

OT Baile Átha Cliath, Oifig Rochtana
TU Dublin Access Office

Ciste Cúnaimh do Mhic Léinn
Student Assistance Fund



Student Assistance Fund (SAF) Guidelines

Dear student

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.

WHAT IS THE FUNDING FOR?

YES	NO
Essential books and other class materials*	tuition fees
Essential travel	student loans
Rent**, Childcare costs***	registration fees
Food, heating and lighting, and other utility bills e.g. mobile phone data plans	Emergency e.g. bereavement/medical costs – these costs may be eligible for the Emergency Fund - contact saf.tallaght@tudublin.ie
Essential costs associated with accessing online learning (eg broadband – must be a new/upgraded service)	<ul style="list-style-type: none"> Existing broadband bills Laptops - apply first to https://www.tudublin.ie/explore/news/applications-open-for-laptop-loan-scheme-2022.html If you are unsuccessful in this application, you can apply for financial assistance towards a laptop under SAF. Make sure you indicate in your application that you have applied for the Laptop Loan Scheme but were unsuccessful (a copy of the correspondence from the Scheme should be uploaded).
Other – there are always exceptional cases, so if you believe your circumstances warrant consideration for SAF, please give details in your Personal Statement and upload any evidence you may have	

* if you have significant class material costs (eg art materials, consumables), you can also apply separately to cover these costs: <https://www.tudublin.ie/for-students/student-services-and-support/financial-support/class-materials-scheme/>

** if you have significant rent costs, please apply for the Rent Assistance Scheme instead: <https://www.tudublin.ie/for-students/student-services-and-support/financial-support/rent-assistance-scheme>
You *cannot* apply for SAF *and* the Rent Assistance Scheme; if you'd like advice on which to apply for to best suit your individual circumstances, please contact the Access Office: saf.tallaght@tudublin.ie

*** if you wish to apply for assistance with childcare costs related to the University-based creche, Oakview, please apply separately for CAF (Childcare Assistance Fund) here: <https://www.tudublin.ie/for-students/student-services-and-support/creche/>

The application form is in 3 sections:

<p><u>Section 1: ELIGIBILITY</u></p> <p>If you don't meet the eligibility criteria and are experiencing financial difficulty, you can contact the Access Office for advice on other financial supports: saf.tallaght@tudublin.ie</p>	<p>You are asked a number of questions to assess your eligibility and if you are deemed ineligible at this stage, you won't be able to complete your application. Applicants must be up-to-date with fees payments to the University or their application will not be processed until such times as they have done so. Please also note that applicants can only apply once, so make sure you answer all questions carefully.</p>
<i>ELIGIBLE</i>	<i>NOT ELIGIBLE</i>
My course is at least one year in duration	I am an International student
My course is NVQ Level 6, 7, 8, 9 or 10 of the National Framework of Qualifications	I am a non-EU fee paying student
Total household income of <i>less</i> than €60,000/year	Total household income of <i>more</i> than €60,000/year

<p><u>Section 2: PERSONAL INFORMATION</u></p>
<p>The personal information we collect serves various purposes:</p>
<ul style="list-style-type: none"> ➤ to establish your identity ➤ to help assess your award entitlement. Please note that if 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 anonymised statistical returns to the HEA (SAF funding body). There are particular 'target groups', as identified in the National Access Plan, 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.

