**Think Again Scholarship 2025-2026**
Application form for part-time undergraduate students

Thank you for your interest in Think Again. We welcome your application.

**Please fill in and submit this form no later than 30 September 2025.**

If sending it by email, send it as a PDF to thinkagain@ucd.ie.

If sending it by post, save as a PDF, print, and send by Registered Post to:

Think Again,

UCD Access & Lifelong Learning Centre

Level 1, James Joyce Library Building,

UCD Belfield,

Dublin 4.

D04 VIW8.

You will get an email from Think Again when your application has gotten to us. Contact thinkagain@ucd.ie if you don’t get this email within **2 working days**of emailing your application or **4 working days** of posting your application.

If you have any issues completing this Application Form, please email **thinkagain@ucd.ie**.

**Consent to process**

It is accepted that you consent to sharing your data as outlined in the Think Again Privacy Statement (Appendix 1) if you complete and submit this application form.

**Part 1 – Applying to UCD Think Again**

Here we will ask you about:

1. Your contact details
2. Your eligibility for the Think Again scholarship
3. Your education to date
4. Your chosen UCD programme of study
5. Your life and experience

In each section, we will tell you how many questions there are and how long it should take to answer them.

Part 1 should take 5-10 minutes to answer all the questions.

**Part 1.1 – Your contact details**

Please provide your details so that we can contact you.

5 questions

Approximately 1 minute to answer

|  |  |
| --- | --- |
| 1. Your full name: |  |
| 2. Your email address: |  |
| 3. Your UCD student number or CAO number: |  |
| 4. Your full address, including Eircode: |  |
| 5. Your mobile phone number: |  |

**Part 1.2 – Your eligibility for the Think Again scholarship**

These statements are to do with your eligibility for the Think Again scholarship.

If you answer No to any of these statements, you are probably **not**eligible for Think Again.

You can contact thinkagain@ucd.ie if you are unsure about your answer or do not understand what you are being asked.

4 statements, all with Yes or No answers

Approximately 1 minute to answer

|  |  |
| --- | --- |
| 1. I am aged 23 years or older. | Yes ☐ No ☐ |
| 2. I identify as female.  | Yes ☐ No ☐ |
| 3. My total household income is €50,840 or below [higher thresholds for applicants who have more than 4 dependent children], excluding means-tested Social Protection payments | Yes ☐ No ☐ |
| 4. I have been resident in the Irish State, EU, EEA, UK, or Swiss Federation for three of the past five years. | Yes ☐ No ☐ |

**Part 1.3 – Your education to date (new entrants)**

These statements are about your experience of education to date. This is for students who will be new to UCD in September. If you are a progressing student, please return to the Think Again [website](https://www.ucd.ie/all/cometoucd/scholarshipsandfinancialsupport/scholarships/thinkagain/) and choose the right form for you.

If you answer Yes to Statement 4, you are probably **not**eligible for Think Again.

You can contact thinkagain@ucd.ie if you are unsure about your answer or do not understand what you are being asked.

4 statements, all with Yes or No answers

Approximately 1 minute to answer

|  |  |
| --- | --- |
| 1. I am a Mature student, and I am starting study in higher education (at Level 6 or above) for the first time.  | Yes ☐ No ☐ |
| 2. I started study in higher education (at Level 7 or above) before this, but did not finish the course, and it has been more than 3 years since I left that course | Yes ☐ No ☐ |
| 3. I am on a progression pathway, such as from Open Learning, an Access Course, or a certificate or diploma.  | Yes ☐ No ☐ |
| 4. I already have a degree from a university. | Yes ☐ No ☐ |

**Part 1.4 – Your chosen UCD programme of study (part-time)**

These questions are about what you plan to study in UCD. This is for part-time students. If you plan on studying full-time or are a progressing student, please return to the Think Again [website](https://www.ucd.ie/all/cometoucd/scholarshipsandfinancialsupport/scholarships/thinkagain/) and choose the right form for you.

