Schedule 5

Documentary evidence

Documentary evidence for the applicant
Birth certificate
Course Acceptance Form when the applicant has accepted a place on an approved course.
Documentary evidence for an independent student Documentary evidence is required of residence from 1 October of the year preceding the first point of entry or re-entry to an approved course. Generally this would include: • utility bills, such as telephone, gas or electricity; • registration with the Private Residential Tenancies Board; • documentation received, for example, bank statement or correspondence from a government department.

Documentary evidence for separation and divorce
Evidence of separation or divorce and proof of living separately. This should include one or more of the following:
• Separation agreement;
• Divorce decree;
• Decree of dissolution for a civil partnership;
• Evidence from the Department of Social Protection that the applicant is currently in receipt of a payment for a one-parent family situation, such as:
  • One-parent family payment;
  • Deserted Wife's Allowance.
• Where there is no legal agreement, a letter from the applicant's solicitor confirming separation and/or that legal proceedings are pending.
• Evidence of living separately

Documentary evidence for nationality The documentary evidence should include at least one or more of the following: • a long form Irish birth certificate if the applicant was born on the island of Ireland before 1 January 2005; • a certified[1] copy of the applicant's passport; • a national identity card issued by an EU Member State; • a certificate of naturalisation together with a certified copy of the applicant's passport or other official documentation; • a foreign births registration certificate together with a certified copy of the applicant's passport.
Documentary evidence for current immigration status • Department of Justice and Equality letters issued to the applicant confirming details of the applicant's immigration status in the State **and/or** • Department of Justice and Equality letters issued to the applicant's family member where the applicant's immigration status is dependent on the family member's immigration status in the State; • current Garda National Immigration Bureau (GNIB) Certificate of Registration cards; • certified copy of your passport.
Documentary evidence for residency for 3 out of the last 5 years This may be one or more of the following: • evidence that the applicant sat the Junior Certificate and Leaving Certificate exams in Ireland, or equivalent school exams in the EU, EEA or Switzerland; • a letter from a school principal in Ireland, the EU, EEA or Switzerland confirming the applicant's attendance at a school; • social welfare statements or equivalents from the EU, EEA or Switzerland; • utility bills; • registration with the Private Residential Tenancies Board (PRTB), or equivalent from the EU, EEA or Switzerland; • if the applicant is a non-EEA national, a letter from the Department of Justice and Equality confirming the period of lawful presence in Ireland. Periods of unlawful presence cannot be considered.

[1]This is a document which has been stamped and signed as being a true copy of the original by a member of the Garda Síochána or a Commissioner of Oaths. The person certifying the copy must provide his or her name, address and telephone number.

Documentary evidence for previous courses attended
- a letter from a college or institution confirming attendance **and/or**
- a copy of the award received if the applicant completed a course. If the applicant holds a qualification from outside of Ireland, they must have the National Qualifications Authority of Ireland confirm the qualification to the nearest comparable level in Ireland.

Documentary evidence for other student financial assistance
If the applicant has applied for or been offered student financial assistance or student funding from another awarding or funding body for the 2011/12 academic year, a letter from that awarding or funding body which has the following information must be submitted:
- the name of the awarding or funding body, and
- a breakdown of the full amount in euro to be awarded, for example, for maintenance, fees and so on.

Documentary evidence for legal guardian
- Legal court papers

Documentary evidence for the applicant's parents or the spouse, civil partner or cohabitant of an independent mature student.

Documentary evidence for separation and divorce
Evidence of separation or divorce and proof of living separately. This should include one or more of the following:
- Separation agreement;
- Divorce decree;
- Decree of dissolution for a civil partnership
- Evidence from the Department of Social Protection that the relevant person is currently in receipt of a payment for a one —parent family situation, such as:
  - One-parent family payment
  - Deserted Wife's Allowance
- Where there is no legal agreement, a letter from the relevant person's solicitor confirming that separation and/or that legal proceedings are pending.
- Evidence of living separately

Documentary evidence for dependent children
- Letter from a GP or relevant medical body where a dependent child is 16 years or over and is medically certified as permanently unfit for work.

