

STUDENT ASSISTANCE FUND

Academic Year 2024/2025

OPENING DATE: Monday 27th January, 2025

CLOSING DATE: Monday 17th February, 2025 (12 noon)

Applications will **only** be accepted during the above timeframe.

Should you have a query or need support, please contact:

Jacqui Ward, Student Support Officer

☎ 042-9370240 ext:2980

✉ saf@dkit.ie

For further information please visit:

<http://hea.ie/funding-governance-performance/funding/student-finance/student-assistance-fund/>

<http://www.studentfinance.ie>



An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science



HIGHER EDUCATION AUTHORITY
AN tUdaras um Ard-Oideachas



What is the Student Assistance Fund?

The Student Assistance Fund (SAF) provides financial support to students who are experiencing short or long-term financial difficulties while attending Higher Education. SAF is managed by the Higher Education Authority (HEA) on behalf of the Department of Education and Skills.

Who can apply for SAF?

Students registered on courses leading to a Higher Education Award (NFQ level 6-10) in the Universities, Institutes of Technology and other approved colleges. PhD students can only apply within the first four years of study.

The National Access Plan aims to support the following groups:

People with disabilities; Mature Students; Students from socio-economically disadvantaged backgrounds; Students progressing from Further Education; Part-time students and Members of the Irish Traveller community; Lone Parents; Ethnic Minorities; People who are or were in the Care of the State.

You are only permitted to make one application for this funding, per academic year.

What can SAF be used for?

Childcare, Food/Groceries, Gas/Heat/ESB, Medical Expenses, Rent, Books/Class Materials, Travel Expenses, or Emergency Support.

What costs does SAF not cover?

Tuition Fees, Registration Fee, Examination Fees or Loans Repayments.

How do I apply?

Please read the SAF Guidelines before completing this application form.

Please submit your completed application form, together with all required supporting documentation to the Student Services Information Desk, located in the main reception area of the Faulkner Building.

Is it confidential?

Yes, SAF is administered on a strictly confidential basis. Any information you provide as part of your application is protected by DkIT's Data Protection Policy.

To comply with ESF reporting and audit requirements, DkIT return data on SAF Applicants to the Higher Education Authority (HEA).

When and how will you contact me?

Applications are assessed on a first come basis. Once your application has been assessed, we will send a letter to you via your DkIT email to let you know if your application is successful or not. Please allow 2-3 weeks for this process to be completed.

If you have missing documents, incorrect documents or we require further information, we will email you and your application may be delayed.

Can I appeal the decision?

If you wish to make an appeal you should do so in writing to safappeal@dkit.ie **outlining the precise grounds on which you are basing your appeal**. The Appeals Committee may then request evidence to support your appeal and will endeavour to respond to all appeal requests in a timely manner. The Appeals Committee may uphold, set aside or vary the original decision.

What documents do I need to submit with my completed application form?

Students in receipt of SUSI:

- ☐ SUSI Awarding Letter – all 3 pages.
- ☐ Copy of most recent 3-month Bank Statements:
 - Statements are required for all Bank, Revolut, Credit Union & Post Office accounts in your name. This also includes any savings accounts, that you may have.
 - All statements must be for the 3-month period, prior to submitting your SAF Application. Therefore, **if you are submitting your application January 27th 2025, all statements must be for the period 27/10/2024 – 27/01/2024.**

Please note: We can allow a 5-day grace period only. If statements required, are not available as an E-Statement, you must contact your financial institution to request the correct statement.
- ☐ Students with Children, must also submit a Copy of Birth Certificate/Passport for each child.

Students not in receipt of SUSI:

- ☐ Your Statement of Liability, to show earning from employment for the period 01/01/24 – 31/12/24.
- ☐ Your Notice of Assessment/Self-Assessment Letter, to show earnings from self-employment for the period 01/01/24 – 31/12/24.
- ☐ Your Social Welfare Statement for the period 01/01/24 – 31/12/24.
- ☐ Parents(s)/Spouse/Partner's Statement(s) of Liability, to show earnings from employment for the period 01/01/24 – 31/12/24.
- ☐ Parent(s)/Spouse/Partners Notice of Assessment/Self-Assessment Letter, to show earnings from self-employment for the period 01/01/24 – 31/12/24.
- ☐ Parents(s)/Spouse/Partner's Social Welfare Statement(s) for the period 01/01/24 – 31/12/24.

Each of the above documents can be downloaded from MyGov.ie

- ☐ Copy of most recent 3-month Bank Statements:
 - Statements are required for all Bank, Revolut, Credit Union & Post Office accounts in your name. This also includes any savings accounts, that you may have.
 - All statements must be for the 3-month period, prior to submitting your SAF Application. Therefore, **if you are submitting your application January 27th 2025, all statements must be for the period 27/10/2024 – 27/01/2024.**

Please note: We can allow a 5day grace period only. If statements required, are not available as an E-Statement, you must contact your financial institution to request the correct statement.
- ☐ Students with Children, must also submit a Copy of Birth Certificate/Passport for each child.

APPLICATIONS CAN ONLY BE CONSIDERED FOR FULLY COMPLETED FORMS

SAF is administered on a strictly confidential basis. Any information you provide as part of your application is covered under DkIT's Data Protection Policy. To comply with European Social Fund reporting and audit requirements, we are required to return data on applicants to the Higher Education Authority (HEA) but no names or addresses of students are provided as part of this data return.

Personal data collected as part of the application process may be used for the purpose of processing, monitoring and evaluating the operation of the Student Assistance Fund. This personal data may include special category data, including sensitive data such as socio-economic status, where you choose to share that data. Personal data may be shared with third parties such as the HEA for the purposes of allocating funding and for monitoring.

