







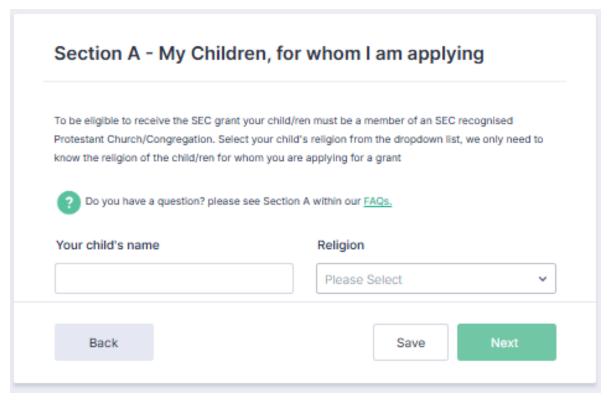


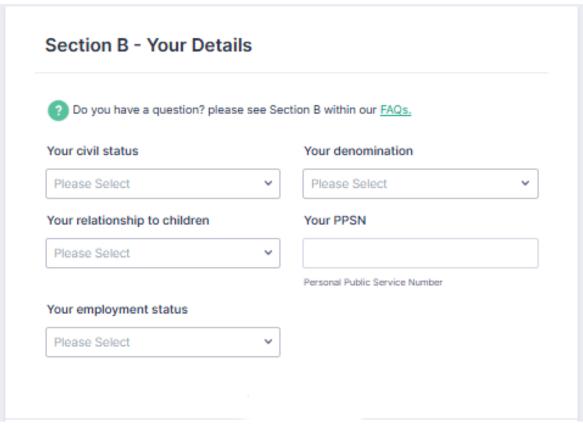
Step 3. Document Submission



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 <u>after</u> you submit this form, listing the documents required for **Step 3**. **Document Submission**.

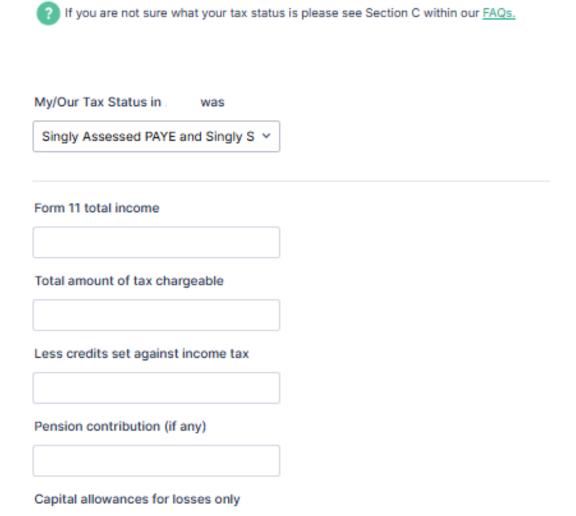




Section C - Your Family Income Details (year-ending 31st December)

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 ir. on the next page.



Tax			
USC			
Universal Social Charge Employee PRSI			
Your Family's Social W	elfare payments received i	n excluding o	hild benef 1)
electing from the dropdown			
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electing from the dropdown Inter the total annual amoun December .	boxes. t received for each benefit or a 'None" from "Benefit" list to	llowance from 1st Janu	
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electing from the dropdown Enter the total annual amount December . Add a benefit (select I/we receive no benefit) Your Other Sources of Other income sources include grandparent of a child, grant	t received for each benefit or a 'None" from "Benefit" list to	move on) from a former partner o	r parent or come, cash in
Pelecting from the dropdown center the total annual amount pecember Add a benefit (select l/we receive no benefit) Your Other Sources of the center of a child, grant and income, income from a	t received for each benefit or a "None" from "Benefit" list to its ncome maintenance/financial support	move on) from a former partner of lity or friends, forestry in revenue income docume	r parent or come, cash in

Section D - Your Family Home

Back

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

1 Do you have a question? please see Section D within our FAQs.

Property	Eircode
Owned by us with a mortgage	
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	Eircode
Owned by us with a mortgage	
Year of purchase	Purchase cost
Current value	Mortgage balance
Repayments per month	

Save

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.

roperty	Eircode
Please Select ~	
'ear of purchase	Purchase cost
current value	Mortgage balance
epayments per month	Rental income per month

