



## Holiday Earnings Form

This form must be completed by your employer (signed and stamped) if you are unable to provide copies of payslips for Holiday Earnings.

Maximum allowable deduction for Holiday Earnings is €8,830 and this only applies to income from employment earned outside of term time.

|                                |  |
|--------------------------------|--|
| <b>Applicant's Name</b>        |  |
| <b>SUSI Application Number</b> |  |

|                           |  |
|---------------------------|--|
| <b>Employer's Name</b>    |  |
| <b>Employer's Address</b> |  |

Please enter details of holiday earnings (income from employment outside of term-time) in the table below. Please ensure to indicate the year in which the holiday earnings occurred.

| <b>Time Period (Please tick appropriate year)</b> | <b>Week Numbers<br/>(for example 25-26-27 and so on)</b> | <b>Gross Monthly Amount<br/>€</b> |
|---|--|-----------------------------------|
| Year 2025 <input type="checkbox"/>                |  |                                   |
| Year 2026 <input type="checkbox"/>                |  |                                   |
| <b>Easter</b>                                     |  |                                   |
| <b>Easter</b>                                     |  |                                   |
|   |  |                                   |
| <b>May</b>  |  |                                   |
|   |  |                                   |
| <b>June</b>                                       |  |                                   |
|   |  |                                   |
| <b>July</b>                                       |  |                                   |
|   |  |                                   |
| <b>August</b>                                     |  |                                   |
|   |  |                                   |



|           |       |   |
|-----------|-------|---|
| September |       |   |
|           |       |   |
| Christmas |       |   |
| Christmas |       |   |
|           | TOTAL | € |

If income has been declared on this form for the months of May and September and/or additional income was earned outside the above dates, while on holidays from school/college, you will also need a letter from your college confirming that the dates were outside the normal term time for your course.

|                           |  |
|---------------------------|--|
| Dates of work undertaken: |  |
| Amount earned:            |  |

**I declare the above information to be true and correct.**

**Signature of Applicant:** \_\_\_\_\_

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

**Signature of Employer:** \_\_\_\_\_

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

|                               |
|-------------------------------|
| <b>Company/Employer Stamp</b> |
|-------------------------------|

**Please Note: Forms that are not signed and stamped by all parties will not be accepted by SUSI. This will result in delays when processing your application.**