

Financial Assistance 2017/18

Please Note: You will not receive a confirmation email or phone call that we have received your application.

However, if you have not received any correspondence from us after 4 weeks of submitting your application you can then contact the office.

Thank you for your consideration.

FAA Dept



Compulsory Travel – Ireland and abroad
2017/18 (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 up to a max of €200 (short trip)
- Outside Ireland (usually short trip to Europe) up to a max of €500
- Extended trip abroad and costly destinations up to a max of €3K e.g. China, or in exceptional cases €5K.

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.
- Students opting to participate on an EU funded exchange programme.
- 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 laid down under DIT's admission requirement.
- Students receiving funding from other funding sources for study abroad cannot receive funding for the same purpose.
- If you receive funding from this scheme for a trip of long duration e.g. 1 semester or an academic year, you cannot apply for SAF-General or Rent Assistance scheme.

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 €10,000 to qualify.
- Section E1 (short trip) or E2 (long trip) must be adhered to depending on which trip you are availing of.
- Any unnecessary documentation submitted will be confidentially shredded
- An applicant whose application has been rejected may appeal to DIT's Student Assistance Fund Monitoring Committee within four weeks of notification of an unsuccessful application. Please contact this office at the number above for further details.
- It is recommended that you keep a copy of your application for your own records
- Incomplete applications and insufficient documentation 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, Dublin 6.

All application records, including relevant supporting documentation will be kept for a 10 year period. Following this period all records will be confidentially destroyed.

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 2017/18 - 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 2017/18

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 (fees only)		

SECTION C – Application Details 2017/18

16. If you have received assistance in a previous year 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 who 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 E1: Compulsory Travel – Short trip to Europe or within Ireland

Student name: _____ Student No: _____
 Destination: _____ Duration of trip: _____

E 1 - Short TripIreland – Up to €200Outside of Ireland (short trip to Europe – usually less than 2 weeks up to €500)

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

Flight Flight details (copy of ticket) or quotation from airline (**must be submitted with the application**)
 Accommodation: (€150 - €500 depending on trip duration).
 Food (€20 - €30 per day)
 Public Transport (€10 - €15 per day) or petrol cost can be for total trip in Ireland

Flight	Accommodation	Food	Public Transport/petrol
Total cost €			

This is to confirm that the above student must attend a compulsory trip which is an integral part of their programme. **Please note:** completing and signing this section verifies the costings for the student with the **exception of the copy of flight ticket or quotation** which must be submitted with this application form.

Signed by Tutor: _____ Date: _____

E 2 – Trips of long duration e.g. 1 semester or trips of 1 year duration (Europe, China, America and Australia)Flight details (copy of ticket) or quotation from airline (**must be submitted with the application**)

Accommodation: Proof of cost from accommodation provider– must be translated to English or proof of payment for same outlined on a bank statement.

Flight	Accommodation	Food	Travel
Total cost: €			

Confirm that you must attend a **compulsory trip** which is an integral part of their course. Tick whichever box in appropriate

Semester 1 only: Semester 2 only: Full Academic year:

If you are or will be receiving an Erasmus grant please tick: **Yes** _____ **No** _____

If yes, you must submit a letter from your Erasmus Officer stating that the trip is compulsory along with the amount of funding being granted and duration of trip. If not you must submit a letter from your Tutor stating that the trip is compulsory.

Please note: If the trip is not compulsory you are not entitled to apply for financial assistance under this scheme.**If you are abroad and unable to obtain a signature from your Tutor an email from them to accompany your application will suffice**

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 2017/18 and agree to the general terms and conditions.

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

DUBLIN INSTITUTE OF TECHNOLOGY
 PAYMENT MANDATE FORM 2017/18
 DIT Financial Aid & Accommodation Services

Please ensure that your bank details are correct – DIT cannot accept responsibility for incorrect details Submitted by an applicant.

