

DIT CLASS MATERIALS ASSISTANCE SCHEME 11/12(€500pa) (HEA/ EU Funded)

This scheme was introduced in 2009 to give financial assistance to students who are in severe financial difficulty and are required to purchase expensive class materials for their course eg Art & Design and Photography courses. There is limited funding available for this scheme and applications will be dealt with as they are received. Application for class materials assistance to reach the Student Sports, Recreation and Support Services Dept by **Friday 16th December 2011. The fund may close earlier if the fund is over subscribed. However, applications will be accepted after the closing date if there is funding available. Please check with the Student Sports, Recreation and Support Services, Tel. 4023394.**

If you have made an application to the general Student Assistance Fund Scheme or need a higher level of support (>€500 support) there is no need to apply for the class materials assistance. You may apply for the general Student Assistance scheme instead. The cost for course class materials to the student must be greater than €500. **Equipment is not covered under the scheme.**

The DIT Student Assistance Fund (HEA/EU) regulations apply to the operation of the scheme. Wholtime students only can apply for assistance if they are experiencing severe financial difficulties or are disadvantaged. If you need advice on this scheme or help completing the form please contact the local DITSU representative in your college or contact this office at Tel. 01 4023394.

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 €6,500.**
- **You must be attending a course which requires a significant usage of class materials (value of which must be more than €500 pa) such as photography, art and design courses or other courses which incur significant class materials costs. School certification will be required.**

The funding is limited and applications can only be considered when funding is available during the current academic year.

The Class Materials Scheme 2011 is funded by the Irish Government and part-financed by the European Union under the National Development Plan. The fund is limited and applications can only be considered when funding is available during the current academic year.



The following documentation must be submitted with your application form:

- A list of the class materials with prices signed off by your tutor.
Please note: Class materials receipts must be submitted as proof of funding expenditure. (Keep all receipts for submission)
- Income certification – Parental/Guardian income details **or** your grant details
- Student income from any other source – Allowances or part-time work (if applicable)
- Copy of student ID card or letter verifying that you are a registered student from your Registration Office, Lecturer or Tutor
- Social Welfare benefit or allowances

Assistance not available to:

- Incoming students on Socrates/Erasmus Programmes or equivalent.
- Students attending Foundation/Access courses
- Apprentice Students
- Students in fulltime employment on undergraduate programmes
- Non EU students, due to criteria laid down under DIT's admission requirement.

IMPORTANT

When you have completed the form and acquired all the above documentation, please send it to the address on the top of the application form by **Friday 16th December 2011.**

Please note: Your application will not be considered unless the form is fully completed and all the required documentation submitted before the closing date. (Incomplete applications and insufficient documentation submitted will be returned and will delay you're application being processed. It is recommended that you apply for funding as soon as possible as funding may be expended before the closing date. However, late applications will be considered if funding is still available.

Correspondence will be communicated by email unless hard copy is requested so please enter clearly your email address (regularly accessed) on the front of the form.

Please refer to and complete the check list.

Do not forget to complete the bank mandate form.

It is mandatory to complete and return the DIT SAF APPLICANT PROFILE DATA QUESTIONNAIRE at the back of this form with your application form.

You should not leave the completed form with or send it to anyone else.

For office use only

Ref...
S11/

**Student Sports, Recreation
and Support Services**
143 – 149 Rathmines Rd
Dublin 6

Telephone (01) 402 3394
Fax (01) 402 3449
Email: student.services@dit.ie

**CLASS MATERIALS ASSISTANCE SCHEME 2011/2012 - APPLICATION FORM
(HEA/EU FUNDED)**

SECTION A - Applicant's details

1. Name	2. Age	3. Gender	4. Date of Birth	5. Student No.
6. Home Address			7. Accommodation Address	
Email: (Regularly accessed)			Phone No:	
8. Name of Parent/Guardian:				

SECTION B - Course and Fee information - Academic Year 2011/2012

9. DIT College	10. Faculty	11. Course Title	12. Course Code	13. Year of Course

14. Are you in receipt of a	Yes/No	Amount	Awarded by: - VEC, County Council, Other
Grant?			
Scholarship or training allowance?			
Social Welfare benefit or allowance?			
Parental income details			
Own income details – full/part time work details – if applicable			
Have your fees been paid?			