Depending on when you apply for Think Again, you might not know if you will be offered a place, or if you will accept it. For your application, you can let us know what you applied for, and we can confirm this with you later.

1 question

Approximately 1 minute to answer

|  |
| --- |
| 1. Are you planning on studying as a (If you select "Other", please provide details): |
|  | University Access SEAM+ student |
|  |  |
|  | University Access AHSSL student |
|  |
|  | Open Learning student |
|  |
|  | Part-time undergraduate student |

**Part 1.5 – Your life and experience**

UCD prides itself on being a welcoming and inclusive place for all members of the community, students and staff.

However, we know from research and from listening to the community that there are groups of students who are still in the minority in UCD, or who are under-represented compared to Irish society in general.

For this reason, some groups of people are targeted by the National Access Plan to try to increase the number of students from these groups in Irish universities. We particularly welcome your application if you have had any of the experiences or are a member of any of the groups listed below.

If the number of eligible applicants to Think Again is more than the number of scholarships we have to award, we will target applicants who have had these experiences or come from these backgrounds.

1 question, 12 options. You can tick as many as apply to you.

Approximately 5 minutes to answer, but this will differ from one applicant to another

|  |  |
| --- | --- |
|  | I live in a socioeconomically disadvantaged area |
|  |  |
|  | I am a lone parent |
|  |  |
|  | I am a carer (I provide full-time/ part-time care to a person/ child who needs support because of age, disability or illness, including mental illness) |
|  |
|  |  |
|  | I have a disability |
|  |  |
|  | I am a member of the Irish Traveller community |
|  |  |
|  | I am a member of the Roma community |
|  |  |
|  | I hold a Further Education and Training (FET) Award |
|  |  |
|  | I am a refugee or have leave-to-remain status |
|  |  |
|  | I am an International Protection Applicant |
|  |  |
|  | I am/ was in the care of the State/ TUSLA (the Child & Family Agency) |
|  |  |
|  | I have lived experience of the judicial system |
|  |  |
|  | I have experienced homelessness |

**Part 2 – Income Declaration and Supporting Documents**

Well done, you are now moving on to Part 2 of your application.

To be eligible for a Think Again scholarship, you have to be able to show that you are living in a household on a low income.

This is measured by your “reckonable” household income, which is usually the entire income of the household, minus most social welfare payments. This means your income, but also that of all of the adults who live in your household and contribute to the income.

The “reckonable” household income cut off points for 2025 are:

1.    Fewer than 4 dependent children - €50,840

2.    Between 4 and 8 dependent children - €55,768

3.    More than 8 dependent children - €60,445

4.    Income thresholds increase per additional person in college - €4,785

The next section will ask you some questions about your financial situation in **2024**. You will also need to submit some documents.

Part 2 should take 5-10 minutes to answer all the questions, but you might need more time than this to collect the information you need to answer the questions. This might even take a few weeks to gather the documents you need.

**Part 2.1 Think Again Income Declaration Form**

You must declare the total combined income that you and/or other adult members of the household have earned in **2024**. Adult members include: your parent/s, guardian/s, partner and adult children not in full-time education.

4 questions

This will take a different length of time for every applicant. It will probably take you about 5 minutes to write your answers, but you might need more time than this to collect the information you need to answer the questions.

|  |
| --- |
| 1. What is the total value of your household income earned from employment? Write "0" if there is no income earned from employment. |
|  |

|  |
| --- |
| 2. Who has earned this income? Tick the relevant box or boxes if there is more than one earner. |
|  | Me, the applicant |
|  |  |
|  | My parent(s)/ my guardian(s) (income from employment/ social welfare) |
|  |
|  | My partner |
|  |
|  | Adult children not in full-time education |
|  |  |
|  | No earned income in 2024 |

|  |
| --- |
| 3. Do you have any other income, for example maintenance or rental income? If yes, please list them. If not, you can write "none". |
|  |

|  |
| --- |
| 4. Are you already in receipt of a scholarship? If yes, please state the name of the scholarship. |
|  |

Please note: As noted in the Think Again Terms and Conditions (Appendix 2), Think Again scholars can only be in receipt of one scholarship. You will not be eligible for Think Again if you want to keep your current scholarship.