NAME _____ ADDRESS _____

Student No: _____ Mobile Phone No. _____

Have you submitted this bank account details previously? YES _____ NO _____

BANK NAME _____ BANK ADDRESS _____

ACCOUNT HOLDER NAME _____

BANK ACCOUNT NUMBER (8 DIGITS) BRANCH SORT CODE (6 DIGITS)

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INTERNATIONAL BANK ACCOUNT NUMBER (IBAN)*

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BANK IDENTIFIER CODE (BIC/SWIFT CODE)*

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* Your BIC and IBAN are located on your bank statement

BANK STAMP & DATE (To confirm A/C details correct)

For Office Use only

1st Payment

Total Approved: _____ Approved by: _____ Date _____

Payment issued by: _____ Value _____ Voucher No. _____ Date _____

Receipts checked by: _____ Value of valid receipts; _____ Date _____

2nd Payment

Payment issued by: _____ Value _____ Voucher No. _____ Date _____

Receipts checked by: _____ Value of receipts; _____ Date _____

For Office Use only
Date Emailed re financial assistance
Date HEA confirmed

Check List – 17/18
Student Assistance Funds

When checking this list please also refer to 'The following documentation must be submitted with your application' on the next page.

	<u>A guide to complete your application form</u>	<u>Please tick</u>
1	Completed your application form fully	
2	SUSI, BTEA, Social Welfare, Parental: Please refer to details on the next page under ' The following documentation must be submitted with your application – SUSI grant details ' and submit whichever most closely matches your circumstances	
3	Illness/disability – Medical Certificate (if applicable)	
4	Bank Mandate form completed and stamped by your bank	
	<u>General SAF or Extreme Hardship Fund only</u>	
5	Completed weekly budget sheet, listing all expenses and income – Section E of application form	
6	Rent payments. Please Refer to ' The following documentation must be submitted with your application – Rent/Mortgage details ' and submit whichever most closely matches your circumstances	
7	Books and class material details (if applicable)	
8	Own part time work income - Up to date payslip (if working part-time)	
9	Allowances or charitable donations – if applicable	
10	Official loans other than mortgage – if applicable	
11	Students with child/children must ensure to submit child/children's birth cert/s, letter from the childminder outlining costs, contact phone number, address and proof of child benefit.	
	<u>Rent Assistance Scheme Only</u>	
12	See Rent Assistance or SAF application form.	
	<u>Compulsory Travel Assistance Scheme Only</u>	
13	Short trip duration e.g. (less than 2 month's duration) Europe or Ireland - Refer to Section E1 on the form and ensure all requested documentation is submitted	
14	Long trip duration refer to Section E2 on the form and ensure all requested documentation is submitted.	
15	Flight details or flight quotation	
16	Trips of long duration only - One semester or full year abroad: Students with child/children must ensure to submit child/children's birth cert/s, letter from childminder outlining costs, contact phone number, address and proof of child benefit	
17	If your trip is compulsory and you are in receipt of an Erasmus grant you must provide a letter from your Erasmus Officer to this effect. The letter must also state the value of the Erasmus grant and the duration of the trip	

1-4 where applicable, are required for all applications

5-17 is specific to the type of assistance you are applying for.

The following documentation must be submitted with your application

<p>SUSI Grant details e.g. refer to whichever category most closely matches your circumstances</p> <ul style="list-style-type: none">• SUSI Grant: If you have been approved the SUSI grant and your SUSI letter does not outline the value of the award, you must clearly outline same on a bank statement. If you have not yet received a SUSI payment for this year, you can outline a payment received the previous year on a bank statement or proof of payment on the previous year's SUSI letter.• If you are in receipt of BTEA/Social Welfare you must submit proof along with SUSI details outlining that fees are being awarded.• If you are awaiting your SUSI 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 received a SUSI grant the previous year you must also submit proof either re SUSI letter or payment on a bank statement.• If you are not entitled to a grant, up to date parental/guardian's/partner's income details (two 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">• Certification of Scholarship (if applicable)
<ul style="list-style-type: none">• Flight/Travel subsistence Quotation from airline or proof of flight payment/s for all overseas trips
<ul style="list-style-type: none">• Section E2 to be completed by the student for trips of long duration only - usually to China for the year or for a single semester. You must submit accommodation quotation from provider. If you have paid for same please provide proof of payment on a bank statement or from the accommodation provider. If proof of payment from the accommodation provider is in a foreign language you must translate it to English and convert prices to Euro.
<ul style="list-style-type: none">• Students with child/children must ensure to submit child/children's birth cert/s, letter from childminder outlining costs, contact phone number, address and proof of child benefit – where applicable.