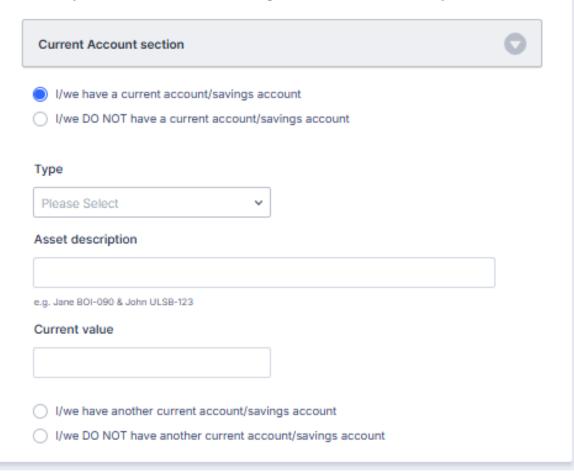
Section F - Other Assets

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

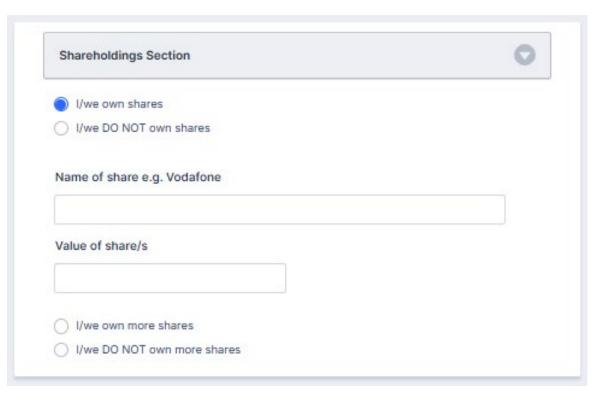
- We allow you to have a certain amount of savings, shares, investments, etc., without it affecting
 your means test.
- If you do not disclose in full all assets and it is subsequently discovered that you have not disclosed, at this point in the application your application will be discontinued and you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

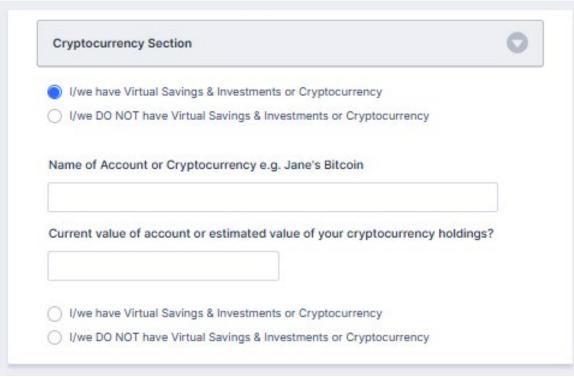
Current Accounts and Savings Accounts

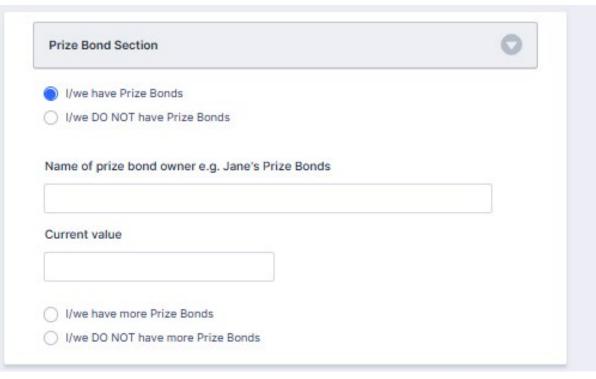
- Enter in each of your and/or your spouse/partner/cohabitants Current Accounts and Savings
 Accounts including personal accounts, joint accounts, virtual bank accounts (e.g. Revolut, N26, bung), and bank accounts that have low to no funds.
- · You will be asked to provide a bank statement for each of 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.

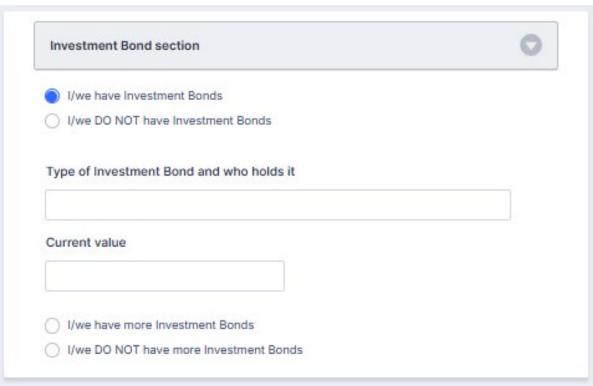


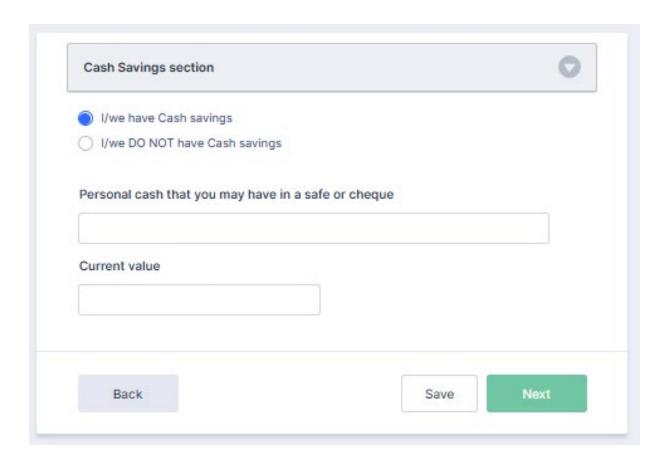
Other Savings and Investments Enter in each of your and/or your spouse/partner/cohabitants Credit Union Accounts, Building Society Savings, Shares, Investment Bonds, Cryptocurrency, Cash Savings and any other savings. You will need to provide a balance statement for each. If you run out of boxes, add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











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 Ioan Balance outstanding e.g. Credit Union Ioan 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 <u>FAQs</u> 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
A
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

- 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.
- 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.
- 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.
- I/We authorise the SEC Grants Administrator to contact our Rector/Minister/Pastor/Accountant/school staff/IFAC/financial advisors should further information be necessary.
- I/We have read the SEC privacy policy and consent to my/our personal data will be processed in accordance with the policy. <u>Click here to view the statement.</u>
- 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.
- 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 *





Parent/Guardian *

not be able to look b	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		