

**GUIDE FOR STUDENT AWARD AND FINANCIAL AID
USING
SELF SERVICE BANNER**

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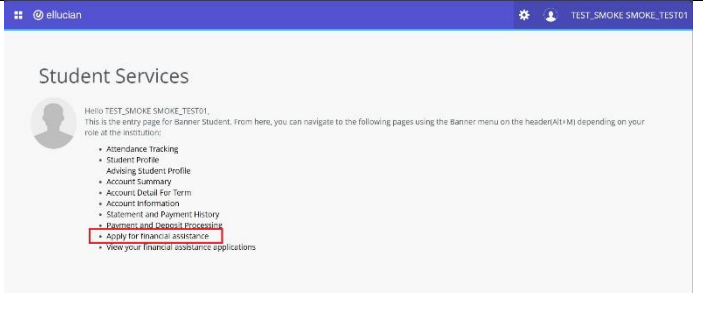
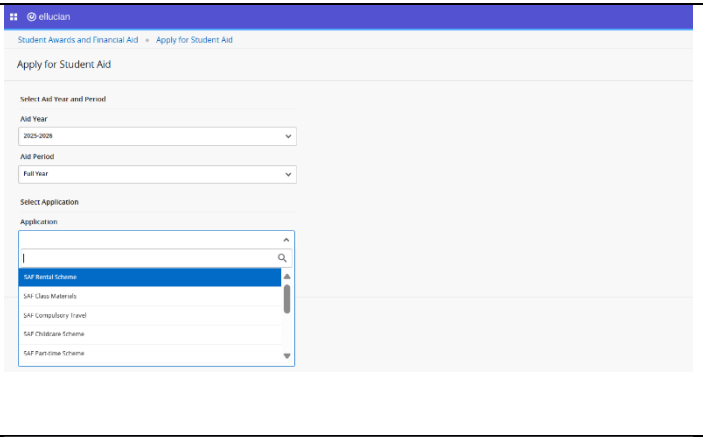
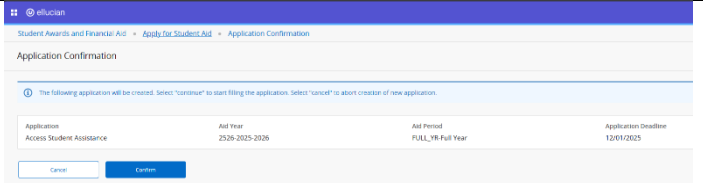
1.1 STUDENT ELIGIBILITY CRITERIA

