



European Union  
Investing in your Future  
European Social Fund

An Roinn Oideachais agus Scileanna  
Department of Education and Skills



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

# STUDENT ASSISTANCE FUND 2019/2020



## Supplementary Appeal Form

**For use only on appeals – This is not an application form**

Submit - Appeal form + Supplementary appeal form

- The Student Assistance Fund is co-funded by Irish Government and European Union under the European Social Fund Human Capital Investment Operational Programme 2014-2020 – ‘Investing in your Future’
- Online applications must be complete prior to submission of form SAF 2.1
- Return your completed SAF 2.1 form together with the Appeal Form and supporting documents to SAF Administrator, Student Advice Centre, Henry Grattan Building, Glasnevin Campus, Dublin City University, Dublin 9

Student Name:		Student Number:	
<b>Which categories of assistance are you applying for? (Max. of 2 Categories)*</b>			
1. Rent		2. Heat/Food/Living Expenses	
3. Books and College Supplies		4. Travel	
5. Medical		6. Emergency	

**Notes:**

- If there is a family breakdown or extenuating circumstances and you are under 23 and financially independent, please advise this office.
- 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

**Reason for applying**

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## Section 1: Partner's/Parent's/Guardian's/Spouse's Income Details

### Multiply Monthly income / expenditure by 9 months (36 weeks)

Occupation Spouse/Guardian 1/Parent 1		Amt per week/month/year?	
Occupation Partner/Guardian 2/Parent 2		Amt per week/month/year?	
Other Income		Amt per week/month/year?	
No. of dependent children		No. of children in higher education	

## Section 2: Student's 9 Month Budget (All income from September to May must be noted)

<u>Income</u>		Total September 2019 – May 2020	
SUSI	€	Charitable Support	€
Scholarship/Bursary/Award, etc.	€	Childcare Support	€
Income from employment	€	Maintenance Support	€
Allowance from parents/guardian	€	Income from Employment	€
Allowance from partner/spouse	€	Access Grant	€
Lone Parents Allowance	€	Summer Work Savings	€
Back to Education Allowance	€	Other :	€
Disability Allowance	€		€
Rent Allowance	€		€
Family Income Supplement	€		€
Carers Allowance	€		€
Health Board Payments	€		<b>Total Income</b>

<u>Expenditure</u>		Total September 2019 - May 2020	
Rent/Mortgage	€	Car Tax	
Daily Transport to College	€	Car Insurance	€
Transport at Weekends	€	Medical Insurance	€
Gas/Electricity/Oil	€	Extra-Curricular Activity	€
Groceries/Food	€	TV Licence	€
On/Off Campus Meals	€	Bin Charges	€
Internet	€	Other:	€
Phone/Mobile	€		€
Medication	€		€
College Materials	€		€
College Books	€		€
Childcare	€		€
			<b>Total Expenditure</b>

## Section 3: Supporting Documents

(Note: No proof of income is required when applicant has applied for a SUSI Grant – Required – Confirmation of SUSI grant + 2 months bank statements)

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If declined for SUSI grant – Proof of income is required

### Student's under 23 on January 1<sup>st</sup>, 2019

Supporting Documents	
<b>Provide the relevant documentation for A, B or C (for parents/guardians)</b>	√
A. PAYE - P21 or P60 for 2018	
B. Welfare - Social Welfare Statement for 2018	
C. Self Employed - Notice of Assessment for 2018	
<b>Grant Applicants</b>	
Copy of letter from SUSI confirming grant for 2019/2020	√
<b>All Applicants</b>	
2 months bank statements (student)	√
Copy of student card	√

### Student's over 23 on/before January 1<sup>st</sup>, 2019

Supporting Documents	
<b>Provide the relevant documentation for A, B or C (for student and/or partner)</b>	√
A. PAYE - P21 or P60 for 2018	
B. Welfare - Social Welfare Statement for 2018	
C. Self Employed - Notice of Assessment for 2018	
<b>Grant Applicants</b>	
Copy of letter from SUSI confirming grant for 2019/2020	√
<b>All Applicants</b>	
2 months bank statements (student)	√
Copy of student card	√

If your family income is over the threshold but changes have occurred in 2019, please provide evidence of the following as well as the above.

Supporting Documents	
<b>Choose one from A, B or C</b>	√
A. P45	
B. Social Welfare Receipts	
C. Last 3 months payslips	

You may be required to provide further supporting documentation at a later stage