



CHART

Centre for **H**elping, **A**ccess, **R**etention & **T**eaching

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STUDENT ASSISTANCE FUND 2008-2009 Semester 1

Note: Closing date for applications is Friday 24th October 2008. Incomplete applications will be returned and will not be considered by the Committee

The purpose of the Student Assistance Fund is to provide support for any fulltime student of WIT who is experiencing financial difficulties, has experienced a major change of circumstances or is disadvantaged. The Fund is only available to those who can prove that they are experiencing **SEVERE FINANCIAL HARDSHIP.**

It must be clearly understood that this Fund is limited and subject to availability and eligibility.

The Student Assistance Fund is governed by National & EU regulations.

Assistance is not available to:

- Apprentice and part-time students
- Incoming students on Socrates/Erasmus Programmes or equivalent from EU Institutions
- Postgraduate paid Research Students
- Students attending Foundation/Access courses
- Students on an international study visa

Please note that Tuition, Registration or Examination Fees may not be supported from this Fund.

You are assured that the information supplied by you will be used to
a) assist in determining the outcome of your application for assistance
b) for audit purposes.

It will not be used for any other purpose.

General Information & Guide to Completing your Application

- Supporting documentation **must** accompany this form such as photocopies of relevant social welfare documents, letter from Grant Authority, a recent payslip and/or P60, loan statements, documents concerning spouses earning, relevant bills and receipts to correspond with details of outgoings.
- Students **must** attach a detailed letter outlining the reasons for application, including any other information or circumstances that may be relevant.
- Students **must** supply receipts to the Student Assistance Fund administrator within ten days of receipt of support from the fund.
- Tuition fees are **not** an allowable expense under the Student Assistance Fund.
- Student Assistance Fund cheques **must** be collected within three weeks of issue unless alternative arrangements have been made with the SAF Administrator.
- Applicants **must** be full time registered students.
- An applicant whose application has been rejected may **appeal in writing** to the WIT Student Assistance Fund Finance Committee within three weeks of notification of an unsuccessful application.
- Any recommendation made will expire at the end of the academic year in which it was made. A new application must be made for each subsequent academic year.
- Applicants **will be** disqualified from the scheme if found to have given false information or failure to advise of change of circumstances which would affect the amount of assistance given.
- Interviews will not be carried out in relation to Student Assistance Fund applications, therefore you must ensure to include all relevant information within this application. The Committee cannot take into account information which is not submitted within this application but may be of relevance to it. Include all relevant information in accompanying letter.

This fund is targeted at those disadvantaged students most in need.

Applicant Details

Name:		Date of Birth:	
Student Number:		Nationality:	
Male/Female:		Year of Study: (e.g. 1st)	
Home Address:		Phone Number:	
		Mobile Number:	
		Course:	

If in receipt of funding under any of the following headings please indicate amount:

Funding	Amount
County Council/VEC Grant	€
Top-Up Grant	€
Access Grant (REACH)	€
WIT Child Care Allowance	€
Dept. of Social & Family Affairs	€
Area Partnership	€
Saint Vincent de Paul	€
Millennium Fund	€
Scholarship e.g. Academic or Sports Scholarship	€

Please tick appropriate box:

Place of residence	
Home owner	
Private rented accommodation	
Local Authority Tenant Purchase Scheme	
Local Authority rented housing	
Local Authority rented flat	
Other non-permanent accommodation	
Living with Parents	

Do you have a loan from the SAFE Fund:	Yes		No	
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If yes, please specify the amount: € _____

Do you possess a medical card?	Yes		No	
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If yes, please submit a copy of your card.

If you have received financial support previously from the Student Assistance Fund, please indicate the years you received assistance and the amounts:

Year	Student Assistance	Childcare
September 07 – August 08	€	€
September 06 – August 07	€	€
September 05 – August 06	€	€
September 04 – August 05	€	€

Details of income and living expenses:

MUST BE CLEARLY FILLED IN WITH COMPLETE WEEKLY BREAKDOWN

Sources of Income	
One-parent family payment	€
Other social welfare benefits (please specify) <i>e.g. Child Benefit Payment</i>	€
Back to Education Allowance	
Rent allowance	€
Other health board allowances (please specify)	€
Income from employment	€
Support from home/parents	€
Support from spouse/partner	€
Maintenance Grant	€
Top Up Grant	
Other (please specify)	€
Total Income (Weekly)	€

Expenditure	
Rent/Mortgage	€
Books/Class Materials	€
Transport/Travel	€
E.S.B.	€
Gas/Heating	€
NTL/Sky	€
Childcare	€
Food	€
T.V. Licence	€
Telephone	€
Medical/Dental Expenses	€
Other Exceptional Expenses	€
Total Expenditure (Weekly)	

Parents/Guardians Occupation:	
Mother	
Father	
Number of dependents at home:	
Spouse/Partners Occupation:	

Application Checklist:

The following documentation must be supplied with the application form:

- A letter from your Grant Authority indicating the type of grant you receive and the amount you will receive for 2008/2009.
- A statement from the Department of Social Welfare outlining details of benefits applicant is currently in receipt of e.g. Child Benefit, One Parent Family payment or Back to Education Allowance.
- Details of spouses' income in the form of a recent pay slip must be submitted.
- Current pay slip for applicant.
- Receipts for all forms of expenditure listed on application – e.g.
 - Rent or Mortgage receipts
 - Proof of loan and receipt of payment
 - Travel receipts – bus ticket/petrol receipts
 - Food receipts
 - ESB bill
 - Gas bill
 - Telephone bill
 - Books & class materials receipts
 - Receipts for childcare costs

Relevant supporting documentation listed above must accompany this form. Forms submitted without complete documentation will not be considered

Declaration:

I confirm that the information given on this form is true, complete and accurate in every particular and that assistance from other sources has not been received for the stated purpose/service, which is the subject of this application. I consent to receive text messages from the CHART Office regarding my application.

Applicant's Signature: _____

Date: ____/____/____

**PLEASE NOTE THAT ALL DECLARATIONS MUST BE SIGNED
OR APPLICATION CANNOT BE CONSIDERED**

RECEIPT OF PAYMENT STUDENT ASSISTANCE FUND

I, _____ acknowledge receipt of
(Name in Block Capitals)

€ _____ from CHART (WIT Student Assistance Fund)
(Amount received)

I undertake to furnish receipts for expenditure of money received. Subsequent payments may be withheld if receipts for initial expenditure are not submitted.

Signed: _____
(Student's Signature)

Signed: _____
(Witness' Signature)

Date: _____

**PLEASE NOTE THAT ALL DECLARATIONS MUST BE SIGNED
OR APPLICATION CANNOT BE CONSIDERED**

*This information will be held on file and may be subject to Audit. Applications will be considered on their individual merits taking into account the documented income and circumstances of the student and, where relevant, his/her spouse, partner or parents. **If a subsidy is to be awarded it is subject to satisfactory class attendance which may be checked with relevant staff within the Institute.***
