



## **DIT Student Assistance Fund Appeal Policy (HEA/EU & DIT funded schemes)**

DIT's Student Assistance Regulations make provisions for an appeal in writing by a student against a decision of DIT's Financial Aid & Accommodation Dept.

Prior to a formal appeal being lodged the student is required to contact the FAA dept. and the case will be informally reviewed. The student will be notified as soon as possible of the review and within 10 days of request. The student can, if they wish, apply for a formal appeal regardless of the outcome of the informal review.

The formal appeal must be lodged in writing or emailed to DIT's FAA Dept. within 4 weeks of being notified from the FAA Dept. of the result of their student assistance funding application. An appeals sub group comprised of three members from the SAF monitoring committee will convene to investigate and deal with the appeal application. The student will be notified within 5 weeks of receipt of the appeal form by the FAA Dept.

The decision will be final.

The process will be annually reviewed by the monitoring committee.

(During this process if the student is in severe financial difficulty they will be assisted with emergency funding.)

Candidates considering lodging an appeal are advised to refer to the appendix to this form which gives additional information for their consideration.

---

Approved DIT SAF Monitoring Committee meeting 20/6/16

Prepared By: D Corcoran 18/10/16



## Dublin Institute of Technology

### Student Assistance Fund Appeal Form

#### Please note:

- Students are required to request an informal review from the DIT financial Aid & Accommodation Dept. of their Student Assistance application before proceeding to submit this formal DIT Student Assistance Fund appeal application.
- Under the appeals process the student assistance amounts awarded may be increased or reduced depending on the investigation results.
- All appeals must be submitted in writing using the **SAF Appeals Form** to Dublin Institute of Technology, Financial Aid & Accommodation Services, 143/149 Rathmines Rd, Dublin 6 or email [financial.aid@dit.ie](mailto:financial.aid@dit.ie). Please ensure to include **all** supporting documentation for your appeal.
- If you have any enquiries regarding the SAF Appeal Form or otherwise please contact the Financial Aid Office at Tel: 01-402-3394.

**Note: Please complete Sections 1-5 in BLOCK LETTERS. An Appeal can only be accepted with an appeals form.**

#### Section 1 – Applicant details

Name:		DIT Faculty:	
DIT Student No.:		School/Dept:	
Mobile Number:		Programme:	
Email:		Year/stage:	
Address:		Year:	
Correspondence Address:		Date of receipt of Letter (indicating eligibility to SAF assistance):	

#### Section 2 – Informal Review Process

<b>Date of Review Requested</b>	
<b>Date of notification of informal review</b>	

**NOTE:** Please attach letter of notification



**Section 5**

<b>Do you wish to present your case to the Appeals Board?</b>	
<b>Do you wish to be accompanied by a member of the Community from within your College/Faculty?</b>	
<b>Do you wish a member of the Community from within your college/faculty to present your case?</b>	

**STUDENT DECLARATION: I agree that all the evidence listed has been provided to support the relevant grounds for this appeal and I understand that no other evidence connected to this appeal can be furnished.**

**Student ID Number:**

**Signed:**

**Date:**

---

<b>Date Received by FAA</b> <b>Dept:</b>  <b>Signed:</b>	<b>FOR OFFICIAL USE ONLY</b>	<b>SAF Appeal No.</b>
---	------------------------------	-----------------------

Section 5 – Appeal Outcome		To be completed by SAF Appeals Committee		
Date:				
Signed:  (all Committee Members)				
Deemed eligible or not eligible for formal appeal:	<b>ELIGIBLE</b>		<b>NOT ELIGIBLE</b>	
Basis of Decision:				

Received by Office Director responsible for the FAA Area (for letter to be issued not eligible or for full appeal hearing to be held)	
Date:	
Signed:	
Appeal No.	

Indicate the decision regarding the grounds under which appeal was made:			
1. DIT’s Student Assistance Fund Regulations have not been properly implemented.	Appeal. Valid:	Appeal. Invalid	
2. Extenuating circumstances exist which may not be covered by the SAF Regulations.	Appeal. Valid:	Appeal. Invalid	
3. There has been significant change in circumstances which could not have been foreseen by the student.	Appeal. Valid:	Appeal. Invalid	

**Section 6 – Notes**

<p style="text-align: center;"><b>Additional Information/Comment</b></p>
--

**Audit Trail**

Appeal Control sheet amended	Notification letter sent	Copy of outcome in SAF file	EFT payment processed

**Appendix to Appeal Application Form**

**Key Points about the criteria for funding**

- There is no basis of appeal if the qualifying criteria/eligibility is not met as indicated in DIT’s SAF regulations (incl.HEA/EU regulations), DIT’s SAF operating guidelines/FAA Dept. standard operating procedures for example:-
- Student must be a full-time student on an undergraduate or postgraduate course
- Student must meet the attendance provision.
- Student must be or will be in severe financial difficulty or disadvantaged in some manner.
- Student parental income and student income must not exceed the limits set in the regulations (only in exceptional circumstances)

**Student cannot appeal in the following circumstances:-**

- A student did not fully explain their case or submit the relevant documentation. The application will be reviewed under the informal review process by the FAA Dept.
  - A student is seeking financial assistance mainly for registration fees and tuition fee assistance which is not eligible from SAF funding as stipulated under HEA guidelines.
-