

PART TIME STUDENT ASSISTANCE FUND - General (HEA/EU FUNDED)
Financial Assistance up to €800
Academic Year 2017/18

DIT Student Assistance Scheme provides financial support to 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.

If you need assistance or advice on this scheme please contact one of the following:

- Student Advisor in your local Student Union office:
- Student Services Centre staff (DIT Aungier St, Bolton St or Grangegorman)
- Counselling or Chaplaincy Service
- Financial Aid and Accommodation Office (by appointment only)

Terms and Conditions

It must be clearly understood that the funding is limited and subject to availability. DIT's Student Assistance Fund (HEA/EU) regulations apply to the Fund.

Assistance is not available to:

- *Students who have not registered.*
- *Students on Continuing Professional Development programmes*
- *Apprentice and Postgraduate paid Research Students*
- *Students attending Foundation/Access courses*
- *Assistance not available to non-EU students, except in very extenuating circumstances.*
- *Part time students who do not meet criteria in the HEA National Access Plan 2015/2019.*

OTHER USEFUL INFORMATION:

- Student Contribution, Tuition or Examination charges cannot be supported from the Student Assistance Fund.
- 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.
- Complete your application form, bank mandate form *which must be stamped by your bank*, along with mandatory supporting documentation.

Please note:

1. You are no longer required to submit receipts for food and travel with your application and they will be confidentially shredded if submitted along with any unnecessary documentation.
2. Photocopies of any documentation requested/required is acceptable.
3. Incomplete applications and insufficient documentation will not be considered submitted and will be returned to the applicant.
4. It is recommended that you keep a copy of your application form for your records.

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

All application records, including 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>

Household Weekly Budget and Financial Details

The budget must be an accurate reflection of your Household weekly income and expenditure.

Supporting documentation must accompany this application – see section ‘**The following documentation must be submitted with your application**’.

This weekly budget must be fully completed. Enter ‘0’ in sections which are not applicable to you.

Income	Weekly Amount	Expenditure	Weekly Amount
Salary (for both you and your partner, if applicable)		Rent / Mortgage	
Family Income Supplement		Food	
Student BTEA/Social Welfare		Utilities	
Other government allowances or donations from charitable organisations		Public transport/ petrol	
Rent Allowance from Dept of Social Protection		Mobile phone expenses	
Child Benefit		Class material costs	
One Parent Family Allowance		Child minding expenses – see check list	
Other Scholarship/Bursary etc.		Other significant cost e.g. medication (provide supporting documentation)	
Total weekly income		Total weekly expenditure	
		Weekly shortfall	

Other Financial Details			
Other exceptional income (per month or per year)		Cost of Class Materials per year	
Savings or Money on Deposit		Cost of Books per year	
Bank/ Building Society /Credit Union Loans		Loan Repayments – weekly or monthly to Financial Institutions	

Please note: You may be eligible for a top up amount to the general SAF grant if your commute costs to college are high.

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

If my SAF application is successful, I agree to use the funds awarded for the purpose outlined above.

Signed: _____

Date: _____

Student ID Number: _____

Check List – 17/18
Student Assistance Funds

	<u>A guide to complete your application form</u>	<u>Please tick</u>
1	Completed your application form fully	
2	Own work income details	
3	Illness or Disability: Medical Certificate – if applicable	
4	Bank Mandate form completed and stamped by your bank	
5	Completed weekly budget sheet, listing all expenses and income	
6	Rent payments. Please Refer to ' The following documentation must be submitted with your application – Rent/Mortgage details'	
7	Books and class material details (if applicable)	
8	Allowances or charitable donations – if applicable	
9	Official loans other than mortgage – if applicable	
10	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.	

The following documentation must be submitted with your application

<p>Employment Details and financial details</p> <ul style="list-style-type: none"> • If you are working, evidence must be provided: Two Recent Payslip/s for work or a letter from your employer stating hours being worked and hourly rate of pay on headed paper along with the employer's contact phone number. • If you are in receipt of BTEA/Social Welfare you must submit proof (bank statement or BTEA/Social Welfare letter) • If you 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.
<p>Rent/Mortgage– if applicable:</p> <ul style="list-style-type: none"> • Lease and proof of payments (on a bank statement) or a letter from landlord/lady or agent outlining the tenancy agreement including monthly rent costs and how much you have paid to date since August 1st 2017. Contact phone details and address for the landlord or agent (on headed paper) must also be provided. Rent Allowance details must be submitted – where applicable • If you are a homeowner, mortgage payments can be outlined on a bank/building society statement.
<p>Students with childcare costs require the following additional details:</p> <ul style="list-style-type: none"> • Child/Children's birth certificate/s • Letter from Childminder confirming the parent/s name/s and child/childrens' names outlining the arrangements and charges and that payments are up to date – can be backdated to September 2017. The childminder's address and phone number must also be outlined on the letter. • Any other allowances including Social Welfare or Health Board allowances • Child Benefit - Proof of child/childrens' allowance details outlined on a bank statement/ post office payment/other.

**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. _____

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)

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For office use only
Date student emailed re financial assistance
Date HEA confirmed

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 _____