DIT Student Sports, Recreation and Support Dept. 2011

Applicants will be disqualified from the scheme if found to have given false information or failure to advise of change of circumstances which would affect the amount of assistance issued

SECTION C - Certificate of registration and attendance

To be completed by AN ACADEMIC STAFF MEMBER ASSOCIATED WITH YOUR COURSE.

*(The information requested below is required **solely** in connection with an application to the Student Assistance Fund)*

15. I certify that I am acquainted with the above-named applicant, who is a registered student in Year _____ of Course _____

16. His/Her attendance in the current Academic Year is considered *(tick as appropriate)*:
SATISFACTORY UNSATISFACTORY
*(If **Unsatisfactory**, the Academic Staff Member is requested to supply a covering note for the confidential information of the Student Services Administrator)*

Signed _____
Head of School / Head of Department / Course Leader / Tutor.

School / Department _____ Date _____

SECTION D – Class materials details

17. Are you being funded for assistance from any other source, if so please give assistance details: (amount, funding source) and proof of payment _____

18. With whom have you discussed this application? _____

19. Is there any other information or circumstances which you believe should be taken into account

I certify 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 this application. I hereby apply for an allocation from the Student Assistance Fund 2011.

Signature of applicant: _____ **Date:** _____

Please complete the attached bank mandate form with your application and complete the checklist

It is mandatory to complete and return the DIT SAF APPLICANT PROFILE DATA QUESTIONNAIRE 2011/12 with your application form

FOR OFFICE USE ONLY

Total Approved: _____

Approved By _____

Date _____

Payment issued By _____

Date _____

Value of receipts received _____

Payment No _____

Payment issued By _____

Date _____

Value of receipts received _____

Payment No _____

CHECK LIST

CLASS MATERIALS 11/12

A guide to complete your application form and submit the required documentation.

Please tick

1. Have you fully completed your application form:
2. Have you entered your email address (regularly accessed) on the front of the application form
3. Is the form signed by your: Head of School/Head of Dept/Tutor/Course Leader
-
4. Who did you discuss your application with/obtain your information from:
- DITSU/Counsellor/Chaplain/ SSRS Dept/ Website/Notice Board/Welfare Booklet/Word of Mouth/other
-
5. PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION:
- Class Materials list with prices signed by your Tutor
- Parental income **or** grant details
- Social Welfare or any other allowances (if applicable)
- Copy of Student ID or letter verifying you are a wholetime DIT student from your Campus Registration Office/Lecturer/Tutor
- Proof of income if you are/were recently employed)
- Bank Mandate form completed and stamped by your bank
- DIT SAF APPLICANT PROFILE DATA QUESTIONNAIRE 2011/12 completed

DUBLIN INSTITUTE OF TECHNOLOGY

PAYMENT MANDATE FORM

DIT STUDENT SPORTS, RECREATION AND SUPPORT OFFICE

Please complete this Bank Mandate Form which is utilised to process electronic payments. The form completion does not indicate eligibility for Student Assistance Funding. It will however if proved eligible for Student Assistance Funding ensure prompt issuing of payments.

**Return this form to: DIT Student Sports, Recreation
and Support Office
143-149 Rathmines Rd
Dublin 6**

Please ensure that all the required information is fully and accurately provided.

