

Guidance Notes

International Protection Student Scheme (for FE/HE Students) 2022/2023 for those pursuing an approved Post Leaving Certificate course, an approved Undergraduate course or an approved Postgraduate course 2022.

This scheme is administered by Student Universal Support Ireland (SUSI) on behalf of The Department of Further and Higher Education, Research, Innovation and Science.

Purpose of guidance note

This guidance note is intended to provide information on how to complete the application form associated with the International Protection Student Scheme (for FE/HE Students) 2022/2023 for those who are in the International Protection System or at the Leave to Remain (but not deportation order) stage, and who are pursuing an approved Post-Leaving Certificate course or an approved Undergraduate or Postgraduate course or an approved Postgraduate course for the academic year 2022/23.

Full details of the International Protection Student Scheme (for FE/HE Students) and eligibility criteria, are available on:

[gov.ie - International protection student scheme \(for FE/HE Students\) 2022](https://www.gov.ie/en/publications-and-resources/articles/international-protection-student-scheme-for-fe-he-students-2022/)

Note:

For those who applied under the 2021 scheme and were successful the following applies:

1. If you are still a Protection Applicant, you can renew your application by accessing the renewal form which is available for download at
2. [gov.ie - International protection student scheme \(for FE/HE Students \) 2022](https://www.gov.ie/en/publications-and-resources/articles/international-protection-student-scheme-for-fe-he-students-2022/)

If you received your status from the Department of Justice during the past year, you may now be eligible for SUSI. You can apply at www.susi.ie as you are no longer eligible for the International Protection Student Scheme.

3. If you received a full and final negative decision on your Protection Application, unfortunately you are no longer eligible for the Student Support Scheme.

Key Points to Note

Funding support Eligibility Criteria

Applications for funding support are assessed by SUSI, under specific eligibility criteria in accordance with the International Protection Student Scheme (for FE/HE Students) 2022 for students who are in the Protection System or at the leave to remain (but not deportation order) stage.

These criteria include that applicants must:

- Meet the definition of protection applicant or person at leave to remain (but not deportation order) stage.
- Have a combined period of 3 years or more in the protection process or leave to remain (but not at deportation order) stage as at the day before the start of your approved course of study. (The 3 years must be met on this date and cannot be met during the academic year for eligibility in that particular year).
- Been accepted onto an approved Post Leaving Certificate course or an approved Undergraduate course or an approved Postgraduate course.
- Where pursuing a course of higher education at undergraduate level, have secured a course place through the Central Application Office (CAO) application process.

You are not eligible for support under the International Protection Student Scheme (for FE/HE Students) 2022 if you do not meet these eligibility criteria.

In addition, you are not eligible for support under the International Protection Student Scheme (for FE/HE Students) 2022 if you already hold a grant from another awarding authority.

The closing date for receipt of applications is 30th November 2022
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Late applications may be accepted at SUSI's discretion (depending on circumstances).

Making an Application

You should make an application to SUSI, if you are:

- entering a new course in the 2022/23 academic year OR
- continuing on a course in the 2022/23 academic year, AND
- meet the eligibility criteria in accordance with the terms of the International Protection Student Scheme (for FE/HE Students) 2022.

You must post your completed application form and supporting documentation to SUSI:

SUSI, P.O. Box 12209, Freepost FDN7608 Dublin 4.

Please ensure that you, your parent(s), legal guardian(s), foster parent, spouse, civil partner or cohabitant, as applicable, complete all the relevant sections of the application form.

If you become aware that any of the information you submitted was incorrect or has changed you must inform SUSI immediately by emailing ipss@susi.ie

You must also inform SUSI if there is a change in your circumstances that may affect your eligibility for a grant. (Please note that the 3 years residency requirement must be met prior to course commencement and cannot be met during the academic year if you are to be deemed eligible for that particular year).

If an applicant fails to provide full and complete information as a result of deliberate material omission or inaccuracy, the applicant(s) will be liable to loss of grant and repayment, of any portion of a grant already received.

