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

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Please note if you are in receipt of a SUSI grant or Back to Education Allowance or means tested social welfare payment, not all questions will be applicable to you – once the relevant box is ticked in relation to these, the application goes straight to upload documents.

The Student Assistance Fund opens for three 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 – Link in provided on below website during opening dates

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

Students can change any errors/omitted information once they do not click on 'submit'. A student can save their application by clicking on 'save' without clicking 'submit' and enter it again later (Ensure it is completed and submitted by the closing date).

After clicking 'Submit' at the end of an application, the only option a student has is to upload documents on the last page – There is no option to change any details at this stage.

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

Below are some explanations to clarify some questions.

Personal Section 1

Some student details populated from the DCU Portal page. If any of these details are incorrect, please log into the DCU Student Portal page to change them after submitting the application.

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 – Ensure to complete this section

Purpose of Assistance

Choose ONLY ONE category

Childcare applications - Child/children must be attending a registered childcare provider. After school care is not provided for from the Student Assistance Fund.

Accommodation

If 'renting' or 'other' 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 – Answers to both is zero if none

Income and expenditure

When not in receipt of a SUSI grant/Back to Education Allowance/Means tested social welfare payment students are required to project their income and expenditure for the academic year (9 months September to May). Ensure correct **MONTHLY** amounts.

EXPENDITURE MUST EXCEED INCOME TO BE ELIGIBLE FOR CONSIDERATION

Blank monthly budgets are on this website to assist

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

Paid placement/internship monthly income in either 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. 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/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 as hours may vary each month. Add up the nine months and divide by 9 – this will give you the monthly average amount to note.

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'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 child/children.

'Summer work savings' – How to calculate:
> How to calculate - €500 saved for beginning September to assist in university expenses (apart of fees), 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/or 2 – Source monthly income if unknown at time of application. Brief details noted in the next box. Add up each month of payment (This can vary e.g. 3, 6, or 9 months between September and May) E.g. €900 per month for three months - 900 x 3 = 2700 divided by 9 = 300 pm.

If parents assist with 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? – 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 by 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 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 €400 adult/200 child divided by 9)

  Placement-Work Clothes (Maximum €250 divided by 9)

  Work-Life balance max 80pm e.g. cinema/ Meeting friend for coffee

Family Details 2 – If applicable names/occupations/monthly incomes

Students under 23 years of age from January 1st of the year of application (e.g. 2022-23 is January 2022), are required to provide information on their parents/guardians and their income unless they are on SUSI/Back to Education/Means tested social welfare payments.

Students under 23 years of age from January 1st of the year of application are required to explain their independent situation.

Personal Statement –

Include password for any documents uploaded

Please be as brief as possible.

Application Documents –

Please upload relevant documents

There is a link to required documents on website

  Bank statements must be:

- Copies of bank statements are to be correct type statements with bank name/your name etc., on the top. Can be obtained by online banking or requested from bank

- No print screens of transactions are acceptable

- No copies of transactions to excel sheets are acceptable

- Bank statements covering a period of less than two months are not sufficient

- Old bank statements are not sufficient. Semester 1 applications - Aug/Sept or Sept/Oct 2022 Semester 2 applications - Nov/Dec 2021 or Dec2021/Jan2022

- Bank statements must be your Irish bank account – Revolut/Credit Unions are not sufficient

Childcare applicants will be contacted for further documents