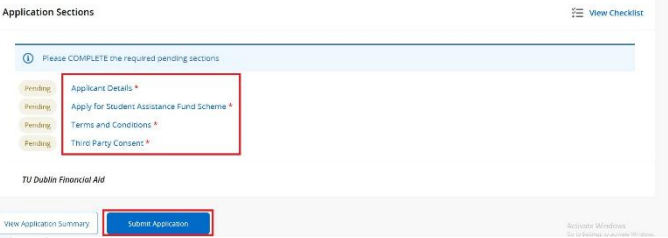
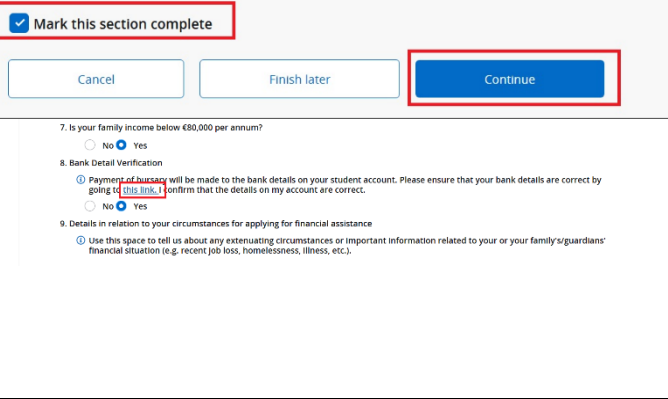
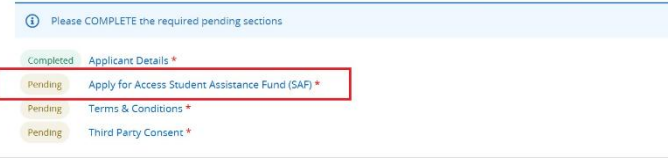
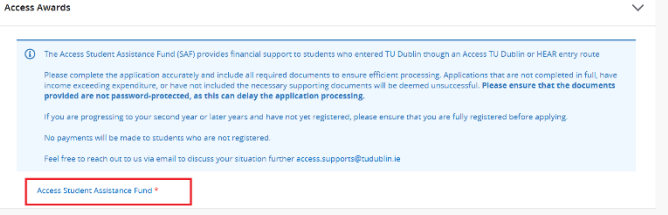
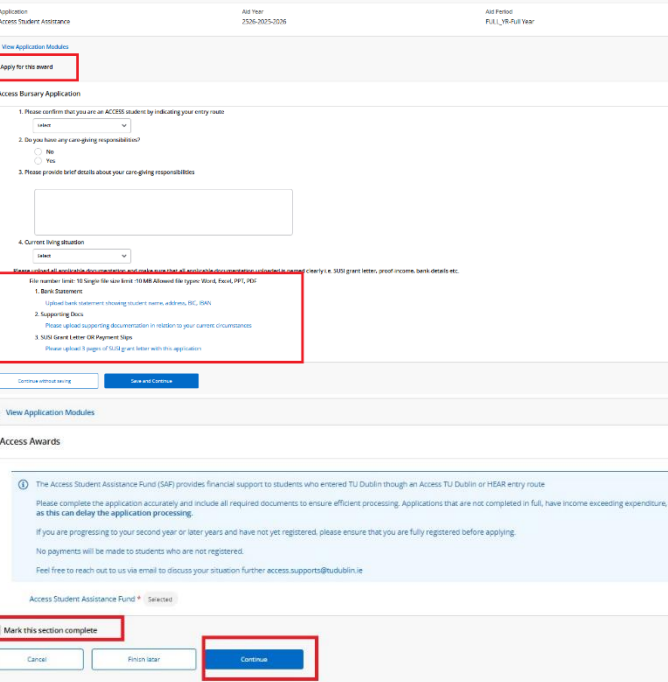
The table below outlines the eligibility criteria for various financial aid funds. Please make sure you meet the requirements before beginning your application.

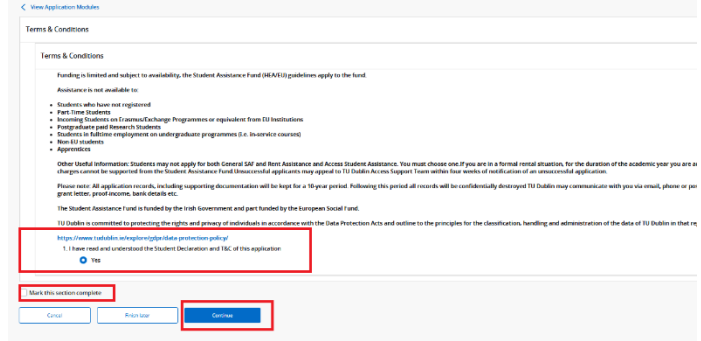
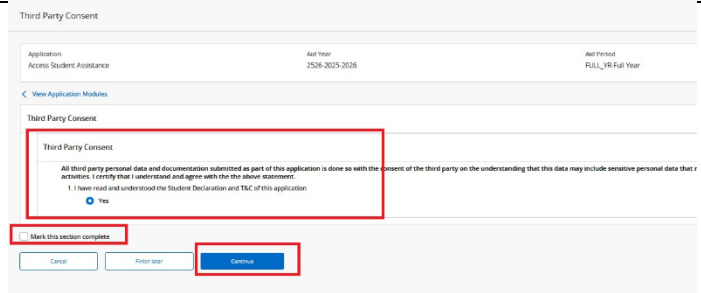
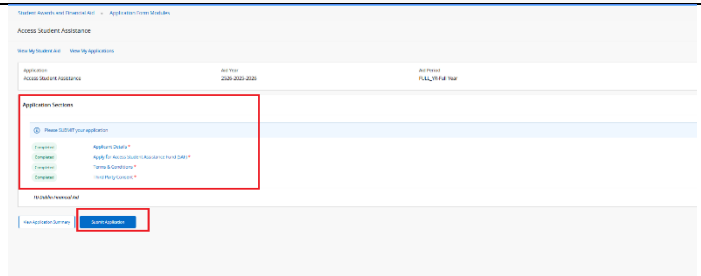
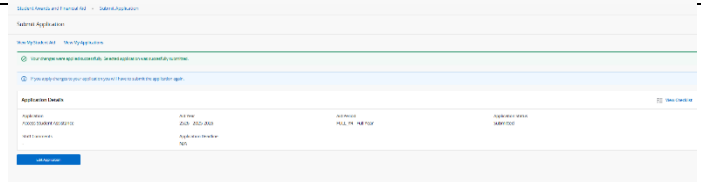
Student Eligibility Criteria	General SAF	Rent SAF	Class Materials SAF	Compulsory Travel SAF	Dental/Opt SAF	Part-time SAF	Childcare SAF	Access Funding	Dormant Funding
1 Must be registered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 If repeating: min. ECTS	20	20	20	20	20	20	20	15	N/A
3 Cannot be international fee payer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 Household income under €80k	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 Program must be in approved list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 Restrictions with other funds	cannot apply if you have applied for Rent SAF or received Access Funding	cannot apply if you have applied for General SAF or received Access Funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cannot apply if you have received General SAF or Rent SAF	<input checked="" type="checkbox"/>
7 Must come through HEAR route	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8 Community / Care background (12-18)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (Roma / Traveller / Care exp.)