SECTION A: PERSONAL DETAILS

Who should fill in this section: You, the applicant should fill in this section and answer all questions.

A1: You must provide your Personal Public Service Number (PPSN) (if you do not have a PPSN, please apply for one by contacting Client Identity Services in the Department of Social Protection).

A2: You must provide your Irish Naturalisation and Immigration Services Person ID Number (INIS Person ID number). This number will be on relevant correspondence to you from the Department of Justice and Equality.

A6 – A10: Please provide details as they appear on your birth certificate

A. 12: Please provide an email address. SUSI will communicate with you by email.

A13: Students are categorised as a:

- Student dependent on parent(s), legal guardians, foster parent(s) or
- Mature students dependent on parent(s), legal guardian, foster parent(s) or

- Independent mature candidate.

It is important for you to establish which category of candidate you are as this will determine whose income we take into consideration and who should fill in each section of the application form. Please carefully read the descriptions of each category of candidate as outlined below.

Student dependent on parent(s) or legal guardian:

If you were under 23 years of age on 1 January 2022 your application will be assessed based on your parents' or legal guardian's income and your own income. You will need to send us evidence of legal guardianship (if applicable)

Mature student dependent on parent(s) or legal guardian:

If you were 23 years of age or older on 1 January 2022 and were ordinarily resident with your parent(s) or legal guardian for a continuous period of at least 12 months before entry or re-entry to an approved course, your application will be assessed based on your parents' or legal guardian's income and your own income. You will need to send us evidence of legal guardianship (if applicable).

Independent mature student:

If you were 23 years of age or older on the 1st of January of the year of entry or re-entry to an approved course but were **not** ordinarily resident with your parent(s) or legal guardian for a continuous period of at least 12 months before entry or re-entry to an approved course, your application will be assessed based on your own income. Your parents' or legal guardian's income is not taken into consideration. You will need to provide documentary evidence as proof of living independently from your parent(s) or legal guardian during the relevant period.

If you are an independent mature student and are married, in a civil partnership or co-habiting, your application will be assessed based on your spouse's, civil partner's or cohabitant's income and your own income.

SECTION B: Nationality and Residency

Who should fill in this section: You, the applicant should fill in this section and answer all questions.

B3: You must be an applicant under one of the following categories and provide a letter issued to you from the Department of Justice and Equality confirming details of your permission to reside status in Ireland as proof that you are currently an:

- International Protection Applicant
- Subsidiary Protection Applicant
- Applicant who has leave to remain (other than those at deportation stage)

Please note that if you are not one of the above categories, you are not eligible for support under this scheme.

B4: Enter the date that you arrived in the state.

B5: You must provide a letter from International Protection Office (IPO) or The Office of the Refugee Applications Commissioner (ORAC) confirming your date of application to their office and your IPO/ORAC reference number.

B6: You must have been continuously resident in the State for at least 3 years as at the day before the start of your approved course of study. Documentary evidence is required. This may include but not necessarily be limited to one of the following:

- Letter from School Principal
- Letter from INIS/ IPO
- Letter from Direct Provision Centre
- Rent book, Utility Bills e.g. ESB bill, Phone bill

SECTION C: Course Details and academic history

Who should fill in this section: You, the applicant should fill in this section and answer all questions.

C1: If you are pursuing an Undergraduate course in the 2022/23 academic year, you must submit a copy of your Central Applications Office (CAO) offer/or acceptance and your CAO ID number.

C2: Please provide details of the type of full-time course you are pursuing for the 2022/23 academic year and the official name of the institution/college which you will be attending for the 2022/23 academic year and other pertinent details

C3: You must give a full history of your participation on any further and higher education courses under the National Framework of Qualifications (NFQ), including courses that you did not complete or gain a qualification in. The National Framework of Qualifications (NFQ) is a system used to describe levels of educational qualifications in Ireland.

C3 (g): If you withdrew from any such courses, it is very important that you state the specific date of withdrawal.

C4: Please provide us with the full title of the highest qualification you have attained.

C5: Please advise if you have applied for or been offered or will be in receipt of student financial assistance from any source including awarding/funding bodies including non-government organisations or Department(s) for the 2022/23 academic year. Examples of financial assistance include scholarships, awards, sponsorship, bursaries, prizes or other student grants.

SECTION D – Personal Details of your parents/guardians/spouse or civil partner.

D1-D11: Who should fill in this section?

If you are applying as a *dependent/mature dependent student*, you, your parent(s), legal guardian(s) or foster parents must fill in this section of the application and sign the declaration on the application form.

If you are applying as an *Independent mature student* and are married, in a civil partnership or cohabiting, you, your spouse, civil partner or cohabitant must fill in this section of the application form and sign the declaration form.

D.7: This question asks about the marital status of your parent(s), legal guardians, foster parents, spouse, civil partner or cohabitant (as applicable). It should be completed by the

relevant individual(s), depending on whether you are applying as a dependent/mature dependent student or an independent mature student.

Please note

If your parents are deceased, you must supply documentary evidence to support this.

If you are irreconcilably estranged from your parents, you must supply documentary evidence to support this.

SECTION E: Dependent children and relevant persons.

Who should fill in this section?

If you are applying as a *dependent/mature dependent student*, you, your parent(s) or legal guardian(s) must fill in this section of the application.

If you are applying as an *Independent mature student* and are married, in a civil partnership or cohabiting, you, your spouse, civil partner or cohabitant must fill in this section of the application form.

E1 –E2: In assessing your application, the number of dependent children* and/or relevant persons** in your household may affect the reckonable income limits calculated for your household. Please provide details of all such persons so that your reckonable income can be calculated correctly.

*A dependent child means a child

- aged under 16 years of age
- aged 16 years or more and pursuing full time education
- aged 16 years or more and is certified as permanently unfit to work by reason of a medical condition

**A relevant person is another person within the household who is attending a full time course of study in further or higher education.

SECTION F: Reckonable Income

Who should fill in this section?

If you are applying as a *dependent/mature dependent student*, you, your parent(s) or legal guardian(s) must fill in this section of the application.

If you are applying as an *Independent mature student* and are married, in a civil partnership or cohabiting, you, your spouse, civil partner or cohabitant must fill in this section of the application form.

F1: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant, as applicable were employed at any time in 2021 whether on a full-time, part-time or temporary basis, enter the total gross income from all employments including any benefit-in-kind.

F2: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant received any social welfare payment in 2021, name the payment and enter the total gross amount received for 2021.

F3: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant received a payment from any other government department or state agency, list the name of the payment and the total gross amount received for 2021. Where appropriate you should include any direct provision allowance payments.

F4: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant received any payment other than those listed above, list the name of the payment and the gross amount received for 2021.

F5: If you, your parent(s), legal guardian, spouse, civil partner or cohabitant have a permanent change in circumstances in relation to reckonable income since 2021, please provide details.

Please note the following:

If your parents are deceased, you should apply as a dependent student and you will be assessed on your own income, you must supply documentary evidence to support this.

If you are in foster care, you should apply as a dependent student and provide your foster parents' details i.e. name and address. It is not necessary to supply income details for your foster parents as their income will not be taken into consideration in assessing your grant application.

If your parents or guardians are divorced or separated, you should apply as a dependent student. Your income and the income of the parent you normally reside with will be taken into consideration in assessing your grant application. SUSI will require documentary evidence of divorce/separation.

If you are irreconcilably estranged from your parents, you should apply as a dependent student and you must supply documentary evidence to support this. Where it is established to the satisfaction of the awarding authority that you are irreconcilably estranged from both parents, you will then be assessed solely on your own income and without reference to your parents' income.

CHECKLIST & SUSI Declaration

Before submitting your application form, please make sure that you have complied with A to G of the checklist on the application and also SUSI Declaration and signature.

Assessment of your application

When you have submitted your application, SUSI may ask you to submit further documentary evidence to support the information you provided in your application. Incomplete documentary evidence will delay the processing of your application and will consequently delay payment if you are deemed eligible for support under the International Protection Student Scheme (for FE/HE Students) 2022.