

STUDENT ASSISTANCE FUND - General (HEA/EU FUNDED)

€600 Financial Assistance

Academic Year 2015/16

The purpose of the Student Assistance Fund is to provide support for any wholetime student of the DIT who can prove they are experiencing severe financial difficulties. The fund is limited and applications can only be considered when funding is available during the current academic year. The form must be signed off by a staff member from the Student Services Centre in either DIT Aungier St, Bolton St or Grangegorman. Information on the scheme is also available in DIT's Student Handbook.

If you need assistance or advice on this scheme please contact one of the following:

- Student Advisor in your local Student Union office:
- Student Services Centre staff (DIT Aungier St, Bolton St or Grangegorman)
- Counselling or Chaplaincy Service
- Financial Aid and Accommodation Office (by appointment only)

Incomplete applications and insufficient documentation will not be considered and will be returned to the applicant.

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 is not available to:

- *Students who have not registered.*
- *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 (i.e. in-service courses).*
- *Assistance not available to non-EU students, except in very extenuating circumstances.*

OTHER USEFUL INFORMATION:

- If you are in a formal rental situation you are advised to apply for the Rent Assistance scheme instead. The maximum allowable for rent under this scheme is €1000. The Rent Assistance scheme is not offered to those receiving State funding for rent and you cannot apply for both schemes.
- Student Contribution, Tuition or Examination charges cannot be supported from the Student Assistance Fund. You must have paid your student contribution charge in full or in part or have applied for a SUSI grant.
- 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.
- Complete your application form, bank mandate form *which must be stamped by your bank*, along with mandatory supporting documentation.
- You may still be entitled to some assistance even if you do not qualify for a SUSI grant.

Post your completed application form along with your supporting documentation to Financial Aid & Accommodation Office at the address above.

The Student Assistance Fund is funded by the Irish Government and part funded by the European Social Fund.

DIT STUDENT ASSISTANCE FUND – General (HEA/EU FUNDED)

Academic year 2015/2016 - APPLICATION FORM

SECTION A - Applicant's details

1. Name	2. Age	3. Date of Birth	4. Gender	5. Student No.
6. Home Address			7. Accommodation Address	
8. DIT Student e-mail address:			9. Mobile Contact No:	
10. DIT College	11. Year of course 1st 2nd 3rd 4th 5th		12. Is this your final year – Yes/No	

SECTION B – Grant Details for 2015/16

13. Have you applied for a SUSI grant	Yes/No:	
14. If Yes, enter your SUSI application number	Number:	
15. If awarded, indicate which rate and type	Non-adjacent rate	Adjacent rate
Type: Special rate	(€5,915)	(€2,375)
Full Maintenance	(€3,025)	(€1,215)
Part maintenance (75%)	(€2,270)	(€910)
Part maintenance (50%)	(€1,515)	(€605)
Part maintenance (25%)	(€755)	(€305)
Student Contribution only	Yes/No:	

SECTION C – Application Details 2015/16

16. If you have previously received assistance from this Fund or any other Student Assistance Fund please indicate year/s and amounts:				
Year	Fund	Amount Awarded	Full receipts submitted	
			Yes	No
			Yes	No
			Yes	No
17. Have you applied for any other Student Assistance Scheme this year? Yes _____ No _____ If yes please indicate which scheme/s _____				
18. With who in DIT have you discussed this application? _____				

SECTION D – General SAF Specific Details 2015/16

19. A member of the Student Services staff (General Student Services Office – DIT Aungmye St, Bolton St or Grangeegorman) must sign off that your application form and documentation are in order. **Signature:**

It is the students responsibility to ensure the application and all documentation are in order

20. Is there any other information or circumstance which you believe should be taken into account – Yes/No

If yes, please outline your circumstances in more detail below. A cover letter outlining your circumstances and/or a letter from a relative or a third party may be submitted instead

11

[illegible]

The following documentation must be submitted with your application

SUSI Grant details e.g. refer to whichever category most closely matches your circumstances

- SUSI grant or/and BTEA
- If you are awaiting your grant to be processed you must submit proof of grant application and up to date parental/ guardian's/ partner's income details (two recent payslips) or/and up to date social welfare details/BTEA
- If you are not entitled to a grant, up to date parental/guardian's/partner's income details (two recent payslips) are required. Independent mature students are not required to submit parental income details.
- If parent(s)/guardians are self employed a letter from an accountant stating that the accounts are the same/similar to the previous year along with the previous year's accounts are accepted.

Employment Details

If you are working part-time evidence must be provided: Two Recent Payslip/s for parttime work or a letter from your employer stating hours being worked and hourly rate of pay on headed paper along with the employer's contact phone number.

Rent/Mortgage— if applicable:

- Lease and proof of payments **(on a bank statement)** or a letter from landlord/lady or agent outlining the tenancy agreement including monthly rent costs and how much you have paid to date since September 1st 2015. Contact phone details and address for the landlord/lady **or** agent must also be provided.
- If you are a homeowner, mortgage payments can be outlined on a bank/building society statement.
- Rent Allowance details must be submitted – if applicable
- (4) If you are paying a rent contribution at home your parent/s/guardian/s must submit a letter outlining their name, address and phone number stating what rent contribution you have paid to date since September 1st 2015

Any other official allowances or charitable donations – if applicable

Official loans other than mortgage e.g. bank/building society/credit union – if applicable

Illness or Disability: Medical Certificate – if applicable

Students with childcare costs require the following additional details:

- Child/Children's birth certificate/s
- Letter from Childminder confirming the parent/s name/s and child/childrens' names outlining the arrangements and charges and that payments are up to date – can be backdated to September 2015. The childminder's address and phone number must also be outlined on the letter.
- Child Benefit: Proof of child/childrens' allowance details outlined on a bank statement/ post office payment/other.
- Any other allowances including Social Welfare or Health Board allowances

Section E: Weekly Budget

The budget must be an accurate reflection of your weekly income and expenditure.

Supporting documentation must accompany this application – see section ‘the following documentation must be submitted with your application’ on the application form.

This weekly budget must be fully completed. Enter 0 in sections which are not applicable to you except the Higher Education Maintenance Grant details if you are still awaiting grant approval

Income	Weekly Amount	Expenditure	Weekly Amount
Higher Education Maintenance Grant – Annual amount divided by 36.		Rent/ Mortgage/Contribution to home	
Scholarship/Bursary etc - annual amount divided by 36		Food	
Student BTEA/Social Welfare/One parent family income		Utilities: your name must be on the utility bill or some form of acceptable proof	
Other government allowances or donations from charitable organisations		Public transport/ petrol	
Rent Allowance from Dept of Social Protection		Mobile phone expenses	
Bank/ Building Society/Credit Union Loan/s		Class material costs	
Borrowings other (must be official loans)		Loan Repayments	
Child Benefit		Child minding expenses	
Part-time work		Other child costs	
Savings		Other: such as, and medical costs	
Other			
Total weekly income		Total weekly expenditure	
		Weekly Shortfall	

Cost of Books per year € _____

Cost of Class Materials per year € _____

Please ensure Section F has also been completed

I certify that I have read the general terms and conditions and that the information provided 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 the application. I hereby apply for an allocation from the Student Assistance Fund 2015/16 and agree to the general terms and conditions.

Signed: _____

Date: _____

Student ID Number: _____

**Please ensure that your bank details are correct – DIT cannot accept responsibility for incorrect details
Submitted by an applicant.**

<u>For office use only</u>
Date student emailed re financial assistance
Date HEA confirmed

Receipts checked by:	Value of receipts;	Date
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Check List – 15/16
Student Assistance Funds

	<u>A guide to complete your application form</u>	<u>Please tick</u>
1	Completed your application form	
2	Please refer to SUSI Grant details under 'The following documentation must be submitted with your application'	
3	Own part time work income (if applicable)	
4	Rent details and rent allowance – Only for General and Extreme Hardship SAF applicants (if applicable)	
5	Student with child/children must ensure to submit child/children's birth cert/s, letter from childminder (outlining costs, contact phone number and address) and proof of child benefit	
6	Illness/disability – Medical Certificate (if applicable)	
7	Bank Mandate form completed and stamped by your bank	
	<u>General SAF or Extreme Hardship Fund only</u>	
8	Student Services Office sign off (Aungier St, Bolton St or Grangegorman)	
9	Books and class material details (if applicable)	
	<u>Rent Assistance Scheme Only</u>	
10	Rent Certificate – Letter from landlord (including phone contact details) or copy of payments on a banks statement and lease (copy) where appropriate	
	<u>Compulsory Travel Assistance Scheme Only</u>	
11	Short trip duration e.g. Europe or Ireland - Refer to Section E on the form and ensure all requested documentation is submitted	
12	Long trip duration refer to Section F on the form and ensure all requested documentation is submitted.	
13	Flight details or quotation – if applicable	

1-7 where applicable, are required for all applications

8-13 is specific to the specific type of assistance you are applying for.