***LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED WITH AN APPLICATION FOR A MAINTENANCE GRANT***

***FOR ACADEMIC YEAR 2023/24***

*The basis for submitting an application for a maintenance grant is to document income* ***for year 2022*** *of the student and all adult members of his/her family.*

**MANDATORY (BASIC) DOCUMENTS**

**required of any student applying for a maintenance grant:**

1. Certificates from the Tax Office documenting income subject to taxation under the rules set out in Article 26, Article 30b, Article 30c, Article 30e and Article 30f of the Personal Income Tax Act for the year 2022 with the symbol: ZAS-DFU (Template A to Appendix 4 of the Benefits Regulations):

- separate for the student and all adult members of his or her family (even if they have no income);

- the certificates must be submitted for each family member separately, even if the persons pay taxes jointly;

- the certificate should be issued for the purpose of family benefits;

- the certificate must include tax-free income (including tax return (PIT) for young people);

- certificates obtained by the e-tax office are accepted;

- The tax return (PIT) is NOT a substitute for the above-mentioned certificate.

1. The statement of earnings not subject to personal income tax for the year 2022 (Template C to Appendix 4 to the Benefits Regulations):

 - separate for the student and all adult members of his or her family (even if they have no income);

1. Certificates of the amount of health insurance premiums actually paid in 2022:

- separate for the student and all adult members of his/her family earning income in the year in question;

- certificates from ZUS, KRUS, MSW or MON as appropriate;

- in the case of contributions paid from a pension, broken down by month;

1. Certificates from the workplace stating for how many months in 2022 the salary was paid (Template D to Appendix 4 to the Benefits Regulations);

- separate for the student and all adult members of his/her family earning income in the year in question;

- separate for each place of employment in a given year (shown on the tax return- PIT);

1. Certificate of attendance at school or college of the applicant's sibling or children:

- in the case of siblings studying at TUL, no certificate is required;

**ADDITIONAL DOCUMENTS,**

**relative to the situation in the student's family,**

**to be submitted when applying for a maintenance grant:**

1. In the case of **self-employed persons** taxed in the form of **registered lump sum or tax card**:

The certificate of the head of the tax office in case of persons paying taxes under the provisions of the flat-rate income tax on some incomes earned by natural persons for the calendar year 2022 (Template B to Appendix No. 4 to the Benefits Regulations):

- separate for each member of the student's family earning income on a flat-rate or tax card basis in a given year;

- The certificate must include information on:

* Form of tax paid,
* Amount of income,
* Tax rate,
* The amount of tax paid;

- an extract from the Central Register of Business Activity and Information (CEiIDG) containing the date of commencement of business activity;

**2.** For members of the student's family who own an **Agricultural holding**:

* a copy of the payment order for 2022;
* a certificate from the competent municipal authority on the size of the agricultural holding expressed in total and converted hectares. The certificate should state the **holding in 2022;**
* a copy of the lease agreement concluded for a minimum of 10 years with confirmation of conclusion by the mayor competent for the location of the subject of the lease - in the case of a lease of a part or of the entire agricultural holding held by the family, on the basis of a contract concluded pursuant to the provisions on social insurance of farmers, or a lease of the agricultural holding in connection with receipt of an **annuity** specified in the provisions on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
* a copy of the contract concluded in the form of a notarial deed, in the case of the contribution of an agricultural holding for use by an agricultural production cooperative;
1. In the case of income from a **pension or annuity**:
* Copies of decisions determining entitlement to a pension/annuity including, but not limited to, the entire year 2022 up to the end date of the decision;
* Copies of decisions on the award of additional cash benefits in 2022 (so-called thirteenth and fourteenth pensions);
1. **Loss/gain of income**:

Together with the application according to Template 1a to Appendix No. 4 to the Benefits Regulations:

* in the event of **loss of income in 2022, 2023, 2024:**

- a document specifying the date of loss of income and the amount of income lost by the student or a member of his/her family;

- employment certificate, contract of employment;

- **Pit-11/Pit-40** documenting the amount of income lost;

- in the case of a longer L4 sick leave, a certificate from the Social Insurance Institution stating the periods of benefit payment;