**Part 2.2 Supporting Documents**

1 Instruction and 2 questions

This will take a different length of time for every applicant. It will probably take you about 5 minutes to write your answers, but you might need more time than this to get the document you need to submit.

**INSTRUCTION**

When you email or post this Think Again application form, please also submit ONE of the following three documents:

[**2024 Statement of Liability from Revenue**](https://www.ucd.ie/studentadvisers/t4media/statement%20of%20liability_redacted.pdf)

OR

[**2024 Summary of Payments from the Department of Social Protection**](https://www.ucd.ie/studentadvisers/t4media/Social%20Welfare%20Statement_redacted.pdf)

OR

[**2025-26 SUSI Award Letter (All Pages)**](https://www.ucd.ie/studentadvisers/t4media/susi%20letter%20redacted_redacted.pdf)

Click on the links above to see an example of each one and read the Think Again – Guide to Supporting Documents (Appendix 3). Make sure to double check the year the document must be from before you submit. If you have any issues attaching your documents, please email thinkagain@ucd.ie.

Please note: You may be asked to send a 2024 Statement of Liability and 2024 Summary of Payments from the Department of Social Protection for everyone who contributes to your household income.

|  |
| --- |
| 1. Which of these statements is true about your SUSI ([**Student Universal Support Ireland**](https://www.susi.ie/)) eligibility? |
|  | I am not eligible for SUSI |
|  |  |
|  | I have applied for SUSI but don’t know if I am eligible yet |
|  |
|  | I already have my 2025-26 SUSI Award Letter (All Pages) |

|  |
| --- |
| 2. I have applied for SUSI but don’t know if I am eligible yet, what do I do? |
|  | Tick the box to confirm that you will send your 2025-26 SUSI Award Letter (All Pages) to thinkagain@ucd.ie as soon as you get it. |
|  |

**Part 3 – Statement of Motivation**

Well done, you are now moving on to the third and last part your application.

Here is where you tell us why you are applying for Think Again.

Part 3 should take 30 minutes to answer all the questions, but you might need more time than this to think about what you want to say.

**Statement of Motivation**

We will use what you write to understand why you want to study in UCD and what it will mean to you. Your answers will only be read by members of staff directly working on Think Again application assessment.

3 questions. Please write about 200 words for each.

This will take a different length of time for every applicant. It will probably take you about 30 minutes to write your answers, but you might need more time than this to think about what you want to say.

|  |
| --- |
| 1.       Why do you want to study at UCD? (You can use this space to tell us about why you chose the programme you did, why you chose UCD, why you are looking forward to being a student in UCD) (about 200 words) |
|  |

|  |
| --- |
| 2.       Why is now the right time for you to study in UCD? (about 200 words) |
|  |

|  |
| --- |
| 3.       What will it mean to you to have a qualification from UCD? (about 200 words) |
|  |

**Declaration and Consent**

All boxes must be checked to complete your application form.

|  |  |
| --- | --- |
|  | I certify that the information supplied on the application form is correct and complete. |
|  |  |
|  | I have answered all sections honestly and in good faith. |
|  |  |
|  | The information provided in this application was written by me, the applicant. |
|  |
|  | I consent to Access & Lifelong Learning confirming my SUSI eligibility with UCD Registry (if applicable). |
|  |
|  |  |
|  | I consent to Access & Lifelong Learning confirming that I am a first-time entrant with UCD Registry (if applicable). |
|  |
|  |  |
|  | I confirm that I have read and agree to the terms of the Think Again Privacy Statement (Appendix 1). |
|  |

**How did you hear about the UCD Think Again scholarship?**

|  |
| --- |
| 1. You do not have to answer this question. Your answer will not be considered as part of the assessment of your application. |
|  |

**Thank you**

Thank you for taking the time to apply to UCD Think Again.

