

## Send your requested documents

You will receive a document checklist by post and must return it by post within 3-4 weeks together with **all the correct** documents requested.

**Additional requests for documents lengthen the overall time taken to process an application.**

## Further Assessment by SUSI

Further assessment can only begin when all requested documents have been received

Your application is assessed on the basis of the information already known and the documents that you have sent to SUSI.

We may request more documents to clarify any information received at this stage.

At this stage the application may either be:

- **Provisionally Awarded** – You will be required to submit your **Final Course Acceptance** form online at [www.susi.ie](http://www.susi.ie) (automatic if you ticked the SUSI option on your CAO form);
- **Awarded** – a letter is sent to you offering you a Student Grant and highlighting the steps you must take before you can be paid; or
- **Refused** – a refusal letter is sent to you.

## College Registration and Payment

Once you have received your award letter, to receive payment, you must:

- Enter your bank details online; and
- Be confirmed by your college as registered and attending (SUSI will be in direct contact with your college to get this information).

**Maintenance Grant payments are made directly to your bank account.**

**Fee grants are paid directly to colleges.**

If you are unhappy with a refusal decision, or an award amount, you can contact SUSI to request a review of that decision in certain circumstances (see [www.susi.ie](http://www.susi.ie)).

**Maintenance payments are paid over 9 monthly instalments. The earliest a maintenance payment can be made is October 2014.**

*The other information brochures available are:*

*Information on Student Grants (Brochure 1)  
Student Grant Eligibility Criteria (Brochure 2)*

### **SUSI Support Desk**

Website: [www.susi.ie](http://www.susi.ie)

Tel: 0761 087 874

Email: [support@susi.ie](mailto:support@susi.ie)

Facebook.com/susisupport

Twitter.com/susihelpdesk

Correct at time of print. March 2014



**Student Universal Support Ireland**

# Student Grant Application Process 2014/2015

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The information contained in this brochure should only be used as a guide.

For further information, please visit [www.susi.ie](http://www.susi.ie)

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## Before You begin

You should first visit [www.susi.ie](http://www.susi.ie) to review the eligibility criteria and then decide if you should make an application for a Student Grant.

## How to Register

To apply for a Student Grant, you will need to register an account and apply online via [www.susi.ie](http://www.susi.ie).

**Applications for the 2014/2015 academic year will open in May 2014.**

To register an account you will need to create a 'username' and 'password'.

You will need the following information to do this:

- A valid email address;
- Your PPS number; and
- A valid phone number.

**Keep your account registration username and password in a safe place, as this is required throughout the application process.**

## Submitting an Application

Once you have registered your account, you will need to fill in the application form. There are six main areas within the application form.

These are:

- Personal Details;
- Nationality and Residency;
- Previous Education;
- Parent(s)/Guardian(s)/Civil Partner/ Cohabitant Details;
- Dependent Children; and
- Household Income.

Once the application form has been completed, you need to ensure that you **submit** the application. No documents are required at this stage – it is an on-line application process.

You should ensure that your application is complete and correct, otherwise you may have to reapply and this may lengthen the overall time taken to process your application.

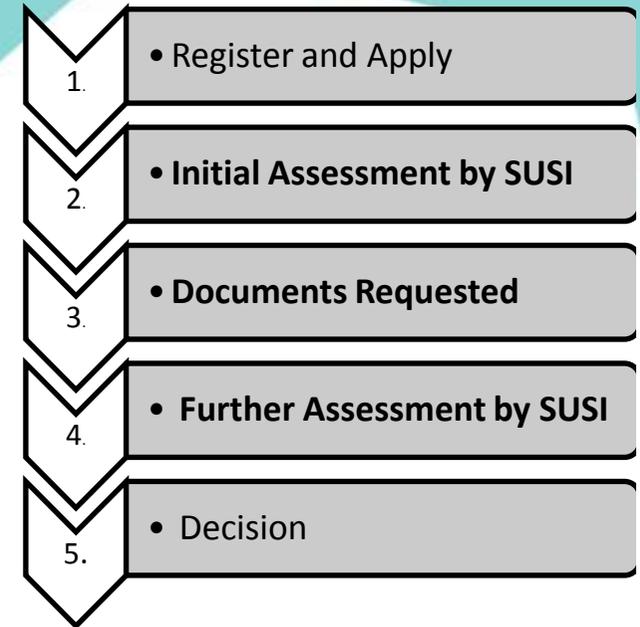
Processing your application typically takes between 10 to 12 weeks. Priority will be given to those who have applied before the closing date, 1 August 2014.

**You should submit your application before the closing date which is 1 August 2014.**

Factors that can lead to longer processing times include:

- Late or incomplete applications;
- Late submission of documents; and
- SUSI requesting more documents.

## The Process



## Initial Assessment by SUSI

The initial assessment stage usually takes between 3 - 4 weeks.

Your application is assessed on the basis of the information that you have provided and checked against information available to SUSI from other Government agencies. At this stage your application may either be:

- **Refused** – a refusal letter is issued to you; or
- **Provisionally Eligible** – a letter is issued to you requesting a checklist of documents in support of the application.