

STUDENT ASSISTANCE FUND (HEA/EU FUNDED) **(Academic Year 2011/2012)**

The purpose of the Student Assistance Fund is to provide support for any wholetime student of the DIT who is experiencing financial difficulties, has experienced a major change of circumstances or is disadvantaged. The Fund is available only to those who can prove that they are experiencing SEVERE FINANCIAL HARDSHIP. If you need assistance or advice on this scheme please contact your DITSU Representative, Counsellor or Chaplaincy Service in your college or this office. You may also call in to this office by appointment. To arrange an appointment please phone 01 4023394 or 4027513. For further information please refer to DIT's Student Handbook 11/12. The Student Assistance Fund regulations issued by the Higher Education Authority apply to this scheme.

Students with childminding costs who do not qualify for the Childcare Fund (only for official childcare providers) may apply for this scheme.

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 not available to:

- 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 (ie. some social care courses).
- Assistance is available to non-EU students, but only in very extenuating circumstances. Contact the Student Sports, Recreation and Support Services at 01 4023394 for further details

HOW TO APPLY:

Students should apply, in confidence, on the standard application form (attached). Complete in full and arrange for **Section C** on the front of the form to be completed and signed by the Head of Department/School in your DIT College, or your course Tutor/ Leader. **Do not forget to include your current email address – all correspondence will be communicated by email and only on request a hardcopy(letter) will be issued by post.** All of the questions on the form must be answered fully.

The following documentation must be submitted with your application – if applicable.

If you are entitled to a grant you must submit your grant details, otherwise submit your parental/guardian's/partner's occupation and income details.	Payslip or P60; Social Welfare certificate; (for inspection). If unavailable, a supporting letter from a responsible person known to you should be provided.
Own Income:	Payslip or P60 (for inspection), for parttime work or a letter from your employer stating hours being worked and hourly rate of pay. If however you cannot find or are unable to work evidence must be provided.
Rent:	Lease or Rent Book or receipts with a letter from landlord/lady or agent outlining the tenacy agreement and their contact details
Loan Details:	Official loans from bank (or equivalent) and reason for the loan
Bank Details:	Deposit/Current Account Statement (or equivalent)
Books:	List of essential books with prices signed by Tutor/ Lecturer
Class Materials:	List of essential materials with prices signed by Tutor or Lecturer and receipts for payments made and/or email
Illness or Disability:	Medical Certificate

Students with childcare costs require the following:	
Child/Childrens' Birth Certificate	
Letter from Childminder	Letter from the childminder confirming the parent/s name/s and child/childrens' names outlining the arrangements and charges along with the childminder's address and phone number.
Child Benefit	Child/Childrens' allowance
One parent family income (if applicable)	
Rent allowance (if applicable)	Rent allowance from Dept of Social Welfare
Other	Any other allowances including Social Welfare or Health Board allowances

Please note: Students requiring assistance for childcare costs may not be required to submit parental income details.

WHAT HAPPENS NEXT:

When you have completed your application form and the attached HEA Student Data Form which is mandatory, along with the required documentation, post it to the SSRS Dept who will in turn phone you and arrange a meeting with the SSRS Manager or Representative if you are eligible for assistance. Incomplete application forms and insufficient documentation submitted will be returned which will delay your application being processed.

OTHER USEFUL INFORMATION:

- *Please see the check list at the back of the application form which will help you complete the form and ensure you are submitting all the required documentation. You must also complete and return the bank mandate form at the back of this form.*
- *If you wish, one person may accompany you to the interview eg. parent, family member, relation, friend or DITSU representative.*
- *The DIT Student Sports, Recreation and Support Services Manager or representative may consult with any person named in the application form or supporting material.*
- *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.*
- *You are assured that the information supplied by you will be used ONLY to assist in determining the outcome of your application for assistance. It will not be used for any other purpose.*
- *Any recommendation made will expire at the end of the academic year in which it was made. A new application must be made for each subsequent academic year.*
- ***Tuition, Registration or Examination Fees cannot be supported from this Fund***

You should not leave the completed 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 fund is limited and applications can only be considered when funding is available during the current academic year.





