



**RENT ASSISTANCE FUND - (HEA/EU FUNDED)**

**Maximum allowed €1200**

**Academic Year 2017/18**

DIT Rent Assistance 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.

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

DIT Student Assistance Fund (HEA/EU) regulations apply to the Fund. Applicants will receive a once off payment, maximum €1200, to assist with their rent costs.

**Terms and Conditions**

Assistance is not available to:

- Students who have not registered.
- Apprentice and Part-Time Students
- Incoming Students on Socrates/Erasmus Programmes or equivalent from EU Institutions
- Postgraduate paid Research Students
- Students attending Foundation/Access courses
- Students in fulltime employment on undergraduate programmes (i.e. in-service courses)
- Assistance not available to non-EU students, except in very extenuating circumstances
- Students staying with parents/relatives do not qualify under the scheme (formal rental situation with a landlord/host family only)
- Students who are in receipt of **rent allowance** from a government agency. You must apply under the SAF – General instead.

**Students must comply with the normal regulations for SAF eligibility and comply with the following conditions:**

- Be a recipient of a maintenance grant or parental/student income not exceeding €60,000 or as a mature student, income not exceeding €10,000.
- In a formal rental situation with a landlord or living with a host family.
- Family residence outside of Dublin or living independently due to personal circumstances (certification required) or mature student living independently. (Over 23 years of the 1<sup>st</sup> year of entry to a course or re-entry to an approved course).
- You must have paid your student contribution charge in full or in part or have applied for a SUSI grant.
- You **cannot** apply for the General Student Assistance Fund if you apply for this scheme.

**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. All application records, including supporting documentation will be kept for a 10 year period. Following this period all records will be confidentially destroyed.
3. Photocopies of any documentation requested/required are acceptable.
4. 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 above number for further details.
5. **Please do not submit your application until after the 1<sup>st</sup> October** as it will be returned to you and will not be considered for assistance. Incomplete forms and forms submitted without all required supporting documentation will not be considered and will be returned to the applicant. **Closing date for completed applications (including required documentation) is the 27<sup>th</sup> October.** It must be clearly understood that the fund is limited and subject to availability. Payments will be made to successful applicants after the 15<sup>th</sup> November. If there is funding available after the 27<sup>th</sup> October the fund will remain open.



**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.**

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 this regard.

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

**RENT ASSISTANCE FUND – (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 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup>		12. Is this your final year – Yes/No	

**SECTION B – Grant Details for 2017/18**

13. Have you applied for a SUSI grant	<b>Yes/No:</b>		
14. If Yes enter your SUSI application number	<b>No:</b>		
15. Please indicate which rate and type awarded	<b>Non-adjacent rate</b>	<b>Adjacent rate</b>	
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)	
<i>Student Contribution only</i>			

**SECTION C – Application Details 2017/18**

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
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? _____		

*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.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The following documentation must be submitted with your application**

<p><b>SUSI Grant details e.g. refer to whichever category most closely matches your circumstances</b></p> <ul style="list-style-type: none"> <li>SUSI grant letter of approval</li> <li>If you are in receipt of BTEA/Social Welfare you must also submit up to date proof along with SUSI details outlining that your fees are being awarded and partner's income (if applicable)</li> <li>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 received a SUSI grant the previous year you must also submit proof either re SUSI letter or payment outlined on a bank statement.</li> <li>If you are not entitled to a grant, up to date parental/guardian's/partner's income details (2 recent payslips each) or/and social welfare details are required. <b>Independent mature students are not required to submit parental income details.</b></li> <li>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.</li> </ul> <p><b>Rent Details:</b> Lease (copy) is accepted if your lease is valid since 1<sup>st</sup> August 2017 only. Alternatively up to date payment/s can be outlined on a bank statement backdated no earlier than August 1<sup>st</sup> 2017. Otherwise, if you are renting from a private landlord before the 1<sup>st</sup> August 2017 the lease must be submitted along with a letter from the landlord outlining the terms of tenancy including deposit paid, weekly/monthly rent costs, contact phone number and address. If you are renting through an agent a letter on their company headed paper is required outlining the terms of agreement including deposit paid and weekly/monthly costs. If you are renting from a host family a letter only is required with their name, address and phone number outlining the deposit paid and weekly/monthly rent costs. In all cases it must be stated that the rent is up to date. You are only required to submit proof of your share of the rent. If you are sharing with other tenants you must explain accordingly. <b>A rent book is not acceptable.</b></p>
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**Applicants will be disqualified from the scheme if found to have given false information or failure to advise of a change of circumstances which would affect the amount of assistance issued.**

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**

**1<sup>st</sup> Payment**

Total Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Payment issued by: \_\_\_\_\_ Value \_\_\_\_\_ Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

Receipts checked by: \_\_\_\_\_ Value of valid receipts; \_\_\_\_\_ Date \_\_\_\_\_

**2<sup>nd</sup> Payment**

Payment issued by: \_\_\_\_\_ Value \_\_\_\_\_ Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

Receipts checked by: \_\_\_\_\_ Value of receipts; \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use only</b>
Date: Emailed re financial assistance
Date: HEA confirmed

## CHECK LIST

### Student Assistance Funds

	<u>A guide to complete your application form</u>	<u>Please tick</u>
1	Completed your application form	
2	SUSI, BTEA, Social Welfare. Please refer to SUSI Grant details under ' <b>The following documentation to be submitted with your application' on the application form – SUSI grant details'</b>	
3	Illness/disability – Medical Certificate (if applicable)	
4	Bank Mandate form completed and stamped by your bank	
	<b><u>General SAF or Extreme Hardship Only</u></b>	
5	Completed weekly budget sheet, listing all expenses and income – Section E of application form	
6	Rent payments. Please refer to 'The following documents must be submitted with your application – Rent/Mortgage details'	
7	Books and class materials details - if applicable	
8	Own part-time work income - 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	
	<b><u>Rent Assistance Scheme Only</u></b>	
12	Lease and proof of rent payments outlined above under <b>The following documentation must be submitted with your application – Rent details</b>	
	<b><u>Compulsory Travel Assistance Scheme Only</u></b>	
13	Short trip duration e.g. 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 specific type of assistance you are applying for

## **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