



**Travel/Subsistence Assistance for Compulsory Study Abroad 2011/2012**  
**(HEA/EU FUNDED)**

DIT Student Assistance Fund regulations apply to the operation of this travel/subsistence scheme. If you need advise on this scheme or help completing this form please contact the local DITSU representative in your college or contact this office at the above phone numbers. **Wholetime students can apply for assistance if they are experiencing severe financial difficulties. The parental/student income cannot exceed €60,000/€6,500 respectively.**

The student must submit the following with the completed application form:

- Parental Income Certification – Payslip or P60; Social Welfare details or Grant details
- Own Income – Payslip or P60 (for inspection)
- Certification of Scholarship (if applicable)
- Letter certifying compulsory study abroad signed by an academic member of staff
- Where possible cost of accommodation and food signed by an academic member of staff
- Flight/Travel Subsistence Quotation
- Copy of Student ID card with College Stamp or letter verifying you are a whole time registered DIT student from the Registration Office, Lecturer or Tutor

Assistance may be provided for: travel, food and accommodation only. Assistance will be provided according to the limits below:

- Mature Students (23 years before the 1<sup>st</sup> January of year of entry) income cannot exceed €6,500 to qualify for 70% of costs
- 70% of travel/subsistence cost where parental income is below €60,000
- Maximum subsidy allowable is €3,000 per student

Students opting to participate on an EU funded exchange programme are excluded from this scheme. Students receiving funding from other funding sources for study abroad cannot receive student assistance funding for the same purpose.

### **Important**

When you have completed the form and attached all the above documentation please send the application to the address above. **Please note: Your application will not be processed and will be returned to you if the form is not fully completed along with the required documentation which you submitted. However, if you are unable to submit any of the required documentation you must submit a letter of explanation with the application form.**

You must complete the attached HEA Student Data form which is a mandatory requirement. You must also complete the check list and bank mandate form at the back of the form.

Enter clearly your email address (regularly accessed) at the front of the form. Correspondence will be communicated by email unless hard copy is requested. You should not leave the form with or send it to anyone else.

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



National Development Plan 2007-2013



EUROPEAN SOCIAL FUND



Irish Government  
Programme 2007-2013  
and the European Union

Investing in Your Future



*For office use only*

Ref...  
**S11/**

**Student | Sports, Recreation  
and Support Services.  
143-149 Rathmines Rd  
Dublin 6**

**Telephone (01) 402 7513  
Fax (01) 402 3449  
Email: student.services@dit.ie**

**TRAVEL/SUBSISTENCE ASSISTANCE FOR COMPULSORY STUDY ABROAD - 2011/2012 – Application form  
(HEA/EU FUNDED)**

**SECTION A - Applicant's details**

1. Name	2. Date of Birth	3. Gender	4. Age	5. Student No
6. Home Address		7. Accommodation Address		
Phone No:		Phone No:		
<b>Email</b> (regularly used)				
8. Name of Parent or 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	Award from: County Council, VEC, other
Grant			
Scholarship or Training Allowance			
Social Welfare benefit or allowance			

**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 Sports, Recreation and Support Services Administrator)*

Signed \_\_\_\_\_  
Head of School / Head of Department / Course Leader / Tutor.

School / Department \_\_\_\_\_ Date \_\_\_\_\_

**SECTION D – Travel Details**

**17.** 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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**18.** Travel Details including dates (Attach certifying letter signed by an academic staff member)

\_\_\_\_\_  
\_\_\_\_\_

**19** Cost Details (Attach Quotation for travel and subsistence)

\_\_\_\_\_  
\_\_\_\_\_

**SECTION E**

**20.** Annual Income and occupation of Parents or Guardians **or** grant letter: (Attach certification)

\_\_\_\_\_

**21.** Student Income from any other source, e.g. allowance or part-time work:(Attach certification)

\_\_\_\_\_  
\_\_\_\_\_

**22.** With whom have you discussed this application?

\_\_\_\_\_

**23.** 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 2011/12.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please complete the HEA Student Data form which is mandatory, the check list and bank mandate form attached to this form**

**FOR OFFICE USE ONLY**

Total Approved: \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Payment issued By \_\_\_\_\_ Date \_\_\_\_\_