Additional information that may be requested:
- A letter from the school or institution confirming school attendance in 2010/11.
- A birth certificate for each dependent child.

Documentary evidence where the applicant plus one or more relevant persons are attending a full-time course as specified in article 18(5)
- If the applicant plus one or more relevant persons which includes dependent children, the dependent students parent, or independent student's spouse, civil partner or cohabitant are attending a full-time course as specified in article 18(5) a letter from the college or institution confirming that the student(s) will be attending full-time in the 2011/12 academic year.

Documentary evidence for reckonable income

Documentary evidence for income from employment:
- P60 for each employment held at the end of the 2010 tax year and which is issued by employer(s);
- P21 PAYE Balancing Statement for 2010 which the relevant person can get online at www.revenue.ie or by contacting their local Revenue office;
- P45 if the relevant person ceased employment in 2010;
- Payslips for the applicant's earnings from holiday employment outside of term time in 2010;
- Income earned in a previous tax year:
  - a letter from the employer stating the amount earned in 2009 which was paid in the 2010 and was included in the P60/P45 for 2010. The letter must also state any amount earned in 2010 which was not paid in 2010 but was carried over to be paid in 2011.

- Non-recurring overtime payments:
  - a letter from the employer stating the overtime will not recur in the current tax year. It will also be necessary to provide a P60 for both the 2010 and 2009 tax years. Where overtime has been disregarded as reckonable income, all such cases will be re-assessed in the following academic year.
- Foreign income:
  - Documentary evidence for the reference period, 1 January 2010 to 31 December 2010.

Documentary evidence for social welfare payments:

- a **statement** from the Department of Social Protection which has the following information:
  - the name of the person getting the payment,
  - the type of payment,
  - the amount the person got in 2010;
  - whether the payment included a Qualified Adult Allowance and, if so, the amount;
  - whether the payment included a Child Dependent Increase and, if so, for how many children and the amount for each child,
  - the date the payments started,
  - the date the payments stopped, (if applicable).
- If the relevant person is in receipt of a social welfare payment from outside Ireland, they will need to submit the above details from the relevant authority.

Documentary evidence for payments from other government departments or state agencies for example, HSE

- a **statement** from each government department or state agency with the following information:
  - the name of the person getting the payment,
  - the type of payment,
  - the amount the person got in 2010,
  - the date the payments started,
  - the date the payments stopped, (if applicable).

Documentary evidence for self- employment or farming

- Copy of accounts (that is, trading account, profit and loss account, capital account and balance sheet) for each business for the year ending between 1 January 2010 and 31 December 2010. The accounts extracts pages from the applicant's Return of Income **do not** satisfy this accounts requirement;
- Adjusted Profit Computation for income tax for the 2010 tax year;
- Notice of Assessment for 2010 or its foreign equivalent;
- If it applies a current letter from the Revenue Commissioners exempting the relevant person from filing tax returns or equivalent from another state;
- If the accounts contain a wage or remuneration expense, a detailed breakdown of wages paid to the following as outlined in Article 22 (1)(d) must be provided;
  - wages or payments made without applying the PAYE and PRSI regulations or equivalent regulations;
  - wages or payments to dependent children
  - wages or payments to non-dependent children where the payment is above the norm for the work undertaken.

Documentary evidence for rental income from land and properties:

- Copy of accounts (that is, trading account, profit and loss account, capital account and balance sheet) or statement of rental income for the year ended 31 December 2010. The accounts extracts pages of the applicants Return of Income **do not** satisfy this accounts requirement;
- Adjusted Profit Computation for income tax for the 2010 tax year;
- Notice of Assessment for 2010 or its foreign equivalent;
- If it applies, a current letter from the Revenue Commissioners exempting the relevant person from filing tax returns or equivalent from another state;
- If the accounts contain a wage or remuneration expense, a detailed breakdown of wages paid to the following as outlined in article 22(1)(d) must be provided;
  - wages or payments made without applying the PAYE and PRSI regulations or equivalent regulations;
  - wages or payments to dependent children
  - wages or payments to non-dependent children where the payment is above the norm for the work undertaken

Documentary evidence for a proprietary director or shareholder of a limited company:

- the registered name of the company;
- the registered number of the company;
- the percentage of voting rights that the relevant person controls.

