

# STUDENT ASSISTANCE FUND 2019/2020

## Information/Guidelines

**Please read carefully before completing your application**



The Student Assistance Fund (SAF) is open to full-time and part-time students aimed at tackling educational disadvantage by providing support to those who may require additional financial support to enable them to benefit fully from their higher education. Students are required to provide detailed financial information to support their application for assistance.

**Eligibility** Criteria information - available on the ESF Student Assistance Fund webpage.

**Data Protection** notice is available when entering an application online – student information provided includes personal and financial data. Tick box – available to confirm the student has read this information.

**Assessment Period** - Each individually assessed application is sympathetically considered. **Assessment time – 4/6 weeks from closing date. Due to high volume of applications, students are requested not to contact the office on outcome of application – SS&D Financial Administrator will contact students November/December by email.**

**Costs for financial assistance:**

- **Rent**
- **Books / Materials**
- **Living Expenses** – Food/Heating/Lighting
- **Transport** – Essential - to/from university + weekend transport
- **Medical Expenses** – Doctor/Dentist
- **Medical Other**
- **Childcare** – Applicable only when the student's child/children attend a registered Crèche. Childcare awards will be paid directly to childcare provider
- **Emergency** (This includes bereavement, accidents, family breakdown or other unforeseen circumstances)

Under the European Union and Irish Government guidelines, **funding is not available** to students to assist with the costs of tuition fees, registration fees or student loans.

### Procedures for Applying:

1. All 2019/2020 applicants must **fully** complete the **online application form** – **Incomplete applications are not considered**
2. **Required supporting documentation:**
  - a) Information noted on the ESF SAF webpage
  - b) Applications with omitted documents are not considered
  - c) The Fund is open for four weeks 1<sup>st</sup> October to 31<sup>st</sup> October
3. **Declarations:** Students must use the 'tick boxes' within the application on information provided by student and purpose of use of funding if successful

Third Level Access is co-funded by the Department of Education and Skills and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020

## **Completing the Online Application Form**

All questions pertaining to the online application form are required for the following purposes:

1. Personal data collected as part of the application process may be processed for the purposes of coordinating, monitoring and evaluating the operation of the Fund and to comply with European Union requirements - Personal data may include personally sensitive data where the student chooses to share that data
2. Data may be shared with third parties for monitoring and reporting on European Social Fund co-financed activities.
3. All information and documents will be held for thirteen years as required by the European Union

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**Explanations provided below on questions that may not be self-explanatory.**

### **Personal Section 1**

On completion of application, it is not possible to change this section.

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.

#### **Pre-Entry Status to the University:**

Please read the categories and complete carefully. (Most students will fall under the category '**Inactive – In education**' – this applies once the student has come from being in education and is not available for full-time employment – neither employed or unemployed. This section includes part-time students not registered as unemployed).

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### **Student Income & Expenditure**

Details/Amounts relate in both sections to the '**Student only**'.

Budgets noted for the academic year September-May i.e. **9 months**

Sample monthly budgets noted on the website for your assistance

Grants/Bursaries or any other monetary awards must be noted within your income

**Where income exceeds expenditure - applications are automatically not considered**

#### **Income –**

Amounts noted are monthly.

SUSI award noted for 'maintenance awards' only – do not include fee awards in this box

Summer work savings monthly allowance – Example: The student commences the year in September with a total savings of €500. Divide €500 by 9 giving the monthly income = €55.55

Grants/Scholarships etc. – SUSI award noted separately as per above. Other awards noted monthly. Example: ACCESS award may be €500 each Semester therefore total amount of €1,000 divided by 9 gives a monthly income of €111.11

Student in receipt of social welfare payments – Please tick Yes/No and complete where appropriate

#### **Expenditure -**

Other expenditure Noted on the sample monthly budget provided do not include:  
University fees / loans / savings / holidays / Christmas Easter spending/social events

## Family Section

Students have the right not to provide the following data on questions in this section which are detailed in full on the application

Migrant / with a foreign background / Minority - Yes / No / Prefer not to answer

Disability - Yes / No / Prefer not to answer

As per EU guidelines and for EU data, participants who benefit from the FSD will, by definition, be recorded as 'Yes'

Other Disadvantaged - Yes / No / Prefer not to answer

As per EU guidelines and for EU data, participants who benefit from the SAF will, by definition, be recorded as 'Yes'

## Family Income

**Amounts noted** here relate to family income only – **not the student** i.e. Parents/guardians/partner/spouse

Any students who are financially independent or supported by a parent, guardian, partner or spouse must complete this section. See required supporting documentation to support the information provided.

All students under 23 on January 1<sup>st</sup> prior to entry must submit income documentation for their parents/legal guardians. If there is a family breakdown or extenuating circumstances and you are under 23 and financially independent, please advise this office. See required supporting documentation to support the information provided.

In the case of separation/divorce or a death of a parent/guardian and you are unable to provide income details, please provide evidence of the situation. E.g. Copy of separation papers, copy of death certificate.

## Required Supporting Documentation

All applications require supporting documentation – information noted on the SAF website. Read carefully and upload to application. (Receipts are not required at this time – See special notes below).

Two months bank statements are required (Student requires their own bank account). Information from online transactions are accepted. Bank details must note student name and balance of account.

The Fund is open for four weeks - Opportunity to submit omitted required supporting documentation is available at a later date once, when uploading, the date is prior to closing date – 31<sup>st</sup> October 2019.

**Applications with omitted required supporting documentation by closing date are not considered**

### Childcare supporting documentation – additional required documents

Child/children must attend a recognised childcare provider for funding consideration.

Students applying for childcare are required to upload supporting documentation as per all other students.

The financial administrator will contact the student by email for further support documentation on completed application.



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**Awards** – An email sent to successful applicants notifies the award and requests the student to upload their own bank details to Loop (not parent/guardian – student requires own bank account). A further email details date of bank transfer.

## **Appeals**

Students can have their application re-considered by the SAF committee if not satisfied with the outcome. Students must complete the following two forms noted on the SAF website:

Appeal form  
Supplementary Appeal Form

Submit for the attention of the Financial Administrator Student Support & Development

Student Advice Centre – Ground Floor Henry Grattan Building Glasnevin Campus  
Room C101 Ground Floor Block C St Patrick's Campus

The financial administrator will contact the student on outcome of appeal by email.

## **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](mailto:studentassistancefund@dcu.ie)  
Telephone: 01 700 6055  
Office: CG78 Ground Floor Henry Grattan Building Glasnevin Campus