Section A: Personal Details			
DkIT Student Id Number:		Mobile No:	
Home Address:		Term Address (if different)	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	Are you living in rented accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you belong to any of the following groups? (Please select all options that apply to you.)	Mature Student <input type="checkbox"/> Person with a Disability <input type="checkbox"/> Irish Traveler <input type="checkbox"/> Lone Parent <input type="checkbox"/> Member of Roma Community <input type="checkbox"/> Ukrainian <input type="checkbox"/> Socio-economically disadvantaged <input type="checkbox"/> Further Education Award holder <input type="checkbox"/> Member of Ethnic Minority Group <input type="checkbox"/> Attending a DEIS Secondary School <input type="checkbox"/> Have experienced Homelessness <input type="checkbox"/> Experience of the Care System <input type="checkbox"/> Experience of the Criminal Justice System <input type="checkbox"/> Survivor of Domestic Violence <input type="checkbox"/>		

Section B: Education					
1. Course Title: (include level)					
Course Type:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>	Course Level:	Course Year: (1 st , 2 nd , 3 rd , 4 th)	Repeat Year: Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you attended an FE Course?			Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what year? _____ FE College Attended: _____		

Application Number (Office use only):	
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SECTION C: FINANCIAL SITUATION

1. Have you made an application to SUSI/Local Authority for the Higher Education Grant? (please tick)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate outcome: (please tick)	Grant Awarded <input type="checkbox"/>	Application Unsuccessful <input type="checkbox"/>	Awaiting Decision <input type="checkbox"/>
If approved, how much were you awarded for the year? (please tick)	Adjacent <input type="checkbox"/>	Non Adjacent <input type="checkbox"/>	Amount _____
Are you liable for Tuition Fees this year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please state amount: _____	
Did you get a Student Maintenance Grant last year?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not in receipt of a grant, please state the reason why:			

2. If you are in receipt of any financial supports, scholarships, grants or bursaries from either inside or outside DkIT in 2024/2025, please give details below:			
Award Name:		Award Amount:	

3. If you have received financial support from SAF previously, please indicate the amounts for relevant years:			
2023/2024		2022/2023	
2021/2022		2020/2021	

4. Are you working Part-Time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please state earnings:	
Place of Work:		Hours of work per week:	

5. Are you in receipt of Social Welfare Payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please name the payment you receive:	
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6. Are you in receipt of Back to Education Allowance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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7. Are you in receipt of Disability/Carer's Allowance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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8. Are you a Medical Card Holder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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9. Are you in receipt of Rent Allowance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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10. Do you currently have any loans in your name?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Students Monthly Income and Expenditure for the Academic Year 2024/2025

Must be completed by ALL applicants.

Income	Amount	Expenditure	Amount
SUSI Maintenance Grant	€	Rent/Mortgage	€
Grant/Scholarship/Bursary/Awards	€	Broadband	€
Work	€	Phone	€
Support from Parent/Guardian/Spouse/Partner	€	Food/Groceries	€
Maintenance	€	Lunches	€
Rent Allowance	€	HEAT/ESB/GAS	€
Welfare Payment	€	Oil/Coal	€
Child Allowance Benefit	€	Childcare	€
Back to Education Allowance	€	Books & Academic Materials	€
Family Income Supplement	€	Photocopying/Printing	€
Carer's Allowance	€	Transport	€
Disability Allowance	€	Medical	€
Pension	€	Loan(s)	€
Other please specify below:	€	Other please specify below:	€
TOTAL MONTHLY INCOME	€	TOTAL MONTHLY EXPENDITURE	€

Section D: Family Circumstances

1. Are you of independent means? (No support from parent(s)/guardian(s))		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please state annual income of spouse/partner: (if applicable)		If no, please state annual income of parent(s)/guardian(s):	

2. Do you or your parent(s)/guardian(s) have dependent children?

If yes, please fill out the details of dependent children below (excluding yourself), and if relevant indicate name of their primary/secondary school or college/university. Please also specify if they too are applying to the Student Assistance Fund in DkIT.

Name	D.O.B	Relationship to you	School/College/Uni	Applying to SAF Yes/No

3. Are you a Lone Parent?

Yes ☐

No ☐

4. Are your dependent children registered in Childcare?

Yes ☐

No ☐

Section E: Support Request

Please select from the list below what you would like SAF support to go towards, should your application be successful:

Transport Expenses ☐

Book / Course Materials ☐

Utility Bills – Heating/Lighting/Food etc ☐

Childcare Expenses ☐

Medical Expenses ☐

Rent / Accommodation ☐

Other ☐

If you selected other from the above list, please specify what:

Section F: Personal Statement

Why do you need this fund?

(Please provide full details to support your application- outline family circumstances and financial situation.)

Section G: Declaration

By completing this Application Form, you confirm:

- That you have read and fully understand the SAF Guidelines.
- That you consent to the obtaining, processing and retaining of your personal data for the purposes of coordinating, monitoring and evaluating the operation of SAF.

Personal data may include special category data, including sensitive data such as socio-economic status, which may be shared with third parties such as the HEA for the purposes of allocating and monitoring of funding.

If you are found to have provided false information or to have omitted relevant information as part of your SAF application you will be disqualified from all support from the fund. If funding has been approved, DkIT will seek to recoup the payment made to you.

Declaration of applicant:

I understand that if I abuse the scheme, give false information or omit to advise of changes of circumstances that I will be disqualified from all further support from the Fund and the Institute will recoup any payment made. I certify that the information provided on this form is true, complete and accurate and that assistance from other sources has not been received for the stated purpose/service which is the subject of this application. I understand only to spend the money on the items/services for which assistance is granted.

Signature of applicant: _____ **Date:** _____