For office use only REF S11/
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**STUDENT ASSISTANCE FUND (HEA/EU FUNDED)
Academic year 2011/2012 - APPLICATION FORM**

SECTION A - Applicant's details

1. Name	2. Age	3. Gender	4. Date of Birth	5. Student No.
6. Home Address			7. Accommodation Address	
8. Email (regularly accessed)			9. Phone No	
Name of Parent/Guardian:				

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

10. DIT College	11. Faculty	12. Course Title	13. Course Code	14. Year of Course
15. Are you in receipt of a:		Yes/NO	Amount	From: County Council/VEC/Social Welfare/Other
Grant?				
Scholarship or Training allowance?				
Social Welfare Benefit or allowance?				
Have your fees been paid?				
Submit documentation for the above – where applicable				

SECTION C 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.)**

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

17. 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 SSRS Manager)

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

School/Department _____ Date _____

SECTION D – Details of the application for assistance

18. For what specific purpose(s) do you need assistance from this Fund?

19. If you have previously received assistance from this Fund or any other Student Assistance Fund please indicate year/s and amounts:

20. Occupation of Parents/Guardians or Partner	26. State Expenses under each heading per week/year - if applicable	
21. Annual income of parents/guardians/partner or grant details — Submit supporting documentation	Rent/Mortgage – Per week	€
22. Amount of Income from any other source, e.g. allowance or part-time work: Weekly € _____ Submit supporting documentation – if applicable	Heat, light, phone & utilities	€
	Meals/food, - Per Week	€
23. Current Balance in your savings account Submit supporting documentation	Travel costs – Per Week (to college and home)	€
	Official Loan Repayments – Per Week	€
	Childcare expenses	€
24. Give details of official loans owed by you and for what purpose: Submit supporting documentation – if applicable	Child costs	€
25. Please note: Applicants applying for financial assistance which include childcare costs must also submit	Other sundries – Per Week	€
Child/childrens' birth certificate	Total weekly	€
Letter from childminder confirming the parent/s name/s and child/children/s name/s	Books – Per year	€
Child Benefit.	Class Materials – Per Year	€
One Parent Family Payment(if applicable)	Tuition Fees – Per Year (not	€
Other Social Welfare or Health Board allowances (if applicable)	Total yearly	€
Rent Allowance(if applicable)		
Other		

27. Have you applied or any other SAF Scheme this year? _____

Eg Rent, Childcare, Class Materials _____

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Total Approved: _____

Approved By _____

Date _____

Payment issued by _____

Date _____

Value of receipts received _____

Payment No _____

Checked by: _____

Payment issued by _____

Date _____

Value of receipts received _____

Payment No _____

Checked by: _____

CHECK LIST

Student Assistance Fund 11/12

A guide to complete your application form

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/Chaplain/ SSRS Dept/ Website/Notice Board/Welfare Booklet/Word of Mouth/other

Complete 4a or 4b

4a. Parental/Guardian's/Partner's income (submit documentation) **or**
Grant Certification from awarding body eg. VEC or County Council

Own income – part time work details (letter from employer, P60 or recent payslip)
Unless you have extenuating circumstances (supporting documentation required)

4b. **(Mature students only)**

Grant letter from awarding body eg VEC or County Council

Not entitled to grant

Own income if you are or were recently employed: (letter from employer, P60 or payslip)
unless you have extenuating circumstances (supporting documentation required) and
your partner's income (if applicable).

5. Bank Statement or equivalent:

6. Loan statement or equivalent (if applicable)

7. Rent details (if applicable)

8. Book list with prices signed by your Tutor/lecturer (if applicable)

9. Class materials with prices signed by your Tutor/Lecturer (if applicable)

10. Illness/disability – Medical Certificate (if applicable)

11. Current Student ID Card or a letter from the Campus Life Registration Dept. or
an academic staff member stating that you are a full time DIT student

12. Please include your **email address**(generally accessed)on the front of the application form

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



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

Austria

Belgium

Bulgaria

Cyprus

Czech Republic

Denmark

Estonia

Finland

France

Germany

Greece

Hungary

Ireland

Italy

Latvia

Lithuania

Luxembourg

Malta

Netherlands

Poland

Portugal

Romania

Slovakia

Slovenia

Spain

Sweden

United Kingdom

Non-EU Member States

Iceland

Liechtenstein

Norway

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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:

