

## **Important**

**When applying for a programme you will need to upload proof of status with your application as follows**

**If you are:**

### **Unemployed**

Written proof from the Department of Employment Social Protection (DEASP) that you are a Social Welfare recipient at the commencement of the course. This can be a recent slip from when you collect your payment or else a letter dated within 3 months that clearly shows the payment name you receive.

### **A Returner**

Swear a declaration before a Commissioner for Oaths attesting to your status and provide written proof. The form to use is on the Springboard+ website, under 'Am I Eligible', then scroll down to the section titled: AM I ELIGIBLE FOR A SPRINGBOARD+ OR HCI PILLAR 1 COURSE? The form is in the returner section

### **Employed/Self Employed**

Provide a copy of their most recent 'Employment Detail Summary' from the Revenue online services or other relevant revenue documentation. If neither of these are available, and as a last option then we can accept a letter from your current employer to confirm employment, this must be on company letterhead and must provide your name, PPS, that you are currently employed.

### **Formerly Self-Employed**

Provide a letter/statement from Revenue stating that the applicant is no longer trading or a similar letter from the applicants (former) accountant should be sufficient. If neither of these are available, then a sworn declaration, witnessed by a Commissioner of Oaths, stating that the applicant is no longer self-employed.

### **In receipt of COVID Payments**

People in receipt of the Covid-19 Pandemic Unemployment Payment (PUP) can apply for a part-time course. You must provide proof of this payment in the form of a slip from where payment is collected or a letter from DEASP

The Temporary COVID-19 Wage Subsidy Scheme is not an eligible DEASP payment. Those who are in receipt of the wage subsidy are classed as employed and those eligibility criteria apply. Therefore, those in receipt of this payment will be required to pay 10% of the course fee when undertaking courses at Level 7 or above.