You will get an email from Think Again when your application has gotten to us.

Contact thinkagain@ucd.ie if you don’t get this email within **2 working days**of emailing your application or **4 working days** of posting your application.

**Appendix 1: Think Again Scholarship 2025 – Privacy Statement**

**Purpose of this Statement**

The Think Again Scholarship is funded through UCD Foundation and managed by UCD Access and Lifelong Learning (ALL). This privacy statement explains how and why Access & Lifelong Learning processes your personal data for application purposes. It sets out how and why we process your data, as part of the Think Again Scholarship, your rights in relation to this processing and how you can exercise them. By completing this application form, you will be submitting your personal data to UCD Access & Lifelong Learning, who will then process the Think Again applications to assess your eligibility. The personal data that you submit using this application form will be used only for the purpose of processing your application for the Think Again Scholarship. Your data will be treated in accordance with the UCD Data Protection Policies and in compliance with relevant Data Protection legislation. The website for UCDs Data Protection Officer is listed at the end of this statement. UCD Access & Lifelong Learning (ALL) is a unit within UCD1 with responsibility for widening access and supporting diverse student cohorts, including students with disabilities, mature students, part-time learners, and students from communities experiencing disadvantage. UCD, through its Access & Lifelong Learning unit, provides the administration of the application process.

**Legal Basis for processing your data**

Your data will be processed by UCD, on the legal basis of GDPR Article 6.1 (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and GDPR Article 9.2 (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

UCD, in its management of the electronic application to assess applicants for the UCD Think Again Scholarship, will ensure that your data are processed fairly and lawfully in keeping with the principles of data protection.

**How do we collect your personal data?**

The data we collect will be used by UCD ALL only in accordance with the purposes outlined in this Privacy Statement.

We will collect your data in the following manner:

1. Electronic application for the UCD Think Again Scholarship using Google Forms.
2. Word document application for the UCD Think Again Scholarship, which is then submitted by email or post.
3. The supporting financial documents to support your eligibility for the UCD Think Again Scholarship are uploaded to the Google Forms application or submitted by email or post.

Your data will be fully identifiable initially but pseudonymised during the final application assessment.

For the purposes of this privacy statement, UCD is the ‘data controller’ and UCD ALL is the ‘data processor’. Please see UCD’s Privacy Statement for Students for more information and a glossary of terms.

**What data we process and why**

The table below outlines what data we collect and the purposes for why we collect it.

|  |  |
| --- | --- |
| **Data fields collected/ processed** | **Purpose** |
| Full name  | Identification for communications. |
| UCD student number or CAO number  | Identification for eligibility for programme. |
| Home address  | To contact you with the outcome of the application in case that you cannot be contacted via phone or email. |
| Date of Birth  | To check if you meet the age requirement for eligibility. |
| Mobile phone number  | For communication. |
| Email address  | For communication and follow up on the application process. |
| Gender  | To check if you meet the gender requirement for eligibility. |
| Country of residence | To check if you meet the residency requirement for eligibility. |
| Chosen UCD programme of study  | To establish that if you are a new entrant to or a progressing student on a UCD programme and determining if the programme is Full-Time or Part-Time |
| Previous experience in higher education (if any)  | To check if you meet the criteria for being a first-time mature student. |
| If the applicant is a member of a Higher Education Association target group: I come from a low-income householdI come from a socioeconomically disadvantaged area I am a lone parent I am a carer (I provide full-time/ part-time care to a person/ child who needs support because of age disability or illness, including mental illness) I have a disability I am a member of the Irish Traveller communityI am a member of the Roma community I hold a Further Education and Training awardI am a refugee or have leave-to-remain statusI am an international protection applicant I have experience of living in care I have lived experience of the criminal justice system I have experienced homelessness  | Eligibility criteria. |
| Applicant’s income and social welfare payments  | Financial eligibility criteria |

