**TU Dublin Financial Aid Guidelines 2023-24**

# Student Assistance Fund (SAF) Guidelines

It is our aim to enable you to make a successful application to the Student Assistance Fund (SAF). In order to do that, it’s important that you read the following guidelines before you make your online application, so that you have all the information you need to apply, ready to upload with your application. We only ask for documentation that is absolutely necessary for us to assess your eligibility for the Fund, so please ensure you have everything you need in advance of completing your application.

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

**Personal Information**

Please note

Personal data collected as part of the application process may be processed for the purposes of coordinating, monitoring and evaluating the operation of the SAF. This personal data may include special category data, including sensitive data such as social-economic status, where you choose to share that data.

Your data may be shared with third parties such as the HEA (Higher Education Authority) for the purposes of allocating funding and for monitoring.

The personal information we collect serves various purposes:

* To establish your identity
* To help assess your award entitlement. Please not that it you are studying part-time or repeating modules, your award will be pro rata. Eg if you are registered for 30 CREDITS, you’ll receive half the award amount.
* To provide anonymized statistical returns to the HEA (SAF funding body). There are particular ‘target groups’, as identified in the [National Access Plan 2022-2028 | Policy | Higher Education Authority (hea.ie)](https://hea.ie/policy/access-policy/national-access-plan-2022-2028/), that are underrepresented in higher education. The SAF aims to assist students from these groups who experience financial difficulty. By recording which groups SAF applicants belong to, both TU Dublin and the HEA can better plan to assist these groups further. Please note your personal information is not included in the reporting of these statistics – simply total numbers.

# 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.

Please ensure that you have the consent of the third party (e.g. Parent, Guardian, Spouse, Civil Partner, Co-habitant and Dependent) prior to uploading documents containing their personal information with your application, as supporting documents.

# 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: This scheme assists full-time students, registered on courses with high-class material costs- Fine Art, Art & Design, Photography, Interior Design or Architecture
* Family Difficulties/Unexpected Emergency e.g. bereavement
* Medical Costs / Emergency Dental treatment

# Financial Assistance is NOT provided for the following list:

* Tuition/Programme or Repeat Fees
* Student Loans

# Who is not eligible?

Erasmus Students

International Fee Paying Students

Total household income of *more* than €60,000 per year.

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|  | **Required Supporting Documentation** | |
| Household Financial Income  Threshold (<€60,000) |  | 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.  If you are a 2nd/3rd/4th Year, upload your most recent SUSI Award Letter and Renewal Letter. |
|  |  | Statement of Liability or a P21 (2022) can be accessed here:- [https://www.revenue.ie/en/onlineservices/services/manage-](https://www.revenue.ie/en/online-services/services/manage-your-record/view-your-statement-of-liability.aspx) |
|  |  | [your-record/view-yourstatement-of-liability.aspx](https://www.revenue.ie/en/online-services/services/manage-your-record/view-your-statement-of-liability.aspx) |
| Please see Living Combinations Examples below:- |  | Proof of 3 Recent monthly pay slips (or equivalent weekly) |
| 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 |    | Social welfare payments for previous 26 Weeks – can be found on the following:  [Statements and Refunds (mywelfare.ie)](https://services.mywelfare.ie/en/topics/statements-and-refunds/)  If self-employed, a self-assessment letter, Chapter 4 for 2021 from Revenue Commissioners or Tax Exemption Letter. |

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| **Living Combination Examples:** | **Required Supporting Documentation**:  Evidence of your income. Sample documents accepted include:   * Last 3 months’ payslips * 2022 Statement of Liability * Social Welfare Statement * 2022 Form 11 Self-employed Tax Return Summary   Evidence of each of your Parents/Guardians’ income. Sample  documents accepted include:   * Last 3 months’ payslips * 2022 Statement of Liability * Social Welfare Statement * 2022 Form 11 Self-employed Tax Return Summary * 2022 Pension Statement   Evidence of your income. Sample documents accepted include:   * Last 3 months’ payslips * 2022 Statement of Liability * Social Welfare Statement * 2022 Form 11 Self-employed Tax Return Summary   Evidence of your income. Sample documents accepted include:   * Last 3 months’ payslips * 2022 Statement of Liability * Social Welfare Statement * 2022 Form 11 Self-employed Tax Return Summary   Evidence of each of your Spouse/Civil Partner/Co-Habitant’s income.  Sample documents accepted include:   * Last 3 months’ payslips * 2022 Statement of Liability * Social Welfare Statement * 2022 Form 11 Self-employed Tax Return Summary * 2022 Pension Statement   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](https://services.mywelfare.ie/en/topics/statements-and-refunds/payment-statement/) |
| 1. **Non –Mature Student living with parents/guardians**   Under 23 on 1st January when you commenced your course   1. **Mature Student living independently**   Over 23 on 1st January when you commenced your course   1. **Mature Student living with spouse/civil partner/co- habitant**   Over 23 on 1st January when you commenced your course  **One Parent Family** |

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| 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. |

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| To comply with GDPR, it is essential that you have the **permission** of those people who are providing you with documents to support your SAF application. | You must inform them what they are being used for and get their permission. By ticking the relevant boxes, you are confirming that you have done this. |
| Other **bursaries, scholarships or grants**: please declare if you are in receipt of any other bursaries, scholarships or grants. This does *not* include a SUSI grant, so if you only receive a SUSI grant and no others, please tick no. | We need to determine that you are not already receiving funding for the same things that SAF funds. Please upload any evidence, such as a letter from the awarding body, stating the name of the bursary/grant/scholarship, the amount it is for and what it is to be used for. Usually, bursaries, scholarships or grants are given for a specific purpose, eg. to pay fees, or to cover living expenses, and this should be stated clearly on the award letter. |
| **Personal Statement:** this is a very important part of your application. The more information you provide here, the better placed we are to assess your level of need. Applicants whose circumstances have significantly changed due to the COVID 19 pandemic, should indicate here any job losses, change in personal circumstances, etc, that have resulted in a loss of, or significant reduction in income. | **Additional supporting evidence:** please upload any other documents, that you have not already uploaded, that you feel are relevant to your application and the information you detailed in your Personal Statement. Applicants whose circumstances have significantly changed due to the COVID 19 pandemic 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 a recent social welfare statement, proof of job loss or proof of extenuating personal circumstances. |
| **Declaration:** Please agree to this statement. If you are found, at a later date, to have provided false information on your application, or not used the monies for the purposes for which it was awarded, you will be required to return the money and will not be eligible for SAF funding in future years. | |

*FURTHER INFORMATION*

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