



Comhairle Chontae Luimnigh  
Limerick County Council

Riarachán Ginearálta

General Administration

t: 061 496291

f: 061 496001

*Comhairle Chontae Luimnigh*

*Halla an Chontae*

*Tuar an Daill*

*Contae Luimnigh*

Limerick County Council

County Hall

Dooradoyle

Co. Limerick

t: 061 496000

f: 061 496001

e: [generaladministration@limerickcoco.ie](mailto:generaladministration@limerickcoco.ie)

w: [www.lcc.ie](http://www.lcc.ie)

## CLOSING DATE 31<sup>st</sup> AUGUST 2011

June 2011

Dear Applicant,

I wish to advise that the attached application form **MUST** be completed in full before submitting your application for a Higher Education Grant 2011/2012. It is advisable that you mark off the list of supporting documentation outlined on page 16 of the Application Form.

**NB: FAILURE TO SUBMIT THE SUPPORTING DOCUMENTATION WILL RESULT IN YOUR ENTIRE APPLICATION BEING RETURNED TO YOU. ONLY APPLICATIONS THAT ARE COMPLETED IN FULL WITH ALL ACCOMPANYING DOCUMENTATION WILL BE ASSESSED. YOU SHOULD ALSO ENSURE THAT A COMPLETED FA1/COURSE ACCEPTANCE FORM IS RETURNED WITH YOUR APPLICATION.**

The following documents relating to income will be required to assess your application and are considered as supporting documentation-

1) Applicants original long form birth certificate.

2) If you/your parents are P.A.YE. Workers: submit a P60 for year ended 31/12/2010 and P21 Tax Balancing Statement for year ended 31/12/2010. The P21 is available online from the Revenue at [www.revenue.ie](http://www.revenue.ie). (NOTE- You must submit ALL P60's for 2010 AND P21)

3) If you/your parents are Self Employed: submit Certified Accounts for year ended 31/12/2010 to include Income and Expenditure account, Capital Account, Income Tax Computation and Balance Sheet PLUS Notice of Assessment issued by the Revenue Commissioners for year ended 31/12/10. (NOTE- You must submit both accounts and notice of assessment).

4) If you/your parents are Social Welfare Recipients : submit a statement from the Department of Social and Family Affairs giving total amount paid for year ended 31/12/10 detailing the type of payment. If Child Dependant Allowance is included please specify amount.

P.T.O/....



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5) In all cases where savings/investment accounts/shares are held please submit certificates of interest for year ended 31/12/10.

Documentation of any other income to be submitted relating to year ended 31/12/2010.

**EACH SECTION OF THE APPLICATION FORM MUST BE COMPLETED; IF A SECTION DOES NOT APPLY IN YOUR CASE, PLEASE WRITE N/A CLEARLY ACROSS THE SECTION.**

When you have completed and **signed** (page 15) of your application and secured the supporting documentation, please submit it to Limerick County Council, Higher Education Grants, County Hall, Dooradoyle, Limerick.

Please note that applications pertaining to Certificate, Diploma and Level 7 Degree courses should be forwarded to the relevant VEC.

**As soon as we have made a decision on your application, we will notify you by post. In the interim, we would request that you do not contact the office for updates on how your application is progressing. The time saved by the Higher Education Grant Office staff in not having to respond to queries for updates within this period will ensure that more time is available for the actual processing of applications and ensure an improved level of customer service to all applicants.**

Tríona Daly

Tríona Daly

Senior Staff Officer

GENERAL ADMINISTRATION