|  |  |
| --- | --- |
| **Data fields collected/ processed** | **Purpose** |
| Applicant’s SUSI or scholarship payments  | Financial eligibility criteria |
| Total amount received from the declared payments  | Financial eligibility criteria |
| Why you are applying for Think Again | You will be asked to answer some questions about why you are applying for Think Again as part of your application. During the assessment of your application, we will use what you write to better understand why you want to study in UCD and what it will mean to you. The answers will only be used to assess your application after all other documents have been assessed and you have been deemed eligible in all other areas. Your answers will only be read by members of staff directly working on Think Again application assessment. |

**Data collected will be shared with**

**UCD Access & Lifelong Learning** – administration of the application process; communicate the outcome of the application.

**UCD Foundation, Think Again Donor and the Higher Education Authority (HEA)**− Funding body for reporting and evaluation purposes.

**Details of the third parties with whom we share personal data**

UCD ALL will share personal data with third parties (internal and external) where necessary for the purposes of processing outlined in this document.

|  |  |  |
| --- | --- | --- |
| **External Bodies** | **Type of Disclosure** | **Purpose of Disclosure** |
| **UCD Foundation and Think Again Donor** | Names and number of awarded students. | Reporting and Evaluation. To comply with UCD Foundation reporting requirements. |
| **UCD Finance****Department****(Finance Director- Office of the Registrar)** | Student Number, the number of modules awarded, and the funds to be paid | To transfer the funds to the students’ fees accounts. |

**How and for how long do we store your data?**

Any data we collect from you will be stored confidentially and securely as required by UCD’s Information Handling Standard. The university is committed to ensuring all access to, uses of, and processing of university data is performed in a secure manner. In keeping with the data protection principles, we will only store your data for as long as it is necessary. For the purposes described here, we will store your data for the following durations:

* UCD will retain the application data on eligible applicants for the duration of the studies plus one year. A note will be made on the Student’s CRM when the payment process is conducted, and this will be a permanent record. Ineligible applicant’s data will be destroyed no later than October 31st of the Academic Year in which it was received. This means, if you apply for Think Again in spring or summer 2025 and you are not successful, your information will be deleted no later than October 31st 2025.
* Data will be collected from applicants through an online Google Form hosted by UCD. Data will be downloaded from the Google Form and then deleted from Google completely once the applications are closed. These data will be stored in the UCD Think Again folder on secure drives for the duration specified above. Limited authorised UCD Staff will have access for the purposes of assessing applications.
* If the successful applicant chooses to not enrol, the application and the evidence for the eligibility criteria will be destroyed no later than October 31st of the Academic Year in which it was received. If the student decides to study at UCD later, they will need to re-submit their application and related documentation.

**Individual rights under GDPR**

**Right of Access:** You have the right to know what type of personal data UCD holds about you and to obtain a copy of this data. If you would like to exercise any of the below rights, please see our contact details below. Further details on these rights are available here.

**Right of Erasure:** Under certain circumstances, GDPR allows you to have personal data erased. We will assess whether it is possible to implement such a request. **Right to Object:** Under certain circumstances, you can object to the processing of your personal data.

**Right to Rectification:** You have the right to have any inaccurate personal data which we hold about you updated or corrected.

**Right to Restriction:** You have the right to block the processing of your personal data in certain circumstances. We will assess whether it is possible to implement such a request.

**Portability:** Where it is technically feasible, you have the right to have a readily accessible machine-readable copy of your data transferred or moved to another data controller, where we are processing your data based on your consent and if that processing is carried out by automated means.