* in the event of **income in 2022:**

 - a document stating the amount of income received and the number of months in which the income was received;

* in the event of **income in 2023, 2024:**

 - a document specifying the date of earning it as appropriate:

* certificate of employment from the company (Template D1 to Appendix 4 to the Benefits Regulations),
* a certificate from the Employment Office stating that unemployment benefits have been granted and the amount of net income received for the month following the month in which the income was earned;
* a copy of the pension award decision;
1. In the case of **unemployed persons:**
* a certificate from the employment office or a statement confirming the fact of being unemployed with or without the right to benefit in the case of unemployed students and their family members.
1. In the case of **a single parent:**
* a copy of a final court decision pronouncing a divorce or separation or an abridged copy of the death certificate of the student's spouse or parent;

**7.** If the student or a member of his/her family is entitled to **to Maintenance:**

* a copy of an enforceable court decree granting a family or non-family maintenance order, or a copy of the record of the court settlement, or a copy of the settlement before the mediator which has been approved by the court, or any other enforceable document issued or approved by the court (e.g. a lien for a civil action in the event that proceedings are pending) for the payment of family or non-family maintenance;
* where the entitled person has not received maintenance or has received it in an amount lower than that laid down in a court judgment, a court settlement or a settlement before a mediator or any other enforceable title from court or approved by a court:
* a certificate from the authority responsible for enforcement proceedings stating that the enforcement of maintenance has been totally or partially unsuccessful, as well as the amount of enforced maintenance, or
* information of a competent court or competent institution on the fact that the entitled person has taken measures related to the enforcement of the enforceable title abroad or that such measures have not been taken, in particular due to the lack of a legal basis for taking them or the impossibility for the entitled person to indicate the place of residence of the maintenance debtor abroad, if the debtor resides abroad,
* a copy of the final judgment dismissing the claim for maintenance;
* a court decision obliging one of the parents to bear the full cost of maintaining the child;
* bank transfers or money orders documenting the amount of maintenance paid, if the family members are obliged by a court decision, a court settlement or an agreement before a mediator to pay it to a person outside the family;

*NOTE: When assessing the student's financial situation, the parents' maintenance obligation towards their children - Article 133 of the Polish Family and Guardianship Code - is taken into account. The fact that a student is living independently outside the family home without fulfilling the requirements of Chapter 7(21) of the Regulations does not relieve his/her parents of their maintenance obligation during the period of study;*

*where maintenance is ordered after 2022, the parents' income is taken into account instead of the maintenance (alimony is not earned/lost income);*

1. Where **the father is unknown:**
* a full copy of the birth certificate;
1. A copy of the final judgment of the family court declaring adoption or a certificate from the family court or adoption and foster care centre on the court proceedings for adoption of the child;
2. A copy of the Certificate of Disability or Degree of Disability of members of the student's family over the age of 18, provided they are not studying and are dependent on the student or the student's family;
3. A certificate from the employer stating the date of parental leave for a member of the student's family and the period for which it was granted and the periods of employment;
4. If **you earn income outside the Republic of Poland**:
* a statement of earnings (note Chapter 7(14) of the Benefits Regulations);
* copy of tax return (PIT) 37/36;

**13.** In the event **where the total income per person in the student's family does not exceed PLN 600:**

* a certificate issued by a social assistance centre or social services centre to the effect that the student or members of his/her family received social assistance benefits in the year of submission of this application.

**14. Other** necessary documents needed to establish the income in the student's family or certifying the student's family situation e.g.:

* a certificate of the emoluments due to the Territorial Defence soldier,
* a police certificate that a member of the student's family has gone missing,
* certificate of residence of a member of the student's family in places of detention or institutions providing 24-hour maintenance,
* copies of decisions on obtaining a survivor's pension, social pension, copies of marriage certificate and birth certificates of children in the case of student marriages, etc.

**15.** The Committee may call for documents other than those mentioned above.

16. The burden of proving financial hardship lies with the student.

**The originals of all required documents must be submitted for inspection by a member of the University's staff to certify the copies as true copies.**

**Detailed rules for calculating and documenting income for the purpose of applying for a maintenance grant are contained in the Benefits Regulations for TUL Students.**