NAME _____

ADDRESS _____

Contact Phone Number _____

BANK ACCOUNT DETAILS

BANK NAME _____

BANK ADDRESS _____

ACCOUNT NAME _____

Bank Account Number (8 Digits)

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Bank Sort Code (6 Digits)

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Your Signature _____ **Date** _____

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

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4a Your tuition fee arrangement for 2011.12 – tick as appropriate:

Free Fees	E. U. Fees	Non E.U. Fees

4b Please indicate your area of origin – tick as appropriate:

Ireland North/South	EU Member state	Other EEA Countries or the Swiss Confederation	Non EU/EEA countries

5a Have you been allocated SAF in a previous year: Yes / No _____

5b If Yes, please tick below the Academic Years in which an allocation was made:

2010/2011	2009/2010	2008/2009	2007/2008

6 Enter date of application to SAF (2011/2012): ___/___/_____

7 Are you repeating the year 2011/2012: Yes / No _____

8a Have you been approved for a maintenance grant: Yes / No _____

8b If Yes please tick: Adjacent _____ Non Adjacent _____

8c Have you been approved for the special rate of Maintenance Grant payment: Yes/No _____

8d If yes, indicate month of first grant payment received 2011/2012 - tick as appropriate:

October 2011	November 2011	December 2011	Other please state

9a Are you in receipt of any Bursaries, Scholarships, or Grants other than the Maintenance Grant for 2011/2012:

Yes / No _____

9b If Yes, please indicate by ticking the appropriate box below:

Donagh O Malley Scholarship		Credit Union Scholarship	
All-Ireland (Mc Manus) Scholarship		Trade Union Scholarship/ Grant	
DES Gaelteacht Scholarship		Sports Scholarship	
Other DES Scholarship		Society S V P Grant	
Bank of Ireland Millenium Scholars Trust Scholarship		Other Scholarship / Grant	
Other Bank Scholarship			

10 Are you engaged in part time work during the current session (2011/2012). Tick as appropriate:

Yes, up to exams		Yes, for part of the year		No	
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11a Have you been admitted to DIT under a direct admissions scheme to address socio-economic disadvantage (ie HEAR, or equivalent):

Yes		No		Not applicable	
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11b Are you a participant on any support programme run by DIT: Yes/No _____

11c If your answer is Yes please tick the programme below:

HEAR Support Programme		Disability Service	
Access Office - general		Combination of above	
Mature Student Support programme			

12a Have you any dependent children: Yes/No _____

12b If Yes to the above indicate the number: 1-3 ____, 4-7 ____, 8 plus ____

12c Indicate the number of children in full time further or higher education (tick as appropriate):

None		1-2		3-4		5+	
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13a Are you receiving social welfare support during 2011/12:

Yes/No _____

13b If yes please tick the type of support:

Back to Education allowance _____ Other Social Welfare payment _____

14a Are you of independent means ie. self supporting (no support from parents/guardians):

Yes/No _____

14b If No, are one or both of your parents/guardians in receipt of Social Welfare:

Yes/No _____

14c Please indicate your living arrangements in the current 2011/2012 Session by ticking below:

Living in parents/guardians home		Rented Accommodation - Student Residence	
Living in own home		Rented Accommodation - Other	

15 How did you become aware of the Student Assistance Fund. Please answer by ticking the appropriate box below:

Access Orientation Programme		www.Studentfinance.ie	
General Orientation Programme		Access Office	
Student handbook		Student Services staff	
Students Union		Lecturer/ Tutor	
College website		Other	

APPENDIX B

European Economic Area (EEA) Countries

EU Member States

	Poland
Austria	Portugal
Belgium	Romania
	Slovakia
Bulgaria	Slovenia
Cyprus	Spain
	Sweden
Czech Republic	United Kingdom

Denmark

Non-EU Member States

Estonia	Iceland
Finland	Liechtenstein
France	Norway
Germany	
Greece	
Hungary	
Ireland	
Italy	
Latvia	
Lithuania	
Luxembourg	
Malta	
Netherlands	

For Office use only

16a Decision on SAF Application **Approved** _____ **Not Approved** _____

16b Date of first payment / / **(Approved applicants)**

Student Data Form Received: _____

Student Data Form details checked: _____

Date HEA Database updated: _____

Database Inputer: _____

Outstanding Queries/Comments:
