



**Compulsory Travel – Ireland and abroad
2016/17 (HEA/EU FUNDED)**

DIT Compulsory Travel Scheme provides financial support to any fulltime DIT student in severe financial difficulties due to unforeseen circumstances or students who are disadvantaged and require additional financial support in order to continue their third-level studies. Strict criteria apply to the scheme.

75% towards the cost of travel and subsistence payable in block grants where appropriate as follows:

- Ireland €200 (short trip)
- Outside Ireland (usually short trip to Europe) €500
- Extended trip abroad and costly destinations e.g. China €3000 maximum allowed

Terms and Conditions

Assistance not available to:

- Students who have not registered
- Apprentices and Part-time students.
- Incoming students on Socrates/Erasmus programmes or equivalent.
- Postgraduate (paid) Research Students
- Students attending Foundation/Access courses.
- Students in fulltime employment on undergraduate programmes (Some Social Care courses).
- Non EU students, due to criteria lay down under DIT's admission requirement.
- Students opting to participate on an EU funded exchange programme
- Students receiving funding from other funding sources for study abroad cannot receive funding for the same purpose.

Other useful information

- Assistance is available for flights, accommodation, food and public transport only.
- The trip must be an integral part of your course.
- Matures Students (23 years before the 1st January of year of entry) income cannot exceed €8,000 to qualify.
- Section E (short trip) or F (long trip) must be adhered to depending on which trip you are availing of

Incomplete applications, insufficient documentation and receipts will not be considered and will be returned to the applicant.

Post your completed application form marked 'Private & Confidential' along with your supporting documentation to Financial Aid & Accommodation Office at 143-149 Rathmines Road Lower, Rathmines, Dublin 6.

The Student Assistance Fund is funded by the Irish Government and part funded by the European Social Fund.



DIT is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts and outline to the principles for the classification, handling and administration of the data of DIT in that regard.

<http://www.dit.ie/media/instituteofsecretary/Data%20Protection%20Policy.pdf>

**Compulsory Travel abroad or in Ireland – (HEA/EU FUNDED)
Academic year 2016/17 - APPLICATION FORM**

SECTION A - Applicant's details

1. Name		2. Age	3. Date of Birth	4. Gender	5. Student No.
6. Home Address		7. Accommodation Address			
8. DIT Student e-mail address:		9. Mobile Contact No:			
10. DIT College	11. Year of course 1 st 2 nd 3 rd 4 th 5 th		12. Is this your final year – Yes/No		

SECTION B – Grant Details for 2016/17

13. Have you applied for a SUSI grant		Yes/No:	
14. If Yes enter your SUSI application number		No:	
15. Please indicate which rate and type awarded		Non-adjacent rate	Adjacent rate
Type:	Special rate	(€5,915)	(€2,375)
	Full Maintenance	(€3,025)	(€1,215)
	Part maintenance (75%)	(€2,270)	(€910)
	Part maintenance (50%)	(€1,515)	(€605)
	Part maintenance (25%)	(€755)	(€305)
	Student Contribution only		

SECTION C – Application Details 2016/17

16. If you have previously received assistance from this Fund or any other Student Assistance Fund please indicate year/s and amounts:

Year	Fund	Amount Awarded	Full receipts submitted	
			Yes	No
			Yes	No
			Yes	No

17. Have you applied for any other SAF Scheme this year? Yes _____ No _____
If yes please indicate which scheme/s _____

18. With whom in DIT have you discussed this application? _____

SECTION D – Travel Details

19. Are you being funded from another source for compulsory study abroad? If so please give assistance details: (amount, funding source, purpose of assistance) certified by the awarding body yes/no _____

Is there any other information or circumstances which you believe should be taken into account? _____

SECTION E: To be completed by your Class Tutor – Short Trips only

Student name: _____ Student No: _____

Destination: _____ Duration of trip: _____

Useful information when completing the table below which are average prices:

Flight See student flight details or quotation,
Accommodation: (€150 - €500 depending on duration). Students must produce proof
Food (€20 - €30 per day)
Public Transport (€10 - €15 per day) or petrol cost can be for total trip in Ireland
Admission to museum's etc. (depends on course)

Flight	Accommodation	Food	Public Transport/petrol	Admission into museums etc. as part of course
Total cost: €				

This is to confirm that the above student must attend a compulsory trip which is an integral part of their course. **Please note:** completing and signing this section acts a receipt for the student.

Signed by Tutor: _____ Date: _____

I certify that I have read the general terms and conditions and that the information provided on this form is true, complete and accurate in every particular and that assistance from other sources has not been received for the stated purpose/service, which is the subject of the application. I hereby apply for an allocation from the Student Assistance Fund 2016/17 and agree to the general terms and conditions.

Signature of Student: _____ **Date:** _____

The following documentation must be submitted with your application

SUSI Grant details e.g. refer to whichever category most closely matches your circumstances
<ul style="list-style-type: none">• SUSI grant or/and BTEA• If you are awaiting your grant to be processed you must submit proof of grant application and up to date parental/ guardian's/ partner's income details (two recent payslips) or/and up to date social welfare details/BTEA• If you are not entitled to a grant, up to date parental/guardian's/partner's income details (2 recent payslips) are required. Independent Mature students are not required to submit parental income details.• If parent(s)/guardians are self - employed a letter from an accountant stating that the accounts are the same/similar to the previous year along with the previous year's accounts are accepted.
<ul style="list-style-type: none">• Own Income – Up to date payslip (if applicable)
<ul style="list-style-type: none">• Certification of Scholarship (if applicable)
<ul style="list-style-type: none">• Flight/Travel subsistence Quotation or proof of flight payment for short trips abroad (less than 2 month's duration)• Section E to be completed by your Tutor for short trips abroad in Europe or Ireland (less than 2 month's duration).
<ul style="list-style-type: none">• Section F to be completed by the student for trips of long duration only - usually to China for the year. You must submit the flight and accommodation quotation. If you have paid for same please provide proof of payment as it is included for receipt purposes. You must divide up and outline the receipts for food and public transport. If receipts/proof of payment is in a foreign language you must translate it to English and convert prices to Euro. If approved, you will receive assistance for the amount of receipts/proof of payment submitted and the balance of payment will be paid when the total receipts are submitted. You will receive via your student email, details for when you must submit the balance of receipts.• If you have a child/children you must ensure to submit child/children's birth cert/s, letter from childminder (outlining costs, contact phone number and address) and proof of child benefit.
All application records, including supporting documentation will be kept for a 10 year period. Following this period all records will be confidentially destroyed. Any unnecessary documentation submitted with the application will be immediately securely returned to the applicant.

Section F – Trips of Long Duration only

Receipt No	Name of accommodation/ service/shop – whichever most suits your receipt	Flight	Rent	Food/utilities Your name must be on the utility bill	Public Transport
		€	€	€	€
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Sub Totals					

Overall Total	
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NOTES:

Your receipts must be clearly numbered and filed in an orderly fashion from receipt 1 onwards and stapled for each category or put into individual envelopes clearly marked for any/all of the relevant categories outlined above. **Print this page off again if you have to record further receipts. If your receipts are not in an orderly fashion your application will be returned to you.** Please enter details of your total for each category and then overall total in the bottom row.

I certify that I have read the general terms and conditions and that the information provided is true, complete and accurate in every particular and that assistance from other sources has not been received for the stated purpose/service, which is the subject of the application. I hereby apply for an allocation from the Student Assistance Fund 2016/17 and agree to the general terms and conditions.

Signature of Student Applicant _____

Date _____

Check List for Compulsory Travel 16/17
Student Assistance Funds

	<u>A guide to complete your application form</u>	<u>Please tick</u>
1	Completed your application form	
2	Please refer to SUSI Grant details under 'Documentation to be submitted with your application'	
3	Own part time work income (if applicable)	
4	Mortgage/Rent details and rent allowance – Only for General and Extreme Hardship SAF applicants (if applicable)	
5	Student with child/children must ensure to submit child/children's birth cert/s, letter from childminder (outlining costs, contact phone number and address)and proof of child benefit	
6	Illness/disability – Medical Certificate (if applicable)	
7	Bank Mandate form completed and stamped by your bank	
	<u>General SAF or Extreme Hardship only</u>	
8	Completed weekly budget sheet, listing all expenses and income.	
9	Books and class material details	
	<u>Rent Assistance Scheme Only</u>	
10	Rent Certificate – Letter from landlord (including phone contact details) or copy of payments on a banks statement or lease (copy) where appropriate	
	<u>Compulsory Travel Assistance Scheme Only</u>	
11	Short trip duration e.g. Europe or Ireland - Section E on the form to be completed and ensure all requested documentation is submitted	
12	Please note: Long trip duration e.g. Students going on a compulsory trip for a year (usually to China), Section F to be completed by student applicant and ensure all requested documentation is submitted	
13	Flight details or quotation – if applicable	

1-7 where applicable, are required for all applications

8-13 is specific to the specific type of assistance you are applying for.