation agreement please provide official confirmation when the ex-spouse moved out of the property. Documentation should be uploaded via 'Supporting Documents' on the Financial Information Tab or sent via Document Upload Form, available on our website Student Finance Document Upload Portal - Information - one.gov.ie
<input type="checkbox"/>	<u>Financial Information</u>	Dependant Students Estimated to be completed. Independent Students & Partners Ensure the correct year is selected.	*If You have selected a change of circumstance your actual income will be requested. Documentation can be included via 'Supporting Documents' on the Financial Information Tab or sent via Document Upload Form, available on our website Student Finance Document Upload Portal - Information - one.gov.ie
<input type="checkbox"/>	<u>Business Proprietor</u>	* <u>Only if applicable</u> Provide a copy of the Accounts for the Appropriate Year Ending year.	Please note Student Finance cannot complete the assessment without accounts or Profit and Loss figures. Copy of Accounts should be uploaded on the Financial Information Tab or sent via Document Upload Form, available on our website Student Finance Document Upload Portal - Information - one.gov.ie
<input type="checkbox"/>	<u>Adding a Gross Income Record</u>	Ensure all sections are completed *Do not leave any section blank.	If the answer to any part is "nil" this should be written as '0' in the Record. If you have multiple sources of income, you can just write 'Various' under employer name
<input type="checkbox"/>	<u>Unearned Income</u>	If the figure is over <u>£5,000</u> please provide official confirmation of the capital amount that generated this income	Confirmation included via 'Supporting Documents' on the Financial Information Tab or sent via Document Upload Form, available on our website Student Finance Document Upload Portal - Information - one.gov.ie
<input type="checkbox"/>	<u>Houses & Land, including sub-letting Income</u>	If the figure is over <u>£15,000</u> please provide official confirmation of the value of the property/land.	Confirmation included via 'Supporting Documents' on the Financial Information Tab or sent via Document Upload Form, available on our website Student Finance Document Upload Portal - Information - one.gov.ie
<input type="checkbox"/>	<u>Summary</u>	Please read through and ensure all the information provided is correct and included	If you do need to edit a section, you can select the tab to add or edit any details.
<input type="checkbox"/>	<u>Income Tax Authorisation/Declaration</u>	Income Tax Authorisation & Declaration accepted	Both Parent(s)/Guardian(s)/partner are required to acknowledge the Income Tax Authorisation & Declaration Please contact Student Finance in the event of any questions via email: (studentfinance@gov.ie) or by telephone (01534 449450)