



Guide on Completing a Student Assistance Fund Application Form

Whether you are applying for the first time or have applied in previous years, prior to applying, ensure you have read the following on the links on our website –

Eligibility Criteria

Required Supporting Documentation

Information and Guidelines

Please note, it is of utmost importance to read the above as, there is a very large number of applications – There is **no time to follow up with students on queries or any omitted documents** therefore, if not completed correctly for either of these reasons, an application will be deemed unsuccessful. It is advised that time is taken on completing an application.

Please note if you are in receipt of a SUSI grant, not all questions will be applicable to you.

The Student Assistance Fund is opened for four weeks providing ample time for students to complete and upload required supporting documents.

Students can only apply once within the year and if rewarded the sum is a once off payment.

Once completed ensure you click on **‘Submit’** at the end of the application otherwise it will be left on the system in ‘draft’ form which indicates, it was not completed and therefore, will not be considered.

Online application – A link to apply will be provided on our below webpage

<https://www.dcu.ie/students/student-assistance-fund-financial-assistance-service>

Students can change any errors made/omitted information in answering questions after Section 1 prior to the closing date and **prior to clicking on ‘submit’** at the end. To do so, when in Personal Section 1, tab to next page.

After clicking ‘Submit’ at the end of an application, the only option a student has is to upload documents on the last page – no changes can be made at this stage.

To apply students must agree to DCU’s **Data Protection Notice** and tick the consent box.

All questions, which are straight forward must be completed. Below are some explanations to clarify some questions.



Personal Section 1

Some student details are populated from the DCU Portal page. If any of these details are incorrect, please log into the DCU Student Portal page to change them (this can be done after submitting an SAF application). All questions are straight forward.

Personal Section 2

Fees paid to date relates to the year in question only

If in receipt of a Grant example HEAR (Access) / Erasmus / other – please ensure to complete this section.

Purpose of Assistance

1 Category only can be chosen.

If childcare - A child/children must be in a registered childcare provider.

Accommodation

If 'renting' or 'other' is chosen on your living arrangements, please complete brief explanation.

Examples: Renting – Renting a room in house / Renting from the Council

Other - Living with a relative and paying/not paying rent / Direct Provision

If on **HAP** payments – please detail in brief explanation

1) Full rent of property 2) Monthly amount paid

Family Details 1

The first two questions relate to children of YOUR OWN – If none, answer to both is 0.

Income and expenditure

As part of the application students are required to project their income and expenditure for the academic year (9 months September to May). Ensure the correct **MONTHLY** amounts are entered.

EXPENDITURE MUST EXCEED INCOME TO BE ELIGIBLE FOR CONSIDERATION

For checking purposes - write out before inputting

Income (Students and spouse if applicable) – NOT to include your parents or guardian's income

If a student is on **paid placement/internship** either in Semester 1 or 2 a monthly income must be noted – this can be noted under 'Other income' with brief explanation in next box.

'Amount Awarded by SUSI per month' – this is the monthly maintenance amount ONLY from SUSI. It does not include the grant amount towards Fees.

'Parents/Guardian Monthly Allowance' – This means the amount a student receives from their parents towards expenses like food and travel etc. Please note, your parents'/guardians' incomes are NOT required here.



'Are you currently employed in part-time work' – If yes, please complete what your occupation is. A student must calculate an average monthly income. The calculation is over the nine-month academic year, September to May.

How to calculate – Write down what you know you will earn/project what you will earn each month separately (September to May). An average projection must be made as hours may vary each month. Add up each of the nine months and divide by 9 – this will give you the monthly amount to note.

'Maintenance Support Monthly Amount' – This is NOT the monthly Children's Allowance which is not noted in income. This maintenance could be maintenance from a separated spouse or other parent of a child/children.

'Summer work savings' must be noted – How to calculate:

How to calculate - €500 saved for beginning September, divided by 9 months = €55.55 per month

Grants (apart from SUSI)/Scholarships/Bursaries monthly – If you are in receipt of Grants (asked in Section 2) the monthly amount details must be completed in this section. Do NOT enter your SUSI maintenance grant here.

