



Application for Special Student Assistance Fund 2007/2008

This project is funded by the Irish Government and part-financed by the European Social Fund under the National Development Plan: Your Plan – Your Future.

The Student Assistance Fund is operated by Student Affairs and funding is received from the Irish Government with assistance from the European Social Fund. It is aimed at tackling educational disadvantage by providing financial support to those who may require additional financial support to enable them to fully benefit from their third-level education. It is means tested.

The fund is open to *full-time* students with special consideration given to undergraduate students with financial difficulties. Students will be required to produce detailed financial information to support their application for assistance. Please note that the Student Assistance Fund is limited and, under the European and Government guidelines, cannot be used for the purposes of Registration or Tuition Fees.

All cases are sympathetically considered and shall be individually assessed. All correspondence shall be treated in strict confidence. The assistance is only available during Semester time.

Procedure for Assistance:

- a) Complete the attached form and monthly budget sheet, sign and include supporting documentation as required. Please note that the allocation of funds will normally be based on the details provided in this application and it is in the student's own interest to provide as much information as possible. Hard copies of applications must be submitted with the student's signature. Soft copies are not accepted.
- b) Submit the completed form and any supporting documentation to Ms. Celine Geraghty, (Henry Grattan Building) before November 1st 2007 (for financial assistance in Semester 1) or March 1st 2008 (for financial assistance in Semester 2). Assistance is distributed twice a year and applications submitted outside of the above dates cannot normally be accepted.
- c) Students will be contacted via e-mail and/or telephone within 2 weeks of the above-stated dates.

The following information may assist you in your application:

Financial Assistance:

The following are examples of the services/facilities/situations for which full-time students experiencing financial difficulties can apply for assistance. (This is not a definitive list.)

- Books
- Class Materials
- Rent
- Heating/Lighting Bills
- Food
- Travel of an urgent or essential nature
- Medical expenses – i.e. doctor or dental visits
- Family breakdown
- Bereavement
- Accidents
- Students who have family obligations, particularly in relation to childcare costs
- Assistance towards costs incurred in compulsory study abroad where that student is not in a position to cover the costs with parental or other assistance

Please note that documentation / receipts must accompany any application for assistance in these areas.

Assistance *cannot* be provided for:

- Registration fees
- Tuition fees
- NTL
- Telephone bills
- Loans
- Luxury items

Supporting Documentation Required:

The following documentation should be submitted along with the application form:

- Proof of your grant. If you are not in receipt of your grant, please provide your parents' P21 (tax form).
- If you are a dependent mature student, please enclose copies of your parents' P21 form (i.e. if you are living at home with your parents)
- If you are an independent mature student, please enclose copies of your personal P21 form / your husband or partner's P21 form (i.e. if you are not living at home with your parents)

- If you are applying for a childcare subsidy, please supply:
 - Child's Birth Certificate
 - Letter from the Crèche¹ outlining the costs per week / month and confirming that your child is in attendance at the Crèche (including dates)
 - A tax compliance certificate from the Crèche²
 - Proof of lone parent status / proof that your partner is unemployed³
 - If you are married / with a partner, his/her P21 should be submitted
- If you are applying for a rent subsidy, please include receipts of payment / rent book
- If you are applying for a book allowance, please include a booklist, stamped by Hodges Figgis (on campus) indicating the prices of the books required.⁴
- If you are applying for a medical grant, please include all relevant medical documents and receipts
- If you are applying for assistance with bill payments, please include copies of the relevant bills
- If you require assistance with travel costs, please include relevant receipts
- If you are working part-time, please include a recent payslip
- All students must submit a monthly budget with their application (please complete template below)
- Any further documentation which will support your application

¹ Please note that the Crèche must be registered with the Eastern Health Board or other relevant Health Board. The crèche may be contacted directly to confirm attendance of the child / children in question.

² Failure to supply this certificate will result in your application being rejected.

³ If your partner is in employment you may not be entitled to a childcare subsidy.

⁴ If your application is successful you may receive a book voucher for Hodges Figgis which can only be exchanged in payment or part payment for the books listed.

Application Form

Name:

Date of Birth:

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Student Number:

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Degree Programme and Year: _____

Mature Students⁵ only:

Dependent Mature Student: Yes / No (delete as appropriate)

Independent Mature Student: Yes / No (delete as appropriate)

Home Address

College Address (if different)

Contact Number: _____

DCU E-Mail Address: _____

Are you in receipt of or eligible for a Higher Education Grant, VEC scholarship or other such award? If not, please state the reasons (e.g. parents' income exceeds threshold) and a copy of your parents' P21 (or your own if you are an independent mature student). Please enclose proof of your Higher Education Grant.

⁵ A 'mature student' is a student who will be aged 23 or above on January 1st prior to the commencement of the programme

Are you in receipt of a Back to Education Allowance? (BTEA):
Yes/No (delete as appropriate)

Please provide a full account of your financial situation [and that of your parent(s) or guardian(s) if you are not a mature student] including the occupations of your parent(s) or guardian(s). Please also give the number of dependents in the family (school/college attending children).

If you are married / if income is coming into the household through a partner or any other means, please include this information here:

Please indicate the reasons for which you are applying for the grant and include any outstanding loans or bills that you may have:

Please tick one:

Rent Allowance:

Crèche Subsidy:

Living Expenses (general):

Medical:

Emergency:

Details:

Please complete the following Monthly Budget and add any additional items where necessary:

Income	€	Expenditure	€
Allowance	€	Rent	€
Work Earnings	€	Groceries	€
Grant	€	Fuel (e.g. oil)	€
Husband / Partner's income	€	College Books	€
	€	Print Credit	€
	€	Electricity	€
		Transport	€
		Clothes	€
		Mobile Phone	€
		Entertainment	€
			€
			€
			€
			€
Total	€	Total	€

Please give the names of two of your lecturers, as we may have to contact them to prove that you are attending lectures. You may also include the name of your personal tutor if he/she is aware of your situation:

Phone: _____

Phone: _____

I certify that the information given on this form is correct:

Signed: _____

Date: _____

Please complete the form and return to:

Celine Geraughty
 Student Information Point
 Student Affairs
 Henry Grattan
 DCU
 Dublin 9
 01 700 5165

For Office Use Only:

Student Name and Number: _____

Date and Time of Interview: _____

Notes:

Amount Allocated and Reason:
