

Childcare Assistance Fund (CAF) Guidelines

Dear student

It is our aim to enable you to make a successful application to the Childcare Assistance Fund (CAF). 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.

Before you complete the CAF Application, you should contact Oakview Creche to enquire if they have a place for your child/children: <https://www.oakviewhouse.ie/contact-us.html>
Once you have confirmation of an available place, complete the Online Application Form: <https://forms.office.com/r/CkVmmZCCFD>

WHAT IS THE FUNDING FOR?

- To provide financial support, to registered full-time & part-time undergraduate and postgraduate students, towards the cost of childcare at our on-campus crèche, Oakview. Postgraduate students are funded from years 1 to 4 only.
- Students availing of childcare services at other registered childcare providers can apply for the [Student Assistance Fund](#)
- Applications will be considered, taking a number of criteria, as well as overall income, into consideration, including the receipt of:
 - SUSI grant funding
 - social welfare payments
 - childcare funding from the Government
- Children must be between the ages of 3 months and 6 years; birth certificates will be required. Please note that this application is for the duration of your studies, so your child/children's place(s) at Oakview will be continued in subsequent years, without the need to apply every year, as long as you are a registered student at TU Dublin and your child/children meet the age criteria.

The application form is in 3 sections:

<u>Section 1: ELIGIBILITY</u>	
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	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.
<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

<u>Section 2: PERSONAL INFORMATION</u>
The personal information we collect serves various purposes:
<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>	Evidence of Income
NB: 'Household Income' = the income for your total household, including you, your parents, guardians, spouse, etc.	Please note that all evidence of income (eg. payslips, Statement of Liability (P21), Social Welfare Statement, Form 11 Self-Assessment Tax Statement) must be the most recent 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.

<p>Q.12/13: SUSI evidence: please upload the following:</p> <p>If you are a 1st year, upload your SUSI Award Letter (all 3 pages).</p> <p>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.</p> <p>If you no longer have your SUSI letterS, please contact SUSI, who will provide you with duplicate documents.</p>	<p>If you're not in receipt of the SUSI Special Rate Maintenance Grant, you will be asked if you qualify for additional criteria.</p>
<p>Q.14/15: One-Parent Family evidence: 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>	<p><i>If none of the above apply, we'll need evidence of your income:</i></p>
<p>Q16: 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 2021 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 	<p>Evidence of your 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 <p>Evidence of each of your Parents/Guardians' 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
Mature Student, living independently <ul style="list-style-type: none"> • <i>over 23</i> on 1st of January when you commenced your course 	<p>Evidence of your 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
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 	<p>Evidence of your 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 <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

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 childcare. 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>Declaration: Please agree to this statement. If you are found, at a later date, to have provided false information on your application, you will be required to return the money and will not be eligible for CAF or SAF funding in future years.</p>	<p>Rating: We have tried to make this form as straightforward and user-friendly as possible for you and would appreciate your feedback. Please rate how you found it to complete.</p>

Contact the Access Office if you have any queries or need further clarification on documentation: saf.Tallaght@TUDublin.ie

FURTHER INFORMATION

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