

## **New Avenues to Teaching 2021-22**

### Supporting Documentation Guide

**All applicants** must apply to the Student Assistance Fund at [www.ucc.ie/en/sfsa/saf](http://www.ucc.ie/en/sfsa/saf) to be considered for New Avenues to Teaching (NAT) Funding. Individual applications to NAT will not be accepted. Applications will open on the 20<sup>th</sup> September from 12 midday on [www.ucc.ie/en/sfsa/saf](http://www.ucc.ie/en/sfsa/saf)

All New Avenues to Teaching applicants are required to provide extra supporting documents alongside their Student Assistance Fund application to be considered for award. Supporting documents can only be submitted as part of the online application. Applicants are required to upload complete, legible, and relevant copies of requested supporting documentation in order to fully complete their application. The online application allows you to upload one document per upload prompt/question. You are advised to scan copies of the documents and if necessary use a PDF merger such as <https://www.pdfmerge.com/> to collate all necessary documents into one file/document upload.

Please note all required supporting documentation must be uploaded and received by **30<sup>th</sup> October 2020**. It is the responsibility of the applicant to ensure all the correct and required supporting documents are gathered and uploaded to the online application by this deadline. Under no circumstances can documentation be accepted after the deadline. Note: Screenshot / photos of documents will not be accepted as they are not legible, and they will not be considered for assessment. Supporting documentation can only be submitted through the online application upload facility.

This is a guide to aid you in making a complete application; if you have additional queries or have difficulty collecting required documents, please email [studentassistancefund@ucc.ie](mailto:studentassistancefund@ucc.ie) and/or [studentbudgetingadvice@ucc.ie](mailto:studentbudgetingadvice@ucc.ie)

Income	Supporting Documentation	Further Information
<b>Student Universal Support Ireland (SUSI)</b>	The 3-page letter you received from SUSI for the academic year 2020-21 indicating the rate of award received and SUSI assessment. Please <b>submit all 3 pages</b> .	If you have not applied to SUSI you are required to submit relevant financial documentation with the online application; the Student Assistance Fund team will conduct a financial assessment. Please see below for supporting documents to provide in this case.
<b>Department Social Protection (DSP) Payments</b>	Full DSP statement of payments breakdown dated 1 January to 31 December <b>2020</b> .	You can request a DSP statement for <b>2020</b> through <a href="#">MyWelfare</a> , or from your local community welfare office/ Intreo office.
<b>Self-Employed Income</b>	Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for the year <b>2020</b>	You can request a Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for <b>2020</b> from the relevant person(s) revenue account on the Revenue website at <a href="http://www.revenue.ie">www.revenue.ie</a>
<b>Income from Employment (PAYE)</b>	Statement of Liability <b>2020</b> <i>Note: An end of year employment summary pdf. is not a Statement of Liability</i>	A Status of Liability (formally called End of year statement - P21) for 2020 can be requested from the relevant person(s) revenue account on the Revenue website <a href="http://www.revenue.ie">www.revenue.ie</a> .  A Status of Liability/End of year statement (formally called a P21) is a 2-sided document, please include a pdf copy of both the front and back page. .
<b>Vocational Training Opportunities Scheme (VTOS)</b>	Letter from Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College where person attended confirming the total amount earned in 2020.	Letter must be on headed paper, signed and dated by an official within the ETB or PLC you previously attended.

