

DIT RENT ASSISTANCE SCHEME 11/12 (€800pa) (HEA/EU Funded)

There is limited funding available for this scheme and applications will be dealt with as they are received. Application for rent assistance to reach the Student Sports, Recreation and Support Services Dept by **Friday 16th December 2011.** 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 (>€800 Rent support) there is no need to apply for rent assistance. You may apply for the general Student Assistance scheme instead.

The DIT Student Assistance Fund (HEA/EU) regulations apply to the operation of the Rent assistance scheme. Wholtime students 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.**
- **In a formal rental situation with a landlord (rental lease or a letter with contact details from your landlord/landlady or agent outlining the terms of the Tenancy agreement. Please note: A rent book only is not sufficient proof.**
- **Family residence outside of Dublin or living independently due to personal circumstances (certification required) or mature student living independently (over 23 years of the 1st year of entry to a course or reentry to an approved course).**

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

The Rent Assistance Fund 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.



Assistance not available to:

- Apprentices and Part-time students.
- Incoming students on Socrates/Erasmus Programmes or equivalent.
- Postgraduate (paid) Research Students
- Students attending Foundation/Access courses.
- Students in fulltime employment on undergraduate programmes (Some Social Care courses).
- Non EU students, due to criteria laid down under DIT's admission requirement.
- Student recipients of rent support, ie Social Welfare rent allowance
- Students staying with parents/relatives do not qualify under the scheme (formal rental situation with a landlord only)

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

- Income certification - Parental/guardian income details **or** your grant details
- Student income from any other source – Allowances or part-time (if applicable)
- Rent certification - rental leasing agreement **or** a letter from your landlord outlining the terms of tenancy eg length of tenancy, rent per week/month and landlord's contact details– **Please note:** A rent book on it's own is not sufficient proof
- Copy of current DIT Student ID card or letter verifying a registered student from your campus Registration Office, Lecturer or Tutor

IMPORTANT

When you have completed the form and attached all the above documentation, please send it to the address on the top of the application form by **Friday 16th December 2011** or email to student.services@dit.ie with all the attachments.

Correspondence will be communicated by email (regularly accessed) so please enter your email address clearly on the form.

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. Applications will not be considered with partial supporting documentation.

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 2011/12 at the back of the form with your application.

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

<i>For office use only</i>
Ref... S11/

Rent 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?			
Have your fees been paid?			

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 – Rent Details

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

19. With whom have you discussed this application? _____

20. 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:** _____

If emailing type in your name and date above and answer Yes/No that the above information is correct _____

Please complete the attached check list and bank mandate form with your application

It is mandatory to complete DIT SAF APPLICANT PROFILE DATA QUESTIONNAIRE 2011/12 at the back of this form.

FOR OFFICE USE ONLY

Total Approved: _____

Approved By _____ Date _____

Issued By _____ Date _____

Value of receipts received _____ **Payment No** _____ **Date** _____

Check By _____

Value of receipts received _____ **Payment No** _____ **Date** _____

Check By _____

CHECK LIST

Rent Assistance 11/12

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

Please tick

1. Have you fully completed your Rent application form:
2. Please enter your email address (regularly accessed) on the front of the form
- 3A. Is the form signed by your: Head of School/Head of Dept/Tutor/Course Leader
- 3B. If you are emailing the application form you must submit an email from your Tutor stating that your attendance is satisfactory –refer to section C on the form.
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. Is your family residence: (answer a, b or c)
- a. Outside Dublin
- b. From Dublin but living independently due to personal circumstances (attach certification)
- c. Mature student living independently
(If emailing answer yes/No)

6. PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- Rent Certification: (lease or rent book with letter from landlord including address and phone number)
- Parental income **or** grant details
- Copy of Student ID or letter verifying you are a wholtime DIT student from your Campus Registration Office/Lecturer/Tutor
- Proof of income if you are/were recently employed)
- Bank Mandate form to be completed and stamped by your bank
- DIT SAF APPLICANT PROFILE DATA QUESTIONNAIRE 2011/12 to be 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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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

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) _____

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



supported by the Irish Government
 September 2007 - 2013
 and the European Union

Investing in Your Future

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
Bulgaria	Slovakia
Cyprus	Slovenia
Czech Republic	Spain
Denmark	Sweden
	United Kingdom

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:
