



Step 1. Registration Form



Step 2. **Application Form**



Step 3. Document Submission



SEC grant

Step 2: Application Form

We will be creating your personalised document checklist based on what you enter on this form, please ensure you complete this form accurately, to the best of your ability. You will receive an email after you submit this form, listing the documents required for **Step 3. Document Submission**.

Enter your security code

The security code was sent to your mobile phone

Section A - My Children, for whom I am applying

To be eligible to receive the SEC grant your child/ren must be a member of an SEC recognised Protestant Church/Congregation. Select your child's religion from the dropdown list, we only need to know the religion of the child/ren for whom you are applying for a grant

? Do you have a question? please see Section A within our [FAQs](#).

Your child's name

Religion

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Save

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Section B - Your Details

? Do you have a question? please see Section B within our [FAQs](#).

Your civil status

Your denomination

Your relationship to children

Your PPSN


Personal Public Service Number

Your employment status

Section C - Your Family Income Details (year-ending 31st December)

Here you can tell us if you and/or your spouse/partner/co-habitant are PAYE Employees, Self Employed, or in receipt of Social Welfare only. Your earning income will identify how you pay tax and will determine which documents you will need to provide in Step 3. Document Submission.

You will enter any Social Welfare received in on the next page.

 If you are not sure what your tax status is please see Section C within our [FAQs](#).

My/Our Tax Status in was

Singly Assessed PAYE and Singly S ▾

Form 11 total income

Total amount of tax chargeable

Less credits set against income tax

Pension contribution (if any)

Capital allowances for losses only

PAYE gross income

Tax

USC

Universal Social Charge

Employee PRSI

Your Family's Social Welfare payments received in excluding child benefit

Enter each benefit or allowance you, your spouse/partner/co-habitant, and/or your children receive by selecting from the dropdown boxes.

Enter the total annual amount received for each benefit or allowance from 1st January to 31st December .

- ☐ Add a benefit (select "None" from "Benefit" list to move on)
- ☐ I/we receive no benefits

Your Other Sources of Income

Other income sources include maintenance/financial support from a former partner or parent or grandparent of a child, grant money, money or gifts from family or friends, forestry income, cash in hand income, income from any employment not included on revenue income documents.


Enter the total amounts of non-taxable money received from 1st January to 31st December for each type.

- ☐ Add source of income (Select "None" from "Income" list to move on)
- ☐ I/we have NO other sources of income

Section D - Your Family Home

The money you spend on paying your rent or mortgage is excluded from the means test. We will deduct the amount of rent or mortgage you paid in from your household income.

Enter the mortgage or rent payments you paid for your home from January to December

 Do you have a question? please see Section D within our [FAQs](#).

Property

Owned by us with a mortgage ▼

Eircode

Year of purchase

Purchase cost

Current value

Mortgage balance

Repayments per month

☒ I own a farm and/or business

☐ I DO NOT own a farm or business

Farm/Business Property

Owned by us with a mortgage ▼

Eircode

Year of purchase

Purchase cost

Current value

Mortgage balance

Repayments per month

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Save

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Section E - Your Property Assets

We need to know about all other property you own. Property other than your family home or farm/business.

- The net value (i.e. after mortgage balance) of any property owned or part-owned by you including any inherited property is included in the means test. This could be a holiday home, investment property or commercial property, or piece of land that you rent out.
- You should enter any property you own overseas e.g. your holiday home or a home you still own in your previous country of residence.
- If you do not disclose in full all assets and it is subsequently discovered that you have not disclosed at this point in the application, your application will be discontinued and you will not be allocated a grant for
- [FAQs](#) shows examples of documents that will be required for Step 3. of the process.

- ☒ I/we own/part-own additional property
- ☐ I/we DO NOT own/part-own additional property

Property

Eircode

Year of purchase

Purchase cost

Current value

Mortgage balance

Repayments per month

Rental income per month

- ☐ I/we own/part-own another property
- ☐ I/we DO NOT own/part-own another property

Section F - Other Assets

We need to know the details of all of your savings, investments, and other assets.

- We allow you to have a certain amount of savings, shares, investments, etc., without it affecting your means test.
- If you do not disclose in full all assets and it is subsequently discovered that you have not disclosed, at this point in the application your application will be discontinued and you will not be allocated a grant for

Current Accounts and Savings Accounts

- Enter in each of your and/or your spouse/partner/cohabitants Current Accounts and Savings Accounts including personal accounts, joint accounts, virtual bank accounts (e.g. Revolut, N26, bunq), and bank accounts that have low to no funds.
- You will be asked to provide a bank statement for each of these accounts in Step 3.
- For each account enter the name and last three digits of the account number in the asset description e.g. Jane BOI-090.
- If you run out of boxes, add the amount together of two accounts as necessary.

Current Account section



- ☒ I/we have a current account/savings account
- ☐ I/we DO NOT have a current account/savings account

Type

Please Select



Asset description

e.g. Jane BOI-090 & John ULSB-123

Current value

- ☐ I/we have another current account/savings account
- ☐ I/we DO NOT have another current account/savings account

Other Savings and Investments



Enter in each of your and/or your spouse/partner/cohabitants Credit Union Accounts, Building Society Savings, Shares, Investment Bonds, Cryptocurrency, Cash Savings and any other savings. You will need to provide a balance statement for each.

If you run out of boxes, add the amount together of two similar savings or investments as necessary.