1.2 HOW TO APPLY FOR FINANCIAL AID

Access the Student Self Service Page <https://ssb.tudublin.ie/StudentSelfService>

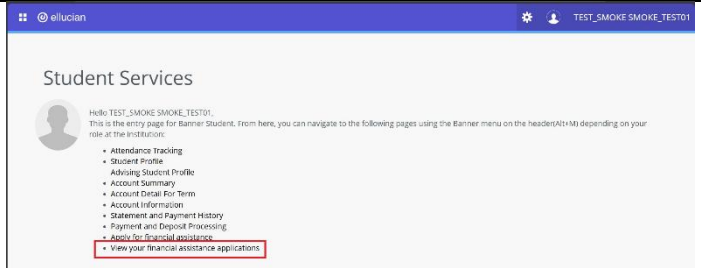
1.	<p>Select Apply for financial assistance to apply for award to start your application.</p>	
2	<p>Enter Aid Year, Aid Period, Select Application you wish to apply for and Click Continue.</p> <p>Note - This guide is giving an example of the ACCESS_FND application process</p>	
3	<p>Select Confirm to continue application</p>	

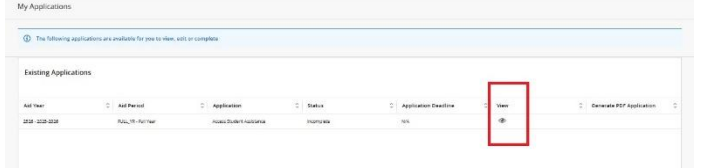
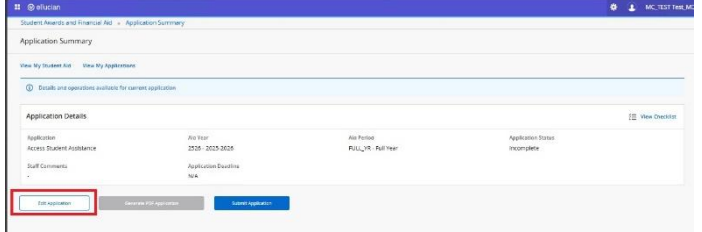
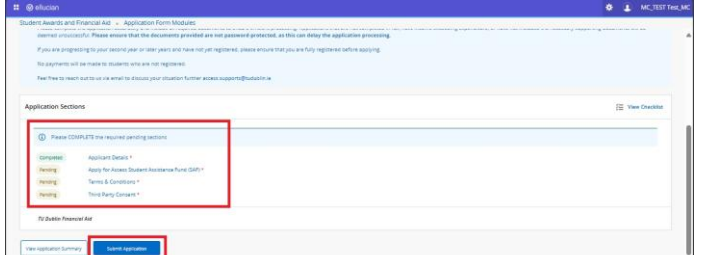
4	<p>Complete checklist in all sections. Select Applicant details</p>	
5	<p>Complete Applicant details section, Select Mark this section complete then Continue to move to next section</p> <p>Note – Update your bank details by clicking on the link in Line 8 (Bank Detail Verification) under the General SAF details</p>	
6	<p>Select section section/Apply for Access</p>	
7	<p>Select Access Student Assistance Fund</p>	
8	<p>Click on Apply for this award, Enter Application details and upload documents.</p> <p>Select Save and Continue.</p> <p>Note – Select Mark this section Complete then continue</p>	