**How to contact us**

If you have any queries relating to the processing of your personal data for the purposes outlined above or wish to make a request in relation to your rights, you can contact:

**Dr. Bairbre Fleming**

Director

UCD Access & Lifelong Learning Centre

Level 1, James Joyce Library Building,

UCD Belfield,

Dublin

D04 VIW8

bairbre.fleming@ucd.ie

If you have any concerns or complaints in relation to the use of your personal data in the application form, you can contact UCD’s Data Protection Officer at the following address:

**Data Protection Officer**

UCD Belfield

Dublin 4

gdpr@ucd.ie

Finally, if you are not satisfied with the information we have provided to you in relation to the processing of your data, you can also make a complaint to the Data Protection Commissioner via the link in their website.

**Appendix 2: Think Again Scholarship 2025 – Terms and Conditions**

As UCD students, Cothrom na Féinne Scholars, including Think Again scholars, are subject to the University’s Student Code, Academic Regulations, and all relevant University policies and procedures. **Please read these terms and conditions thoroughly prior to accepting your Scholarship**. UCD Access & Lifelong Learning will be compliant with the University’s data protection policies and procedures as laid down by the Data Protection Acts of 1988–2018 and the 2018 General Data Protection Regulations (GDPR).

1. This scholarship is a private scholarship funded through UCD Foundation and is intended to foster academic excellence by funding costs related to the scholar’s programme of study.
2. These scholarships are tenable for the duration of the primary degree programme undertaken only in UCD.
3. It is a requirement of the scholarship that scholars are registered to the programme of study in UCD for which they are awarded the scholarship and remain so for the duration of the degree.
4. A student can only hold one significant scholarship. In the event of a student qualifying for more than one scholarship, the scholarship of the greatest value will be awarded. This applies to all significant scholarships (including 1916 Bursaries, All Ireland, Uversity). It is the responsibility of the scholarship recipient to inform UCD Access & Lifelong Learning if they are in receipt of any other significant scholarship.
5. Awarding of this scholarship should not affect entitlement to the Student Grant administered through SUSI, Back to Education Allowance, or the Student Support Fund.
6. The students who are awarded scholarships are required to pay any fees due to the University. Failure to do so may result in withdrawal of the scholarship.
7. Scholarship offers cannot be deferred.
8. Payment of the scholarship is subject to the scholars successfully progressing from stage to stage within their programme.
9. If a scholar wishes to suspend their programme of study, they must comply with the University’s guidelines on this. UCD Access and Lifelong Learning will suspend the scholarship for the duration of the suspension, and scholars’ eligibility to continue to receive the scholarship will be in line with the University guidelines on duration of suspension.
10. If a student must repeat a stage, UCD Access and Lifelong Learning will suspend the scholarship for that stage. Payment of the scholarship will resume once the student progresses to the next stage of their studies. Scholars will be encouraged to engage with academic support available to them as they progress.
11. As this scholarship is funded by philanthropic donor funds, successful candidates will be asked to write some reflections on their experiences, extracts of which may be used to report back to donors and in publicity materials. Photographs are optional and at the discretion of the scholar.
12. UCD Access and Lifelong Learning reserves the right to withdraw the scholarship should a student continually fail to complete the academic standards of their programme, if they fail to comply with the terms and conditions of the scholarship or if they face disciplinary proceedings within UCD.
13. Applicants must have a legal entitlement to remain in Ireland to complete their proposed course of study. The onus rests with the applicant to satisfy the University in this regard
14. UCD Cothrom na Féinne Scholars are encouraged to act as role models within UCD and their local community and are expected to follow the guidelines of the [**Student Charter**](https://www.ucd.ie/studentcharter/)**.** It is the scholar’s responsibility to ensure that they understand the terms and conditions under which the scholarship is awarded
15. The Think Again scholarship includes opportunities for personal, academic, social and professional development. All scholars are expected to engage with the opportunities offered in these areas throughout the duration of the scholarship
16. UCD reserves the right to withdraw this scholarship immediately and without notice to the scholar where a scholar is determined by the University to have misled the University about any aspect of their eligibility to receive the scholarship. The University shall be entitled to seek repayment of any portion of the scholarship that has already been paid to the scholar.
17. UCD reserves the right to make changes to these Terms and Conditions at any time where such a change arises as a result of changes in regulations or legislation.
18. This scholarship will be paid in instalments across Trimesters 1 and 2. The payment schedule will be shared with scholars at the beginning of Trimester 1 for each academic year of payment.
19. This payment will be made by electronic transfer to the bank account listed on the scholar’s UCD student record. As such, it is necessary for scholars to have their own bank or Credit Union account in order to receive payments.

