

# LAPTOP LOAN SCHEME 2021/22

## SUPPORTING DOCUMENTS CHECKLIST

*The laptop loan scheme is funded by the Department of Education and Skills*

### STUDENTS ON A SUSI GRANT

**Students in receipt of a SUSI grant must provide SUSI APPROVAL LETTER FOR 2021/2022:**

- **All 3 pages complete and visible**

The letter must show the amount of your award so a renewal letter or screenshot of your online SUSI account alone will not be sufficient.

If you have a renewal letter from SUSI, please upload a bank statement showing the maintenance payments from October, 2021.

### STUDENTS NOT ON A SUSI GRANT

**Students who **do not** receive a SUSI grant must provide the relevant Household Income Documents for the year ending 31<sup>st</sup> December 2020 ([Section A](#)) and the Data Consent form (scroll down to [Section B](#) below).**

To determine which documents are relevant to your application, check the left-hand side of the table below “**What category are you in**”, then check the corresponding “**Documents Required**” on the right-hand side of the table.

Please see sample documents here: [Sample P21 Statement of Liability](#), [Sample Notice of Self Assessment](#), [Sample Social Welfare Balancing Statement](#)

If you do not know where to get these documents go to [Where do I get the household income documents?](#) In the “Important Information About Your Documents” Section below.

#### A. HOUSEHOLD INCOME DOCUMENTS

What category are you in?	Documents Required:
<b>Are you under 23 and your parent(s)/guardian(s) are PAYE tax payer(s)?</b>  You will be assessed on your parent's/guardian's income	1. Your parent(s)/guardian(s)' <b>P21 (now called a 'Statement of Liability')</b> for the year ending 31 <sup>st</sup> December 2020  2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your parent/guardian (i.e. the owner of the P21) – see below.
<b>Are you under 23 and your parent(s)/guardian(s) are self-employed?</b>  You will be assessed on your parent/guardian's income	1. Your parent's/guardian's <b>Notice of Self-Assessment</b> for the tax year ending 31 <sup>st</sup> December 2020

	2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your parent/guardian (i.e. the owner of the P21) – see below.
<p><b>Are you under 23 and your parent(s)/guardian(s) are in receipt of a Social Welfare payment?</b></p> <p>You will be assessed on your parent/guardian's income</p>	<p>1. Your parent's/guardian's <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your parent/guardian (i.e. the owner of the P21) – see below.</p>
<p><b>Are you under 23 and living independently from your parent(s)/guardian(s) and with no financial assistance from them?</b></p> <p>You will be assessed based on your own household income</p> <p>Note: If you are having difficulty providing these documents please contact <a href="mailto:laptoploan@mu.ie">laptoploan@mu.ie</a></p>	<p>1. Your own <b>P21 (Statement of Liability)</b> or <b>Notice of Self-Assessment</b> or <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2020</p>
<p><b>Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are PAYE tax payer(s)?</b></p> <p>You will be assessed on your parent/guardian's income</p>	<p>1. Your parent(s)/guardian(s)' <b>P21 (now called a 'Statement of Liability')</b> for the year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your parent/guardian (i.e. the owner of the P21) – see below.</p>
<p><b>Are you over 23 and living with your parent(s)/guardian(s) and your parent(s)/guardian(s) are self-employed?</b></p> <p>You will be assessed on your parent/guardian's income</p>	<p>1. Your parent's/guardian's <b>Notice of Self-Assessment</b> for the tax year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your parent/guardian (i.e. the owner of the P21) – see below.</p>
<p><b>Are you over 23 and living with your parent(s)/guardians(s) and your parent(s)/guardian(s) are receiving a Social Welfare payment?</b></p> <p>You will be assessed on your parent/guardian's income</p>	<p>1. Your parent's <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your parent/guardian (i.e. the owner of the P21) – see below.</p>
<p><b>Are you over 23 and living independently* and you and/or your partner are PAYE tax payer(s)?</b></p> <p>You will be assessed based on your own household income.</p>	<p>1. Your and/or your partner's <b>P21 (now called a 'Statement of Liability')</b> for the year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your partner (i.e. the owner of the P21), if relevant – see below.</p>
<p><b>Are you over 23 and living independently* and you and/or your partner are self-employed?</b></p> <p>You will be assessed based on your own household income.</p>	<p>1. Your and/ or your partner's <b>Notice of Self-Assessment</b> for the year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your partner (i.e. the owner of the P21), if relevant – see below.</p>
<p><b>Are you over 23 and living independently* and you and/or your partner are receiving a Social Welfare Payment?</b></p> <p>You will be assessed based on your own household income.</p>	<p>1. Your and/ or your partner's <b>Social Welfare Balancing Statement</b> for the full year ending 31<sup>st</sup> December 2020</p> <p>2. A Laptop Loan Scheme <a href="#">Data Consent Form</a> signed by your partner (i.e. the owner of the P21), if relevant – see below.</p>