As part of the verification process, copies of the audited accounts of these companies may be requested.

Documentary evidence for income from pensions other than a Social Welfare State Pension:

- a letter from the relevant persons employer(s) or the body/bodies administering the pension;
- P60(s) confirming the gross amount you received in 2010;
- P21 PAYE Balancing Statement or Notice of Assessment for 2010.

Documentary evidence for savings, deposit accounts or investments: • Statements of the interest/dividends paid from the financial institution or other provider, for example, bank, building society, post office or credit union etc covering the period 1 January 2010 to 31 December 2010; • P21 PAYE Balancing Statement or Notice of Assessment for 2010.
Documentary evidence for income from a maintenance arrangement: • Maintenance agreement stating the amount of maintenance received each month; • P21 Balancing Statement or Notice of Assessment for 2010; • Evidence of maintenance payments as well as evidence of any bills, mortgages, rent, tuition or any other such payments made as part of the maintenance arrangement.

Documentary evidence for a lump sum payment on retirement:
• a letter from the relevant persons employer or the body administering their pension stating:
  • date of retirement;
  • the gross amount of the lump sum;
  • the number of years of pensionable service or the number of years of contributions;
  • the gross annual pension.

Documentary evidence for a lump sum payment on redundancy:
• a letter from the relevant persons employer stating:
  • the date of cessation of employment or redundancy;
  • the gross amount of the lump sum;
  • the number of years of service with the employer.

Documentary evidence for the disposal of an asset and right: • A completed Disposal of Assets and Rights Table; • Capital Gains Tax Computation for 2010;

Documentary evidence for the realisation of a life assurance policy:
• A letter from the financial institution stating:
  • the amount received on realisation;
  • the Irish tax deducted;
  • the amount(s) paid in premium(s);
  • the date the first premium was paid.

Documentary evidence for gifts or inheritances: • a completed Gifts and Inheritances Table • a letter from the executor/donor; • Capital Acquisitions Tax Return, if applicable.
Documentary evidence for any other income not mentioned above: Evidence from the appropriate person or body showing • the gross income or the gross amount received in 2010; • the source of the income; • a full description of the income. If the relevant person received income from woodlands in 2010, a completed Woodlands Table must be submitted.
Documentary evidence for legally enforceable maintenance payments • A copy of the separation or divorce agreement; • P21 PAYE Balancing Statement or Notice of Assessment for 2010. Supporting documents for the actual payments, for example, bank statements may also be requested.
Documentary evidence for pension contributions towards retirement: • a letter from the financial institution or agency that provides the retirement product outlining the contributions made directly by the relevant person in 2010 or for public service pension levy, the Pension-Related Deduction End of Year Certificate for 2010; • P21 PAYE Balancing Statement or Notice of Assessment for 2010.
Documentary evidence for changes in circumstances: • a completed application form for 2011/12 together with all of the required documentary evidence necessary in support of the application **and** • documentary evidence to show the change of circumstances that has occurred (i.e. if the change is in relation to reckonable income you will need to provide documentary evidence to show that the income between January 2011 and the end of the academic year 2011/12 has fallen and that the fall in income is likely to continue for the duration of the approved course, if the change is in relation to the number of dependent children you will need to provide a copy of the additional child's birth certificate, if it is in relation to the number of relevant persons attending a full-time course as outlined in article 18(5) you will need to provide a letter from the college or institution confirming that the student(s) will be attending full-time in 2011/12 etc.).