Credit Union Section



- ☒ I/we have savings in a Credit Union
- ☐ I/we DO NOT have savings in a Credit Union

Name of account holder

e.g. type in your name or your spouse/partner/cohabitants name

Current value

- ☐ I/we have other savings in a Credit Union
- ☐ I/we DO NOT have other savings in a Credit Union

Shareholdings Section



- ☒ I/we own shares
☐ I/we DO NOT own shares

Name of share e.g. Vodafone

Value of share/s

- ☐ I/we own more shares
☐ I/we DO NOT own more shares

Cryptocurrency Section



- ☒ I/we have Virtual Savings & Investments or Cryptocurrency
☐ I/we DO NOT have Virtual Savings & Investments or Cryptocurrency

Name of Account or Cryptocurrency e.g. Jane's Bitcoin

Current value of account or estimated value of your cryptocurrency holdings?

- ☐ I/we have Virtual Savings & Investments or Cryptocurrency
☐ I/we DO NOT have Virtual Savings & Investments or Cryptocurrency

Prize Bond Section



- ☒ I/we have Prize Bonds
☐ I/we DO NOT have Prize Bonds

Name of prize bond owner e.g. Jane's Prize Bonds

Current value

- ☐ I/we have more Prize Bonds
☐ I/we DO NOT have more Prize Bonds

Investment Bond section



- ☒ I/we have Investment Bonds
☐ I/we DO NOT have Investment Bonds

Type of Investment Bond and who holds it

Current value

- ☐ I/we have more Investment Bonds
☐ I/we DO NOT have more Investment Bonds

Cash Savings section



- ☒ I/we have Cash savings
- ☐ I/we DO NOT have Cash savings

Personal cash that you may have in a safe or cheque

Current value

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List of Personal Liabilities (Optional)



If you would like to include current personal loans or liabilities to help us understand your family's current financial situation please do so.

Relevant liabilities or loans e.g. credit card balance, credit union loan, car loan, 2nd or 3rd level education loan. **Do not include any liabilities for your business or farm. They are included in your Business Accounts Section D.**

- ☒ I/we have personal liabilities
☐ I/we DO NOT have any personal liabilities

Liability e.g. Credit Union loan

Balance outstanding

e.g. Credit Union loan

e.g. 1000

Purpose

Monthly repayments

e.g. Secondary School tuition fees

e.g. 50

- ☐ I/we have personal liabilities
☐ I/we DO NOT have any other personal liabilities

Section G - Special Circumstances

Every family has a unique set of circumstances and this section is your opportunity to let us know if your family has had an exceptional change of circumstances since : This may be redundancy, death of your partner/child, sudden illness, or perhaps information about your bank transactions, living situation, etc.

It is assumed that all tax relief available has been claimed e.g. Health Expenses Credit. We will look for this figure in your Revenue documents.

State in the box below your specific circumstances that, are not discussed elsewhere in your application form. Please read Section G within our [FAQs](#) relating to Special Circumstances to ensure your submission qualifies.

- ☒ I/we have special circumstances
- ☐ I/we DO NOT have any special circumstances

Details

Type here...

Financial impact

Do you have twins, triplets, or other multiple birth children under the age of 24 as dependents in your household? (They do not need to be grantees to be included)

- ☐ Yes
- ☐ No

Section H - Affiliation to a Recognised Protestant Denomination

You need to provide a signed Verification of Religion form if:

- One or more of your children are starting 1st year in an SEC school in September (even if you applied last year for different children)
- One or more of your children are entering Senior cycle (4th or 5th year) in September even if you applied last year)
- If you have one or more children moving to an SEC school, into any school year (even if you applied last year for a different child)
- If you are a first time applicant

Please download and print the 'Verification of Affiliation to a recognised Protestant Denomination pdf' available [here](#).

The signed version will be required in Step 3: Document Submission.

This form **must** be signed in the presence of your clergyperson/minister.

If your parish is currently vacant we will accept forms signed by:

Church of Ireland - visiting clergyperson or Archdeacon

Presbyterian Church - Convenor

Write the **denomination** of your child e.g. Baptist, RCCG etc. Do not write Protestant.

Both parents, if applicable, must sign the form.

If you are a minister of religion and applying for the grant for your child/ren you **cannot sign** the verification of religion as a witness. The Verification of Religion must be witnessed by another minister of religion.

Declaration


1. I/We are parents/guardians of children of the protestant community wishing to send them to a secondary school that accords with their religious ethos.
2. I/We have made a complete and full statement of my/our financial situation.
3. I/we understand that if an error or omission is subsequently discovered from our statement I/we undertake to refund the SEC the amount of grant overpaid.
4. I/We understand that the SEC may conduct searches through credit reference agencies, property registers, companies registration office, and other public databases in connection with my/our application.
5. I/We understand that the SEC may share information about this application with other bodies that we have applied to for financial assistance in accordance with the SEC's privacy policy.
6. I/We authorise the SEC Grants Administrator to contact our Rector/Minister/Pastor/Accountant/school staff/IFAC/financial advisors should further information be necessary.
7. I/We have read the SEC privacy policy and consent to my/our personal data will be processed in accordance with the policy. [Click here to view the statement.](#)
8. I/We understand that, in accordance with the SEC privacy policy and the application process (1. Registration, 2. Application, 3. Document Submission) the SEC will share information relating to any grant allocation with the secondary schools that my/our child/ren will or currently attend.
9. I/We understand that information supplied with our : application will be used in future applications.
10. I/We understand that the SEC may request additional information to process my/our application and agree that in order for my/our grant to be processed I/we will comply with such requests.
11. I/We understand that any attempts to influence the outcome of the means test by a third party will be regarded as lobbying and can lead to the disqualification of an application. Third parties in this context can include individuals such as school staff, clergy members, school board members, SEC staff, SEC board members, and any other relevant parties.

Parent/Guardian *



Sign Here

Parent/Guardian *



Sign Here

If you would like a copy for your records, please print or save pdf. Once you submit you will not be able to look back on this application.

Please note it is no longer required to post in the application. We now only offer a completely online application process.

[Back](#)[Print](#)[Save](#)[Submit](#)