Value of receipts received \_\_\_\_\_ Payment No \_\_\_\_\_



# CHECK LIST

## Compulsary Travel abroad - financial assistance

### A GUIDE TO COMPLETE YOUR APPLICATION AND SUBMIT THE REQUIRED DOCUMENTATION

#### **Please tick**

1. Have you fully completed your application form:
2. Is the form signed by your:                      Head of School/Head of Dept/Tutor/Course Leader
3. Who did you discuss your application with/obtain your information from:  
DITSU/Counsellor/Chaplaincy/ SSRS Dept/Website/notice boards/welfare booklet/word of mouth/Other

#### **Complete 4a or 4b**

##### **4a (Excluding mature students)**

- Parental/Guardian's income **or** grant details
- Own Income (part time work details or other) if applicable

##### **4b Mature Students only**

Please ensure to submit the following documentation:

- Proof of income if you are or were recently employed
- Maintenance Grant details
- Not entitled to grant
5. Letter certifying compulsory study abroad signed by an academic staff member.
6. Travel subsistence quotation eg. Accommodation/food/public transport costs to/from college
7. Flight details
8. Copy of student ID or a letter from your Lecturer/Tutor/ Campus Registration Office verifying you are a registered whole time DIT student
9. Email address on the front of the application form (Enter clearly your email address (regularly used) on the front of the form)

**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 Services  
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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## DIT SAF APPLICANT PROFILE DATA QUESTIONNAIRE 2011/2012

This is a private and confidential document for use in the compilation of essential statistical information as requested by H E A and for DIT use only. SAF payments cannot be released until this form is completed and received by DIT's SSRS Dept for all applicants. (Emergency payments will be issued and the form must be submitted as soon as possible afterwards.)

1a Your name in full	
1b Your student I.D. Number	
1c Your P.P.S. Number	
1d Are you a member of the travelling community?	

2a Please indicate which type of assistance you are applying for – tick as appropriate:

Student Assistance Fund - General	Student Assistance Fund – Access	Emergency Assistance	Compulsary Travel	Childcare
A.	B	C	D	E

2b Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

2c Age Group 15 – 24 \_\_\_\_\_ 25 – 64 \_\_\_\_\_

3a What year of your course are you on – tick as appropriate:

First Year	Final Year	Other

3b What type of Course are you enrolled on – tick as appropriate:

Higher Certificate	Ordinary level degree/Higher Diploma	Honours Degree	Post Graduate course

3c What was your prior labour market status? – tick as appropriate:

Full-time education/training	Employee	Self employed
Long term unemployed	Short term unemployed	Other

### Important

Question 3c - Refers to your status prior to entry into Higher Education

Question 3d - Refers to your course study excluding your current course of study

Question 4b - See Appendix B for list of EU/EEA member states

Question 9b - Please tick if applicable – (Independent verification by the HEI is not required )

Student Support Assistance projects funded by the Irish Government and part-financed by the European Union under the National Development Plan, 2007 - 2013



National Development Plan 2007 - 2013



EUROPEAN SOCIAL FUND

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3d Your highest educational attainment – tick as appropriate:

Primary Lower Secondary Education (Up to Junior Certificate) \_\_\_\_\_  
 Upper Secondary Education (Leaving Certificate) \_\_\_\_\_  
 Post secondary non-tertiary education (Post leaving Certificate) \_\_\_\_\_  
 Tertiary Education -below Level 10 (Third level education) \_\_\_\_\_

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 appropriate box:

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 below 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 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 (please tick box below):

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	<input type="checkbox"/>	<a href="http://www.Studentfinance.ie">www.Studentfinance.ie</a>	<input type="checkbox"/>
General Orientation Programme	<input type="checkbox"/>	Access Office	<input type="checkbox"/>
Student handbook	<input type="checkbox"/>	Student Services staff	<input type="checkbox"/>
Students Union	<input type="checkbox"/>	Lecturer/ Tutor	<input type="checkbox"/>
College website	<input type="checkbox"/>	Other	<input type="checkbox"/>

## APPENDIX B

### European Economic Area (EEA) Countries

#### EU Member States

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

#### Non-EU Member States

Estonia	Iceland
	Liechtenstein
Finland	
	Norway
France	
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:

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