Target Groups	Supporting Documentation	Further Information
<b>Disability</b>	<ul style="list-style-type: none"> <li>If you were deemed eligible for the <b>2021</b> Disability Access Route to Education (DARE) scheme your disability information will be verified directly with your institution, with your consent; then you are <u>not</u> required to submit supporting documentation regarding your disability. If you have ‘carried forward’ your DARE eligibility upload a copy of your DARE eligibility ‘carry forward’ email/letter.</li> <li>If you did not enter college through DARE, but are registered with the Disability Support Service, we can verify this directly with your institution, with your consent; then you are not required to submit supporting documentation regarding your disability.</li> <li>If you are repeating you may also provide a letter confirming your registration with the college’s Disability Support Service.</li> <li>If you cannot / do not consent the NAT team verifying that you have a disability with the college; <u>you are required</u> to provide appropriate documentary evidence from a relevant medical professional as per the DARE guidelines – see further information.</li> </ul>	<p>Documentary evidence from a relevant medical professional confirming your disability/condition/diagnosis, as per the <a href="#">DARE guidelines on documentary evidence</a> or the Fund for Students with Disabilities guidelines.</p>
<b>Member of Ethnic Minority</b>	<ul style="list-style-type: none"> <li>Official letter from the Department of Justice confirming the specific ‘right and permission to remain’ or naturalisation of applicant and/or parent/dependant.</li> <li>Photocopy of passport(s); This is to include the applicant’s passport and if necessary, a copy of the applicant’s parents/ guardian’s country of origin passport and Irish/EU/EEA or Swiss confederation passport if possible.</li> <li>Copy of the applicant’s Irish Residence Permit (IRP) that details your Visa stamp details. For more info please see: <a href="http://www.inis.gov.ie/en/inis/Pages/irish-residence-permit">http://www.inis.gov.ie/en/inis/Pages/irish-residence-permit</a></li> </ul>	<p><b>An Ethnic Minority as determined by the Higher Education Authority for the purpose of this fund is:</b></p> <ul style="list-style-type: none"> <li>a national of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation,</li> <li>or person whose current immigration status or leave to remain under the Department of Justice and Equality, is one of the following: <ul style="list-style-type: none"> <li>Refugee, Programme Refugee, Family Reunification;</li> <li>Subsidiary Protection;</li> <li>Permission to remain as the family member of an EU/EEA/Swiss citizen under the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and EU Directive 2004/38/EC (EU Treaty Rights provisions);</li> <li>Permission to remain because of marriage/civil partnership with an Irish national or as dependent child of such person;</li> <li>Humanitarian leave to remain granted before the Immigration Act 1999 came into effect; Permission to remain following a decision not to deport under Sections 3 of the Immigration Act 1999; or</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Permission to remain as a dependent child of a person who has acquired Irish Citizenship by naturalisation, residing in the State.</li> <li>● For further clarification, see section 14 of the <a href="#">Student Support Act 2011</a> and Regulation 5 the <a href="#">Student Support Regulations 2021</a> (Statutory Instrument No. 132 of 2021).</li> </ul> <p>Only documentation from official state departments i.e. Department of Justice will be accepted to prove the applicants right to remain.</p>
<b>Irish Traveller</b>	N/A	If you self declare that you are a member of the Traveller Community, you are not required to provide supporting documentation as part of the online application however you may be asked to provide further information later.
<b>Lone Parent on a DSP payment</b>	<ul style="list-style-type: none"> <li>● Evidence of being in receipt of a long-term DSP One-Parent Family Payment in 2020</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>● Evidence of being in receipt of a long-term DSP One-Parent Transitional Payment in 2020</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>● Letter from DSP stating that the applicant is currently or was formally on a One-Parent Family Payment and met the criteria of a lone parent.</li> </ul>	<p>You can request a DSP statement on your <a href="#">MyWelfare account</a>, or from your local community welfare office/ Intreo office.</p> <p>If you are on a follow-on DSP payment (see below) please request a full statement when you were on a OFP payment</p> <p>Letter confirming you are a lone parent must be from the Department of Social Protection, be on headed paper, stamped and signed by a DSP official</p> <p><b>Note:</b> These are some examples of follow-on One Parent Family payments:</p> <ul style="list-style-type: none"> <li>● Jobseekers Transitional Payment</li> <li>● Blind Pension</li> <li>● Carers Allowance / Half Rate Carers</li> <li>● Domiciliary Care</li> <li>● Working Family Payment</li> <li>● Back to Work Family Dividend</li> <li>● Deserted Wife Benefit</li> <li>● Widowers Pension</li> <li>● Back to Education Allowance</li> </ul>
<b>First Time Mature Student</b>	You are <b>not</b> required to provide supporting documentation that you are a First Time Mature Student, this will be verified by University College Cork	<b>N/A</b>

<b>QQI Entry</b>	You are <b>not</b> required to provide supporting documentation that you are QQI entrant, this will be verified by University College Cork	<b>N/A</b>
<b>HEAR eligible</b>	If you were deemed eligible for the <b>2021</b> Higher Education Access Route (HEAR) scheme and/or currently registered as a UCCPLUS student this information will be verified directly with the UCCPLUS team, with your consent; then you are <b>not</b> required to submit supporting documentation regarding your HEAR eligibility.	
<b>DEIS Second Level School Attendance</b>	Letter from second level school(s) confirming the dates and timeline that the applicant attended the DEIS school.	<b>List of DEIS schools can be found on the following webpage:</b> <a href="https://www.education.ie/en/Schools-Colleges/Services/DEIS-Delivering-Equality-of-Opportunity-in-Schools/">https://www.education.ie/en/Schools-Colleges/Services/DEIS-Delivering-Equality-of-Opportunity-in-Schools/</a>
<b>Applicant is or was in the Care of the State / TUSLA</b>	Letter from TUSLA or official associated agency confirming the dates the applicant was in the Care of the State.	All letters must be on headed paper, signed and confirm that the applicant is or was in the care of the State/ TUSLA / an official associated care agency. To request documentation, contact your HSE social worker, your local TUSLA area officer and/or TUSLA after care worker. For more info on your local area office please check: <a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>