**Appendix 3: Think Again 2025 – Guide to Supporting Documents**

To be eligible for a Think Again scholarship, you have to be able to show that you are living in a household on a low income.

This is measured by your “reckonable” household income, which is usually the entire income of the household, minus most social welfare payments. This means your income, but also that of all of the adults who live in your household and contribute to the income.

The “reckonable” household income cut off points for 2025 are:

1. Fewer than 4 dependent children - €50,840

2. Between 4 and 8 dependent children - €55,768

3. More than 8 dependent children - €60,445

4. Income thresholds increase per additional person in college - €4,785

You have three options for how you can show your household income. Please read the instructions carefully.

**Option 1 - I already have my 2025-26 SUSI Award Letter (All Pages), what do I do?**

Submit your **2025-26 SUSI Award Letter (All Pages)** with your application form or send it to thinkagain@ucd.ie.

Please make sure you send the full letter of confirmation of receipt of grant from SUSI, clearly displaying your name and address. **Ensure any password encryption is removed before uploading.**[Click here to learn how to remove any password.](https://www.ucd.ie/studentadvisers/howtoguideremovesusiencryption/)

When we review your application, we will use the “reckonable income” calculated by SUSI. This will be on page 3 of your 2025-26 SUSI Award Letter (All Pages).

Applicants on SUSI “Special Rate” will be prioritised for a Think Again scholarship.

**Option 2 - I have applied for SUSI but don’t know if I am eligible yet, what do I do?**

As soon as you get it, submit your **2025-26 SUSI Award Letter (All Pages)** with your application form or send it to thinkagain@ucd.ie.

Please make sure you send the full letter of confirmation of receipt of grant from SUSI, clearly displaying your name and address. **Ensure any password encryption is removed before uploading.**[Click here to learn how to remove any password.](https://www.ucd.ie/studentadvisers/howtoguideremovesusiencryption/)

Please note: UCD Access and Lifelong Learning will not be able to confirm you are eligible for Think Again until you submit your 2025-26 SUSI Award Letter (All Pages).

**Option 3 - I am not eligible for SUSI, what do I do?**

Get your **2024 Statement of Liability**(previously known as P21) online at [www.revenue.ie](https://www.revenue.ie/en/home.aspx) or by contacting your local Revenue office.

**OR**

Get your **2024 Summary of Payments from the Department of Social Protection** showing the total amounts received for the tax year 2024 (statement must show payments from 1 January 2024 to 31 December 2024). [Request a social welfare statement here.](https://www.gov.ie/en/service/request-a-statement-of-social-welfare-payments/)

Submit one of these documents with your application form or send it to thinkagain@ucd.ie. You can see an example of what these documents look like below.

IMPORTANT: You may be asked to send a 2024 Statement of Liability or 2024 Summary of Payments from the Department of Social Protection for everyone who contributes to your household income.

**Please see the links below for examples of each acceptable documentation:**

[Example of SUSI Award Letter](https://www.ucd.ie/studentadvisers/t4media/susi%20letter%20redacted_redacted.pdf)

[Example of Statement of Liability from Revenue](https://www.ucd.ie/studentadvisers/t4media/statement%20of%20liability_redacted.pdf)

[Example of Summary of Payments from the Department of Social Protection](https://www.ucd.ie/studentadvisers/t4media/Social%20Welfare%20Statement_redacted.pdf)

You are strongly encouraged to request these documents from the relevant source as early as possible as there can be delays in getting them.