



# SUSI-Tusla Form 2023/24 Academic Year

Please complete all sections.

The form must be signed and stamped by your designated care worker

## Section A – Applicant’s Details (To be completed by applicant)

Name of Applicant:	
SUSI Reference Number:	
Applicant’s Date of Birth:	
Applicant’s Address (that they currently live at):	
Academic Year: (e.g. 2023/24 for courses beginning in September 2023)	

## Section B – Tusla Allowance Information (To be completed by Tusla Official)

Is this applicant currently in the care of the Child and Family Agency/Tusla or in receipt of an Aftercare Service?  (If no, skip to question 3.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, can you confirm from your records whether the applicant has been resident in the State for the past 3 of 5 years? This will help SUSI determine eligibility under our residency criteria.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was an allowance paid in respect of the applicant on 31 December 2022?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please indicate the type of allowance:	Foster Care Allowance	<input type="checkbox"/>



	Aftercare Allowance <input type="checkbox"/>
	Independent Living Allowance for Young People in Residential Care <input type="checkbox"/>
	Other (Please Specify) <input type="checkbox"/>

**Additional Notes: (Only information relevant to the application for a student grant)**

<b>Section C – Tusla Validation (To be completed by Tusla Official)</b>	
Completed by: (Signature)	
Position:	
Contact Details:	Phone: _____
	E-mail: _____
Date:	

STAMP HERE
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## **Important Notes**

In order to process applications where the applicant has stated that they are in foster care/residential care/aftercare, SUSI requires that the SUSI-Tusla Form 2023/24 be completed and signed and stamped by their designated care worker and submitted to support their application.

### **The information you provide:**

#### **Data Processing - What we use it for:**

Information submitted by applicants under the student grant scheme includes details of income received directly from other Government bodies or income received under schemes administered on behalf of Government by agencies such as Tusla.

The data is processed for the purpose of verifying information supplied as part of a student grant application or providing information that is material in determining an applicant's eligibility for a student grant. Any data received is processed specifically to verify and validate details of an applicant in relation to their reckonable income for the reference period and their potential eligibility for the special rate of grant.

All data sharing arrangements are governed by respective data sharing agreements with each of the data sharing bodies. A list of these can be found at the SUSI Data Protection Statement webpage.

#### **Data Retention - How long will we hold on to the information provided:**

SUSI retains personal data for the purposes of grant administration, audit and case reviews. As the information provided above forms part of the applicant's application for student grant funding, this form will be retained in line with SUSI's Data Retention Schedule and is dependent on a number of criteria including award status.

#### **Data Security - Who has access to this information:**

SUSI take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against its accidental loss or destruction. SUSI maintains data security by protecting the confidentiality, integrity and availability of the personal data. More information about data protection and data sharing can be found on SUSI's Data Protection Statement. SUSI undertake to ensure that the information provided will only be accessed by the minimum amount of personnel that is required to make a determination on grant eligibility.

#### **Consent**

Data Protection Legislation requires explicit consent from the Data Subject (the applicant) to authorise SUSI to share information pertaining to their application with anyone who is not a party to the application. If the applicant



wishes for the designated Tusla care worker to communicate with SUSI on their behalf relating to their application for a student grant, he/she must update their consent settings by logging into their SUSI account, clicking on the 'My Details' tab and adding the Tusla care worker to their privacy settings.

### **Income Disregards**

Under Article 22(4) of the Student Grant Scheme 2023 Foster and Aftercare Allowances and Independent Living Allowance for Young People in Residential Care are known as "income disregards". These payments are not included in calculating reckonable income.

### **Special Rate Eligibility**

Schedule 2 of the Student Grant Scheme lists the eligible payments for the special rate of maintenance grant for 2023/24 academic year.

Foster Care, Aftercare and Independent Living Allowance for Young People in Residential Care, where paid in respect of the applicant, may qualify the applicant for the special rate of grant. This payment MUST be held on the 31 December 2022 in order to qualify for the special rate of grant.

The completed form should be returned to SUSI along with the document schedule which the applicant has received from SUSI.

**Please fully complete all  
sections of the form.  
Incomplete forms may result  
in a delay in assessing the  
applicant's grant application**