#### IMPORTANT INFORMATION ABOUT YOUR DOCUMENTS

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- **Where do I get the household income documents?** The income earner can request a **P21** online (a P21 is also known as a 'Statement of Liability') if they are registered with Revenue's **PAYE online** service at [PAYE services](#). Registering with PAYE services and getting a P21 can take a few weeks. Otherwise, to get a **P21 (or 'Statement of Liability')** the income earner must get in touch with their [District Tax Office](#). A **Notice of Self-Assessment** is available from the Revenue Commissioners – the income earner must contact [Revenue](#). The income earner can request a **Social Welfare Balancing Statement** through [MyWelfare](#) or contact their Social Welfare office.
- **What if there has been a change in my/my family's circumstances?** If you must provide income documents, your income documents must be for 2020. If there has been a significant change in income since 2020, you should provide evidence of this change (i.e. P45, payslips, or social welfare documentation).
- **What if I'm still waiting for SUSI to deal with my application/my appeal?** Let the Laptop Loans Assessment know that you are waiting for an outcome from SUSI by ticking this box on the application form. Drop an email to [laptoploan@mu.ie](mailto:laptoploan@mu.ie) and we will get back to you.
- **What if I'm running into delays in getting the required documents?** Your full application, including documents, should be submitted by the closing date as per the [Laptop Loans](#) webpage. It may not be possible to assess your application for this process; but you can be referred to the Student Budgeting Advisor for support.
- **What about confidentiality?** Your documents are only used for the purposes of your application for funding and for no other reason. You will be provided with a link to securely upload your documents online. Data protection rules are strictly observed in line with the [University Data Protection policy](#). Your documentation will be held securely by Maynooth University for a period in line with Data Protection regulations and will be deleted confidentially thereafter. The University Data Protection Officer may be contacted with any Data Protection concerns: [dataprotection@mu.ie](mailto:dataprotection@mu.ie) Tel: 017086184

## B. DATA CONSENT FORM



# LAPTOP LOAN SCHEME

## DATA CONSENT FORM 2021/22

The **LAPTOP LOAN SCHEME** is one of the supports available to students at Maynooth University and St. Patrick's College, Maynooth and is administered by the Laptop Loans Assessment Team at Maynooth University.

**Please note the following:**

- Your household income documentation is used by the Maynooth University Laptop Loans Assessment Team solely to process an application for the Laptop Loan Scheme.
- Your documentation may be shared with the Maynooth University Student Budgeting Advice Service for the purpose of processing an application for the Laptop loan scheme.
- Your documentation will be treated in a sensitive and confidential manner and will be stored, secured and remain strictly private and confidential in line with the [University Data Protection policy](#).
- Your documentation will be held securely by Maynooth University for a period in line with Data Protection regulations.
- The University Data Protection Officer may be contacted with any Data Protection concerns: [dataprotection@mu.ie](mailto:dataprotection@mu.ie) Tel: 017086184

**Consent 1**

I \_\_\_\_\_ hereby consent to my documentation being submitted in support of an application to the Laptop Loan Scheme at Maynooth University.

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

**Consent 2**

I \_\_\_\_\_ hereby consent to my documentation being submitted in support of an application to the Laptop Loan Scheme at Maynooth University.

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

**Contact:** Laptop Loans Assessment Team, Student Services, Maynooth University, Maynooth, Co. Kildare

**E:** [laptoploan@mu.ie](mailto:laptoploan@mu.ie) **W:** [www.maynoothuniversity.ie](http://www.maynoothuniversity.ie)