

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

STUDENT ASSISTANCE FUND - General (HEA/EU FUNDED)

€800 Financial Assistance Academic Year 2017/18

DIT Student 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 (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.*
- *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.*

OTHER USEFUL INFORMATION:

- If you are in a formal rental situation you are advised to apply for the Rent Assistance scheme instead. **The Rent Assistance Scheme is not offered to those receiving state funding for rent and you cannot apply for both schemes.**
- Student Contribution, Tuition or Examination charges cannot be supported from the Student Assistance Fund. You must have proof of having paid your student contribution charge in full or in part or have proof of applying for a SUSI grant.
- 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.
- You may still be entitled to some assistance even if you do not qualify for a SUSI grant

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>

The following documentation must be submitted with your application

SUSI Grant details e.g. refer to whichever category most closely matches your circumstances

- SUSI Grant letter of approval outlining value of the grant awarded. If your SUSI letter does not outline the value of the award, you must clearly outline same on a bank statement and submit with the SUSI letter. 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 SUSI letter) along with the up to date SUSI letter of approval.
- If you are in receipt of BTEA/Social Welfare you must submit proof (bank statement or BTEA/Social Welfare letter) along with SUSI details outlining that fees are being awarded.
- If you are awaiting your SUSI grant to be approved/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 of the value on last year's SUSI letter or outline same 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.

Employment Details

If you are working part-time evidence must be provided: Two Recent Payslip/s for parttime 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.

Rent/Mortgage– if applicable:

- 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.
- If you are paying a rent contribution at home your parent/s/guardian/s must submit a letter outlining their name, address and phone number stating what rent contribution you are paying weekly

Students with childcare costs require the following additional details:

- 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/children's' allowance details outlined on a bank statement/ post office payment/other.

Section E: Weekly Budget and Financial Details

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

Supporting documentation must accompany this application – see section ‘**The following documentation must be submitted with your application**’ on the 2nd last page of the application form.

This weekly budget must be fully completed. Enter ‘0’ in sections which are not applicable to you except the Higher Education Maintenance Grant details if you are still awaiting grant approval

Income	Weekly Amount	Expenditure	Weekly Amount
Higher Education Maintenance Grant – Annual amount divided by 36.		Rent / Mortgage / Contribution to home	
Scholarship/Bursary etc. - annual amount divided by 36		Food	
Student BTEA/Social Welfare/One parent family income		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	
Part-time work		Child minding expenses – see check list	
Other		Other significant cost (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.

Signed: _____

Date: _____

Student ID Number: _____

**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)														
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>									<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td><td style="width: 16.6%;"></td><td style="width: 16.6%;"></td><td style="width: 16.6%;"></td><td style="width: 16.6%;"></td><td style="width: 16.6%;"></td> </tr> </table>						

INTERNATIONAL BANK ACCOUNT NUMBER (IBAN)*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BANK IDENTIFIER CODE (BIC/SWIFT CODE)*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

* Your BIC and IBAN are located on your bank statement

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

<u>For office use only</u>
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 _____

Check List – 16/17

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 previous page under ' The following documentation must be submitted with your application – SUSI grant details ' and submit whichever most closely matches your circumstances	
3	Illness or 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 '	
7	Books and class material 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.	
	<u>Rent Assistance Scheme Only</u>	
12	Rent payments. Please Refer to ' The following documentation must be submitted with your application – Rent details ' and submit whichever most closely matches your circumstances	
	<u>Compulsory Travel Assistance Scheme Only</u>	
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: Student 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