

OT Baile Átha Cliath, Oifig Rochtana
TU Dublin Access Office

Ciste Cúnaimh do Mhic Léinn
Student Assistance Fund



Guidelines for Completing the Application Form

All questions must be completed. The application will only be considered where you have uploaded supporting documentation. Late applications will not be considered.

Financial Income Threshold

Applicants must have a combined household income of under €60,000. If the applicant does not meet this category, they will not be eligible for the student assistance fund. The applicant must supply supporting documentation which shows proof of income.

Supporting Documentation

All applicants must provide financial supporting documentation except students who are in receipt of a SUSI grant or students who were financially assessed through their access entry routes such as HEAR and REACH. For students under 23, the financial income threshold is for the household and not only for the individual applicant. See table below, for required supporting documentation.

Financial Assistance CAN BE provided for the following:

- Rent, Heating, Lighting Bills
- Food/Groceries
- Childcare Costs
- Essential Travel
- Books & Class Materials
- Family Difficulties/Unexpected Emergency e.g. bereavement
- Medical Costs / Emergency Dental treatment

Financial Assistance is NOT provided for the following list:

- Tuition Fees
- Student Loans

Who is not eligible?

Erasmus Students

International Fee Paying Students

	Required Supporting Documentation
<p>Household Financial Income Threshold (€60,000)</p> <p>Please see Living Combinations Examples below:-</p> <p>There are 3 Examples to the online application. Please read the one example that is applicable to you before you proceed the online application - See Next Page</p>	<ul style="list-style-type: none"> ➤ SUSI letter/email indicating full payment of fees (100%) If you will be, or are, in receipt of SUSI grant, please provide all 3 pages of your First Year SUSI award letter. ➤ Statement of Liability or a P21 (2020) can be accessed here:- https://www.revenue.ie/en/onlineservices/services/manage-your-record/view-yourstatement-of-liability.aspx ➤ Proof of 3 Recent monthly pay slips (or equivalent weekly) ➤ Social welfare payments for previous 26 Weeks – can be found on the following: Statements and Refunds (mywelfare.ie) ➤ If self-employed, a self-assessment letter, Chapter 4 for 2020 from Revenue Commissioners or Tax Exemption Letter

Living Combination Examples:	Required Supporting Documentation:
<p>1. Non –Mature Student living with parents/guardians</p> <p>Under 23 on 1st January when you commenced your course</p>	<p>Evidence of your income. Sample documents accepted include:</p> <ul style="list-style-type: none"> • Last 3 months’ payslips • 2020 Statement of Liability • Social Welfare Statement • 2020 Form 11 Self-employed Tax Return Summary <p>Evidence of each of your Parents/Guardians’ income. Sample documents accepted include:</p> <ul style="list-style-type: none"> • Last 3 months’ payslips • 2020 Statement of Liability • Social Welfare Statement • 2020 Form 11 Self-employed Tax Return Summary <p>2020 Pension Statement</p>
<p>2. Mature Student living independently</p> <p>Over 23 on 1st January when you commenced your course</p>	<p>Evidence of your income. Sample documents accepted include:</p> <ul style="list-style-type: none"> • Last 3 months’ payslips • 2020 Statement of Liability • Social Welfare Statement • 2020 Form 11 Self-employed Tax Return Summary
<p>3. Mature Student living with spouse/civil partner/co-habitant</p> <p>Over 23 on 1st January when you commenced your course</p>	<p>Evidence of your income. Sample documents accepted include:</p> <ul style="list-style-type: none"> • Last 3 months’ payslips • 2020 Statement of Liability • Social Welfare Statement • 2020 Form 11 Self-employed Tax Return Summary <p>Evidence of each of your Spouse/Civil Partner/Co-Habitant’s income. Sample documents accepted include:</p> <ul style="list-style-type: none"> • Last 3 months’ payslips • 2020 Statement of Liability • Social Welfare Statement • 2020 Form 11 Self-employed Tax Return Summary • 2020 Pension Statement
<p>One Parent Family</p>	<p>Please upload proof of your one-parent family payment (OFP). To request a Statement of Payments from the Department of Employment Affairs & Social Protection, please visit: mywelfare.ie</p>

Students who were in the care of the state (TUSLA)	A letter on TUSLA headed paper to confirm this status.
Students who were homeless in the last 3 years	A letter from your local County Council or housing authority or housing charity to confirm homeless status
Disadvantaged first-time mature students	Mature students must be attending higher education for the first time. You must also meet one or more of the other categories and provide documentation to support that.
Disadvantaged students who hold further education qualifications	If the University does not hold this information you will need to upload your qualification/final transcript or parchment.
Disadvantaged Students who are lone parents	Proof of Lone parent social welfare payment.
Disadvantaged students who are members of ethnic minorities	Copy of Passport and GNIB card
Medical or Urgent Dental Expenses	Receipts from registered medical professional or dental receipts showing emergency dental treatment.
Other	This category will only be taken into account if you can provide financial supporting documentation to show that you have lost substantial income as part of the Covid 19 pandemic. This can be in the form of recent social welfare payments, proof of job loss and proof of extenuating personal circumstances.