

**UCD Student Support Fund 2024/25**

**Income Declaration Form for Part-time Students**

The Student Support Fund (SSF) is funded by the Irish Government. Students on part time courses are now eligible to apply.

The fund is a once-off grant that is paid to students to assist with particular expenses they may have while attending third level education. These expenses must be documented by completing the sample semester Budget Form, and supported by evidencing income on the Income Declaration Form. Where income is declared, the relevant supporting documentation that must be provided is indicated on Part B.

Please sign Part A below, and complete the relevant columns in Part B by following the application guidelines below. Please return both the completed Income Declaration Form and Budget Form by email to [**allstudentsaf@ucd.ie**](mailto:allstudentsaf@ucd.ie)

**Part A**

| Name: Student Number: |
| --- |

**Application Guidelines:**

* All sections must be completed, please put ‘N/A’ in sections that are not relevant
* Income information must be entered in each field
* Please note the supporting documentation that must be supplied. Where income is declared in each category, the relevant supporting documentation that must be provided is indicated in the last column
* Failure to provide this documentation will render your application ineligible for consideration
* Only the stated documentation will be accepted as proof of income, no other documentation can be considered (e.g. P60, payslips or tax credit certificates cannot be accepted in lieu of a Statement of Tax Liability)
* If you are requesting a Social Welfare Statement, please do so as soon as possible as this can often take time to be sent to you

**Please note: this application is for use by part-time students only**.

**To complete this application applicants must also complete an online application on SIS Web**

**Part B: Total income for the year ended 31st December 2023**

| **INCOME CATEGORY** | **Mother/ guardian (if relevant)** | **Father/ guardian (if relevant)** | **Myself and/or spouse** | **DOCUMENTATION REQUIRED** |
| --- | --- | --- | --- | --- |
| **Income from employment (e.g. PAYE – salary, wages, fees)** | **Insert income**  **€** | **Insert income**  **€** | **Insert income**  **€** | **P21 for 2023** |
| **Income from self-employment** | **Insert income**  **€** | **Insert income**  **€** | **Insert income**  **€** | **Notice of assessment for 2023** |
| **Payments from the Department of Social Protection**  Please tick relevant payment(s):   * Unemployment Benefit \_\_ * Unemployment Assistance\_\_ * Widows Pension\_\_ * Deserted Wives\_\_ * One Parent Family Payment \_\_ * Family Income Supplement \_\_ * Disability Benefit \_\_ Disability Allowance \_\_ DSP-Pension Payment \_\_   Please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other DSP Payment, Please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Insert income**  **€** | **Insert income**  **€** | **Insert income**  **€** | **Social Welfare Statement for 2023 and Statement of Tax Liability for 2023 and Notice of Assessment 2023 (If applicable)** |
| **Scholarship Income**  (e.g. Department of Education, Community, Corporate, ALL)  Please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Insert income**  **€** | **Insert income**  **€** | **Insert income**  **€** | **Letter of confirmation (not required for UCD scholarships)** |
| **Any other income**  Please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Insert income**  **€** | **Insert income**  **€** | **Insert income**  **€** | **Letter/documentation confirming income** |

**Please speak to a UCD Access and Lifelong Learning staff member if you are not sure of anything or need any assistance. You may email** [**all@ucd.ie**](mailto:all@ucd.ie) **or** [**allstudentsaf@ucd.ie**](mailto:allstudentsaf@ucd.ie) **if you have any queries.**