<p>9</p> <p>Complete Terms and Condition Section</p> <p>Note – Select Mark this section Complete then continue</p>	
<p>10</p> <p>Complete Third Party consent section</p> <p>Note – Select Mark this section Complete then continue</p>	
<p>11</p> <p>All application sections must have completed status before you submit application</p>	
<p>12</p> <p>Application status displayed as submitted</p>	

1.3 INCOMPLETE APPLICATION

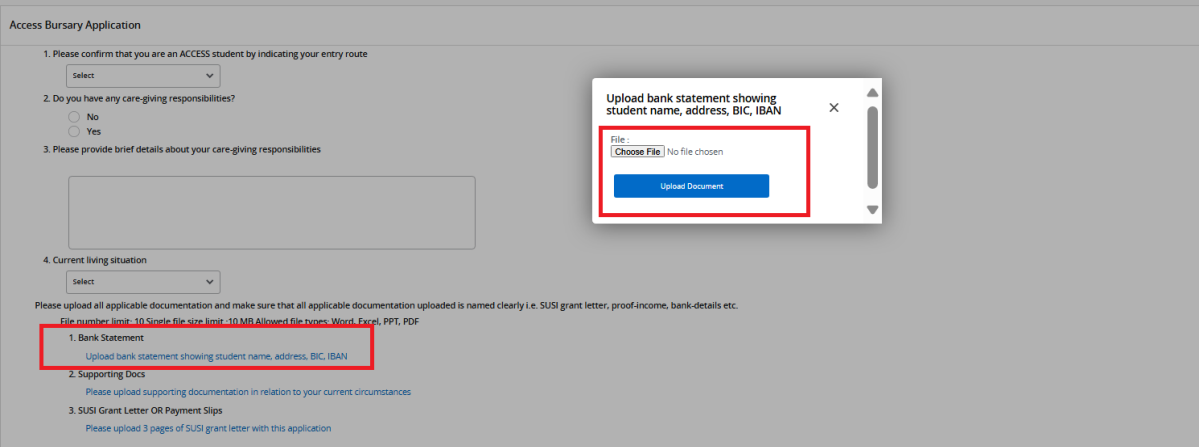
If you want to continue an incomplete application this can be done using the View your financial assistance Applications

<p>1. Select View your financial assistance Applications</p>	
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2.	In the Existing Applications, Select View to continue	
3.	Select Edit Application to complete any pending sections.	
4.	Complete any pending section and Submit Application.	

1.4 UPLOAD DOCUMENTS

1. Select document you want to upload, Choose file and Upload Document.



Access Bursary Application

1. Please confirm that you are an ACCESS student by indicating your entry route
 Select

2. Do you have any care-giving responsibilities?
 No
 Yes

3. Please provide brief details about your care-giving responsibilities
 [Text area]

4. Current living situation
 Select

Please upload all applicable documentation and make sure that all applicable documentation uploaded is named clearly i.e. SUSI grant letter, proof-income, bank-details etc.
 File number limit: 10. Single file size limit: 10 MB. Allowed file types: Word, Excel, PPT, PDF

1. Bank Statement
 Upload bank statement showing student name, address, BIC, IBAN

2. Supporting Docs
 Please upload supporting documentation in relation to your current circumstances

3. SUSI Grant Letter OR Payment Slips
 Please upload 3 pages of SUSI grant letter with this application

2. Click on View your document to preview uploaded document.

4. Current living situation

Select

Please upload all applicable documentation and make sure that all applicable documentation uploaded is named clearly i.e. SUSI grant letter, proof-income, bank-details etc.

File number limit: 10 Single file size limit :10 MB Allowed file types: Word, Excel, PPT, PDF

1. Bank Statement

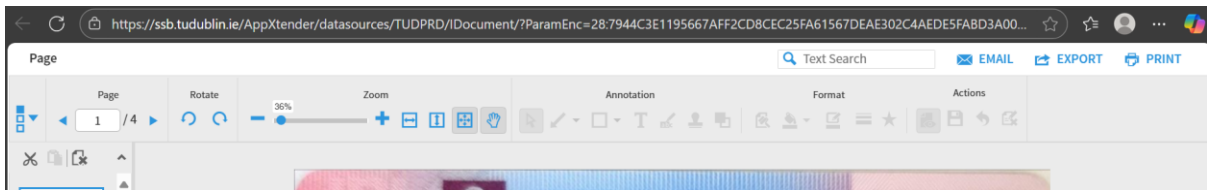
[View your document here](#)

2. Supporting Docs

[Please upload supporting documentation in relation to your current circumstances](#)

3. SUSI Grant Letter OR Payment Slips

Note - The AppXtender page will be displayed, after review go back to the self-service banner application to continue uploads.