<u>Section 3: INCOME</u>	
<p>Financial Income Threshold Applicants must have a total household income of less than €60,000/year. Please do not apply for the SAF if your household income exceeds this amount. Should this be the case, but you have extenuating circumstances or a financial emergency, you may be eligible for the Emergency Fund; please contact the Access Office for advice: saf.tallaght@tudublin.ie</p>	<p>Evidence of Income Please note that all evidence of income (eg. Statement of Liability, Social Welfare Statement, Form 11 Self-Assessment Tax Statement) must be from 2021 and you must ensure that each document/file you are uploading to support your application form has your name, or the relevant third party's name, visible. If your 2021 evidence doesn't reflect your current financial circumstances, ie your income has reduced significantly since 2021, please detail this in Q21: PERSONAL STATEMENT and upload current evidence in Q22. Alternatively, contact saf.tallaght@tudublin.ie for advice.</p>
<p>Q11: SUSI evidence: please upload the following: If you are a 1st year, upload your SUSI Award Letter (all 3 pages). If you are a 2nd/3rd/4th year, upload your most recent SUSI Award Letter (3 pages) and your subsequent SUSI Renewal Letters (1 page) for every year. If you no longer have your SUSI letterS, please contact SUSI, who will provide you with duplicate documents.</p>	
<p><i>If you are not in receipt of SUSI, we'll need alternative evidence of your income:</i></p>	
<p>Q12: Your Living Situation: In order to determine what details of income we need from you, choose the option that applies to you.</p>	<p>Evidence of your income: please provide the applicable documentation stated in the table below. If you have additional documents that provide further evidence of your household income, please upload these also.</p>
<p>Mature Student: over 23 years old on the 1st of January of the year a student commenced their studies</p>	<p>Non-Mature Student: under 23 years old on the 1st of January of the year a student commenced their studies</p>

Supporting Documentation

For students under 23 (Non-Mature), the financial income threshold is for the whole household and not only for the individual applicant. Depending on your living circumstances, you may be required to submit a combination of your own and/or a third party's documents. See the table below for examples of living combinations and supporting documents accepted depending on your own personal circumstance.

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 documentation.

	Supporting Documentation
Household Financial Income Threshold (€60,000)	<ul style="list-style-type: none"> ➤ Statement of Liability for 2021 - can be accessed here: https://www.revenue.ie/en/online-services/services/manage-your-record/view-your-statement-of-liability.aspx ➤ Social Welfare Statement for previous 26 Weeks - can be accessed here: mywelfare.ie/payment-statement ➤ If self-employed, a 2020 Form 11 Return Summary, from Revenue Commissioners
Living Combination Examples	Supporting Documentation
Non-Mature Student, living with parents/guardians <ul style="list-style-type: none"> • <i>under 23</i> on 1st of January when you commenced your course 	Evidence of your income. Sample documents accepted include: <ul style="list-style-type: none"> • 2021 Statement of Liability • 2021 Social Welfare Statement • 2021 Form 11 Self-employed Tax Return Summary Evidence of each of your Parents/Guardians' income. Sample documents accepted include: <ul style="list-style-type: none"> • 2021 Statement of Liability • 2021 Social Welfare Statement • 2021 Form 11 Self-employed Tax Return Summary • 2021 Pension Statement
Mature Student, living independently <ul style="list-style-type: none"> • <i>over 23</i> on 1st of January when you commenced your course 	Evidence of your income. Sample documents accepted include: <ul style="list-style-type: none"> • 2021 Statement of Liability • 2021 Social Welfare Statement • 2021 Form 11 Self-employed Tax Return Summary
Mature Student, living with spouse/civil partner/co-habitant <ul style="list-style-type: none"> • <i>over 23</i> on 1st of January when you commenced your course 	Evidence of your income. Sample documents accepted include: <ul style="list-style-type: none"> • 2021 Statement of Liability • 2021 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"> • 2021 Statement of Liability • 2021 Social Welfare Statement • 2021 Form 11 Self-employed Tax Return Summary • 2021 Pension Statement
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ADDITIONAL INFORMATION REQUIRED

<p>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.</p>	<p>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.</p>
<p>Other bursaries, scholarships or grants: please declare if you are in receipt of any other bursaries, scholarships or grants. This does <i>not</i> include a SUSI grant, so if you only receive a SUSI grant and no others, please tick no.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>Declaration: Please agree to this statement. If you are found, at a later date, to have provided</p>	<p>Rating: We have tried to make this form as straightforward and user-friendly as possible</p>

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.

for you and would appreciate your feedback. Please rate how you found it to complete.

Complete the online SAF Application here: <https://forms.office.com/r/zvgkQGzgdg>

FURTHER INFORMATION

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