



1916 Bursary Fund

Guidelines for completing your Application

2018/19



About the 1916 Bursary Fund

The 1916 Bursary Fund will award a €5000 bursary per year of study to 12 applicants to DIT, 7 to IT Tallaght and 6 to ITB. Applicants must be registered in their first year on a full-time or part-time undergraduate course from level 6-8 and pursuing a minimum of 40 ECT(s). The bursary is open to all applicants who meet the following criteria:

All recipients must be from under-represented socio-economic groups and must fall into one or more of the following categories:

1. First Time Mature Student Entrants
2. Students with a Disability
3. Irish Travellers
4. Applying to 3rd Level based on QQI Level 5/6 Award
5. One Parent Family– Lone Parent [Looking after a child as a single Parent/Guardian]
6. Ethnic Minorities (including programme refugees)
7. Care of the State [TUSLA]

Who can apply for a 1916 Bursary?

- Students who are socio-economically disadvantaged **and** who are from one of the socio economic groups that have low participation in higher education listed above;
- Student's household / family income must be less than **€23,500**. Applicants must be able to provide evidence of socio-economic disadvantage (i.e. membership of one or more of the categories listed below is not enough in itself).
- Students must be new entrants in year 1 of their (undergraduate) programme.
- Students must be attending a full-time or part-time undergraduate course that:
 - takes not less than two years to complete;
 - on the successful completion of which a student is awarded a major higher education and training award at level 6 or above on the National Framework of Qualifications.
 - Part-time students must be undertaking not less than 30 credits for the 18/19 academic year.

How to complete the 1916 Bursary Application Form:

Section 1—Personal Details

Ensure you complete all fields in this section, i.e. contact details including a current email address.

Section 2—Target Group

Q. 1. This section is to determine your eligibility so it is important that you tick **all** relevant boxes that apply to you. For every box ticked in this question you will be required to submit documentation to support your application. Please see page 5 of the guidelines for a list of supporting documentation that is acceptable.

Q. 2 If family income was higher than €23,500 in 2017, please do not proceed with your application as the income threshold for eligibility is €23,500 or under.

Q. 3 Please tick each box in this question that may be relevant to you.

Q. 4. Please tick each box in this question that may be relevant to you:

Designated disadvantaged School (DEIS) : <https://www.education.ie/en/Schools-Colleges/Services/DEIS-Delivering-Equality-of-Opportunity-in-Schools-/DEIS-Plan-2017-New-DEIS-Schools-List.pdf>

Designated area of Disadvantage: <https://www.pobal.ie/Pages/New-Measures.aspx>

Under-represented groups in third-level education:

<http://accesscollege.ie/hear/making-an-application/eligibility-indicators/socio-economic-group>

Section 3—Secondary School

Q. 5. & 5a. For applicants under 23 please complete this section with the name of the school and the years you attended. This question does not apply to mature applicants.

Section 4—Personal Statement

Q. 6. The personal statement is an essential part of the form and is your opportunity to support your application with relevant information about your journey to accessing and completing 3rd level education. Please use the prompts as guidelines.

Section 5—Supporting Documentation—Page 4-7

1. Social Welfare Income Statement

If you are under 23, this form must be completed for parents/guardians who receives a social welfare payment and signed and stamped by a Department of Social Welfare Official.

If you are a mature applicant this form must be completed if you receive a means tested social welfare payment and signed and stamped by a Department of Social Welfare Official.

2. Socio-Economic Group Assessment Form

This part of the application form is used to assess your socio-economic group. There is a separate form for young adults and mature students.

Section 7 — Privacy Statement

This is the GDPR Privacy Statement. Please ensure you have read and are happy to accept the statement.

Section 8 — Declaration

Q. 7a These are the terms and conditions of applying for the 1916 Bursary. Please ensure that you read each statement carefully and confirm that you accept and agree.

Q. 7 b Signed declaration.

Section 9—Documentation Required

The table on page 5 lists the documentation required for each section of the application. You are only required to submit documentation for the boxes you have ticked.

Please check the documentation required for each relevant box that you have ticked. It is a requirement of your application that you submit the relevant information/documentation for each box, your application cannot be accessed without the supporting documentation.

Documents must be submitted by 5pm October 12th 2018. Documents submitted after this time will not be considered.

Please submit copies of original documents as we will not be able to return any documentation received.

Supporting Documentation— In the table below is a list of supporting documentation required to further assess your application. All applications must be accompanied by the relevant supporting documentation, failure to supply this will render application ineligible for assessment .

Category Indicated on the application form	Documentation
One Parent Family [Lone Parent]	Proof of <u>your</u> one parent family payment (means tested social welfare payment)/tax credits for 2017
Member of the Irish Travelling Community	Letter from a Traveller Advocacy Group confirming status i.e. Pavee Point.
In the Care of the State/TUSLA	Letter from Social/Aftercare Worker on TUSLA headed paper.
Person with a disability	If you are eligible for DARE please include a copy of your eligibility correspondence otherwise please provide supporting documentation to verify disability. See www.accesscollege.ie/dare
Ethnic Minority	A copy of your passport or GNIB card.
Mature Applicant	A photo identification stating your date of birth for proof of age. (Must be over 23 years of age on the first of January 2018)
Under-Represented Socio-economic group	if you are an <u>under 23 applicant please complete page 6.</u> If you are a <u>mature student please complete page 7.</u>
Income Threshold below 22,500 Euro in 2017.	P21 for 2017 for both parents/guardian if under 23. Your own P21 and your spouse/civil partner/ co-habitant (If applicable) if you are a mature student. Susi letter confirming in receipt of Special Rate of maintenance grant in 2018/19. Statement from your local social welfare office, including (see below).
Means tested Social Welfare Payment (Mature Applicant) Means tested Social Welfare Payment (Under 23 years Applicant)	Statement of payments from your local social welfare office covering 2017 including your spouse/civil partner/ co-habitant (If applicable) Statement of payments from your local social welfare office covering 2017 for your parent/guardian.
A valid medical/GP visit card for you or your parent/guardian in 2017	A copy of the valid medical/GP visit card.