<p>1.</p>	<p>If you have multiple pages to upload in a single section, you can either combine them into one pdf file before uploading or upload them one at a time. To upload one at a time, this can be done by:</p> <ul style="list-style-type: none">• Select Page, then click on New Page to import file. All uploads must be made in correct order.	
<p>2.</p>	<p>If a document is uploaded in error and you want to upload a new document.</p> <ul style="list-style-type: none">• Select View your document here – To launch the AppXtender.• Select Page, Then Click on New Version to import file.	

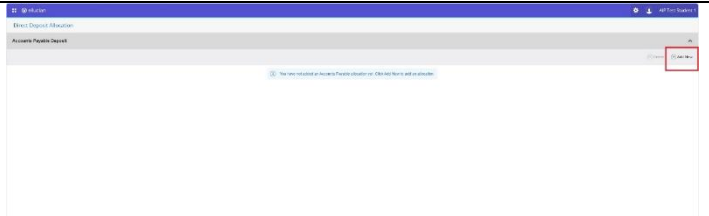
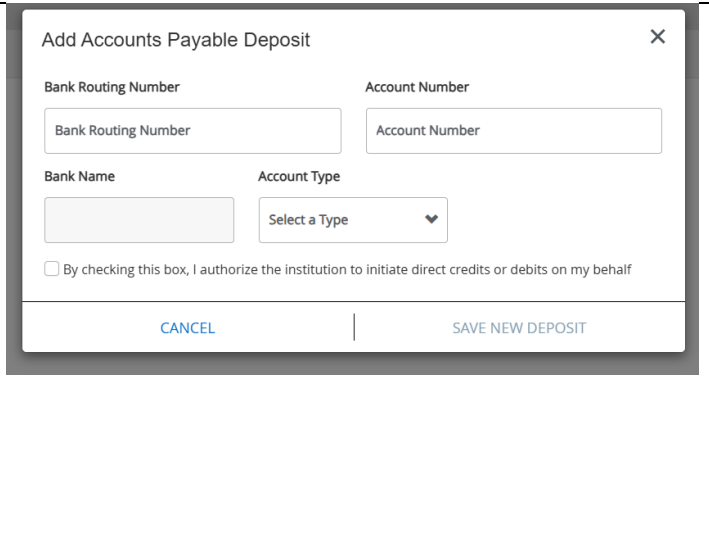

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1.5 UPDATE BANK DETAILS

Once your application has been reviewed and approved, payment will be made to your bank account. Please ensure your bank details are up to date by using the link below.

Access the Direct Deposit Allocation Page -

<https://ssb.tudublin.ie/BannerGeneralSsb/ssb/directDeposit#/directDepositListing>