'Other' Monthly Amount – To include:

Paid Placement/Internship Semester 1 and 2 – If either are not commenced at time of application, monthly income must be sourced and completed in application. Brief details of it in the next box.

If parents assisting in rent, note amount paid towards rent or other income you receive. Once 'other' is noted, you can enter brief details of it in the next box.

Do not include any Social Welfare Payments here.

Are you in receipt of any social welfare payments? – If YES, ensure you tick the box and complete the relevant entry/entries.

Family Income (Not including student income)

Are you financially dependent on your parents/guardian/spouse/partner? – This is a straight forward question however in the two below examples.

If a student is living at home with their parents/guardians and not receiving funding from them the answer is YES as a home is being provided by them.

If a student is renting and being financially assisted either with an allowance or rent being paid by their parents/guardians, the answer is YES.



Expenditure (Student and Spouse if applicable) Please note if a student is living with a spouse/partner the following noted monthly expenditure includes their expenditure also –

- Rent/Mortgage – Full amount per month
- College Transport – Student only
- Weekend Transport – YES
- Gas/Electricity/Oil – Full amount per month
- Groceries/Food – Full amount per month
- On Campus Meals – Student only
- Internet – Full amount per month
- Mobile/Phone – YES both phones
- Medication – YES for both and children where applicable
- College Materials – Student only (Note: If a student has purchased a laptop for the academic year in question (retain receipt)/cost can be divided over 9 months)
- College Books – Student only (Note only books purchased as receipts may be requested later - Divide full amount spent by 9 = monthly amount)
- Childcare – Full amount per month
- Car Insurance/Tax – Full amount as car may be shared/used for family
- Medical Insurance – YES Cover for both plus children where applicable with VHI or other
- Extra-Curriculum – Student only
- TV License – Full amount per month
- Bin Charges – Full amount per month as both living in property
- Other Expenditure – Guidelines below
 - Clothes (Maximum €500 adult/300 child divided by 9)
 - Gaeltacht Fees (Full fee divided by 9)
 - Placement-Work Clothes (Maximum €250 divided by 9)
 - Work-Life balance max 80pm e.g. cinema

Please retain receipts on the above as an application can be spot checked and receipts will be requested

Family Details 2 – If applicable names/occupations/monthly incomes must be noted

Personal Statement –

If any uploaded supporting documents require a password note password here.

A personal statement gives you the opportunity to give a bigger picture on your situation. Please be as brief as possible.

Application Documents –

Please upload relevant documents here. Not all documents listed under ‘relevant application documents’ are required

Information on documents is provided on our website – In order to have the correct documents and for your application to be considered, we advise all students to read this information.

Bank statements must be:

Two recent months which show **balance + name/account number**

Hard copies from bank or online banking downloaded statements

Do not upload numerous print outs from mini statements



SPECIAL NOTES

Do not upload receipts to applications unless specifically required by Financial Administrator.

Retain sample receipts (copies) for spot checks carried out each semester. No copied receipts returned to student.

Rent – One or more: Lease agreement / Mortgage agreement / Rent book / Letter from property owner / Rent receipts

Living - One or more: Utility bills / Phone-internet bills / Grocery receipts / Bin charges / TV licence etc. Proof of payment submitted

Travel – Weekly-monthly commuter tickets / Petrol-Diesel receipts / Toll receipts / National rail-Bus travel / National/International flights (conditions apply – email SAF Administrator for details).

Books/Materials – Books / Laptop / Academic supplies-equipment. No booklists/invoices are accepted.

Medical – Doctors-Hospital receipts / Prescription receipts / Emergency dental receipts.

Funding relating to this section is not awarded to medical cardholders or health insurance cover holders except in exceptional circumstances.

Childcare - you need to support for your application with a letter from the crèche confirming your child's attendance and the cost per month along with a copy of your child's birth certificate.

All queries to Student Support & Development Financial Administrator –

Email: studentassistancefund@dcu.ie

Telephone: 01 700 6055

Office: CG78 Ground Floor Henry Grattan Building Glasnevin Campus