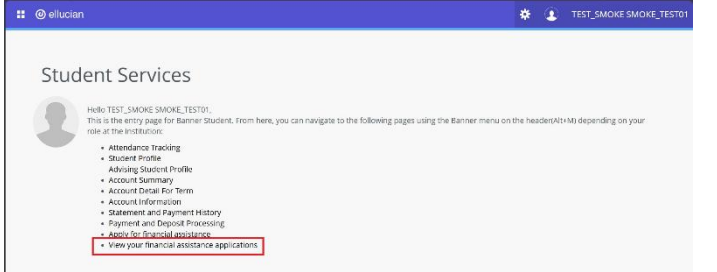
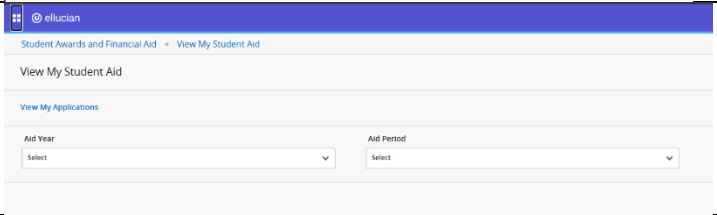
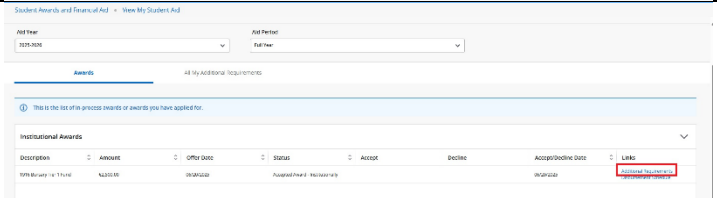
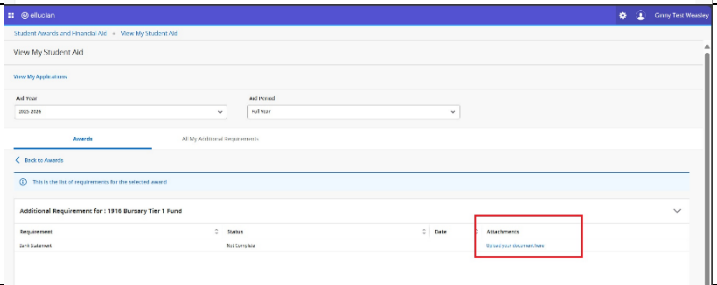
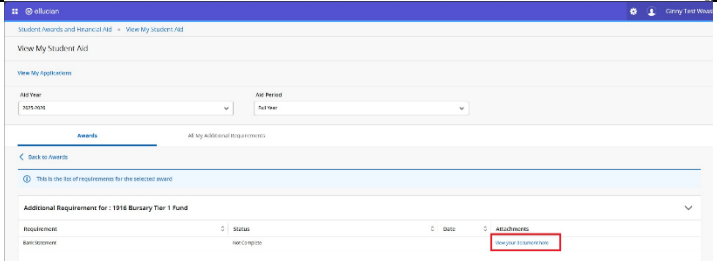
1.	Select Add New	
2.	Update Bank details and save. NOTE **Bank Routing Number is the same as BIC (do not input 'X' at the end of their BIC numbers as this is not necessary and application cannot be saved if 'X' added to bank details) **Account Number is the same IBAN.	
3.	If your account detail is entered in error, you can delete it by clicking on the delete tab.	

1.6 1916 BURSARY

This is only for students who have been awarded 1916 bursary.

Note – There is no application form required for the 1916 Bursary. However, to receive your payment, you must update your bank details following the process [below](#) and upload a Bank statement (if required).

Files can only be uploaded when 1916 bursary is displayed in the award tab.

1.	Select View My Student Aid (9x) in Student Awards and Financial Aid Tab.	
2.	Select Aid Year and Aid Period	
3.	Select Additional Requirement	
4.	Select Upload your document. The App Xtender displays sample of document you uploaded.	
5.	Click View your document here to review document uploaded.	

1.7 APPLICATION CHECKLIST

1.7.1 DOCUMENTS REQUIRED FOR ALL BURSARIES

Bank statement showing:

- Your full name and address
- Bank name and address

- BIC and IBAN details

1.7.2 DOCUMENTS REQUIRED FOR ALL SAF BURSARIES

(General SAF, Rent SAF, Class Materials SAF, Compulsory Travel SAF, Dental/Opt SAF, Childcare SAF, Part-time SAF)

Household income proof (choose one):

- SUSI grant letter (3 pages) OR
- 3 recent payslips or social welfare payment statements for each parent

Important notes:

- If you are from a single income household, clearly state this in your application.
- If you are a mature student (23 years of age on or before 1st January in the year you begin your programme), you will be assessed on your own income only, not your parents' income.

1.7.3 SCHEME-SPECIFIC REQUIREMENTS

RENT SAF

- Lease or rental agreement covering the academic term
- Proof of rental payments

Compulsory Travel SAF

- Letter from your school confirming travel is a mandatory part of your programme
- Estimate or proof of travel costs (e.g., tickets, invoices, quotes)

Dental/Optical SAF

- Dental/optical receipts

Childcare SAF

- Birth certificate of child

Dormant Funding

- Lease or rental agreement
- Proof of rental payments
- If care experienced: Appendix A “Care Experience Template”

1.7.4 TIPS FOR APPLYING

- Double-check that all scans are clear and legible

- Ensure documents are in your name
- Ensure documents are not password protected
- Save files with clear names (e.g., Bank Statement)
- Allow yourself time to apply and have all documentation ready before beginning process