CIT Student Assistance Fund 2020-21

CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

Applications will be accepted between the following dates:
Semester 1: 28 September – 4 December 2020
Semester 2: 25 January – 26 March 2021

Note: SAF Applications may take up to six weeks to process

As part of an initiative to tackles educational disadvantage, an ESF aided Student Assistance Fund has been made available to CIT by the Department of Education and Skills.

General information regarding the SAF:

- Applicants must be students registered with CIT participating on a third level course of not less than one-year duration leading to degree or post-graduate qualification. Resources will be targeted at students most in need. Applicants on the Back to Education Allowance, unemployed people, one-parent family, and people with disabilities will also be considered.

- Part-time students who are a one-parent family or members of any other access target groups may also be eligible for financial support.

- Applications that are incomplete or missing supporting documentation will be returned to students. Legible documentation to support the claim must be included with the application (Please refer to the SAF Document Checklist at the end of this form)

For all information relating to CIT's Student Assistance Fund, please log on to: www.mycit.ie/saf

Please return completed form and documentation by email to student.assistance@cit.ie

The Student Assistance Fund is funded by the Irish Government and part funded by the European Social Fund under the Human Capital Investment Operational Programme.

CIT STUDENT ASSISTANCE FUND (SAF)2020-21

This application form must be completed in full.

First name:	CIT Student ID number:
Surname:	CIT Student e-mail address:
Home address:	Country of birth: Nationality/Citizenship/Status:
Term address (if different from home address):	Mobile contact number:
Age: Date of Birth:	Course Title:
Gender: ☐	
How did you first become aware of the Student Assistance Fund?	
Do you have a medical card? (Y/N)	Year of Study:

☐ New Applicant in 2020-21

☐ Part-time Student

☐ Are you a HEAR student?

☐ Renewal Applicant (have applied in previous years)

☐ Full-time Student (Undergraduate/Postgraduate)

The Institute is required to process and retain personal data relating to you as an applicant for the Student Assistance Fund. The Institute will be GDPR compliant, ensuring the confidentiality of your data and will implement appropriate technical and organisational measures to prevent unauthorised disclosure. You should read the **Student Assistance Fund** Privacy Notice before proceeding. http://www.mycit.ie/access_disability/student-assistance-fund/saf-gdpr-privacy-notice-

As part of the application process you must confirm that you have read the Student Assistance Fund Privacy

Notice.   ☐

Section A: Background information

Answer all questions by ticking the relevant boxes

Previous Funding Received:

Received funding from SAF previously	
First time applying to SAF	
Received Uversity Scholarship	
Received 1916 Bursary	
Received HEAR Bursary	
Other Bursary/Scholarship - Specify:	

Specifiy is you are you studying:

(please tick all relevant)

Full time (undergraduate)	
Part time (undergraduate)	
Full time (postgraduate)	
Part time (postgraduate)	
Repeating a year	
Repeating modules (semester1 or 2)	

Highest educational attainment to date

Primary/lower (Junior Cert.)	
Upper secondary school (Leaving Cert.)	
QQI Up to Level 5/6	
Higher Education (Levels 6 - 10)	

If funding was received from SAF previously please state the following

Year	Amount awarded per month

Status prior to entry to CIT

Long term unemployed (12 months+)	
Unemployed (less than 12 months)	
Full time education or training	
Self-employed	
Employed	
Other (specify)	

What applies to you on entry to CIT?

Direct entry (CAO & Leaving Cert Points)	
DARE (Disability Access Route to Education)	
Mature Student Applicant via the CAO/Directly to college	
Cork College Progression Scheme	
HEAR (Higher Education Access Route) or Linked Schools Progression Scheme (with CAO points)	
Other (specify)	

What are your living arrangements?

Renting (privately)	
Renting (student accommodation)	
Living at home with parent(s)/guardian(s)	
Own my own home	
Other (Specify)	

Work placement details:

Do you have work placement in 2020-21	
Paid or Unpaid	

Do you identify as one of the following groups?

Minority Backgrounds - Ethnic and Indigenous Minorities such as Roma or Traveller Communities.
Migrants - (Non/National permanent resident in a country)
People with a foreign background- Persons whose parent (s) were born outside the state (In the Irish context this should be understood to exclude persons whose parent(s) were born in Northern Ireland.)

Government Laptop Scheme to Assist with Online Learning

Do you have a laptop?
Do you have access to a shared laptop?
Do you wish to be apply for the Government Laptop scheme, which is in place to assist with online learning?

Section B: Financial Information

All students must include 3 months most recent bank statements along with any other relevant documentation requested below. Please explain any large transactions/transfers on your bank statement.

Are you in receipt of any income from paid work?

If you stated yes- please give approximate hours worked and pay received:

Hours per month	
Total net pay per month	

Are you of independent means?

Are you in receipt of a SUSI Student Grant for the academic year 2020/2021?

Yes ☐   No ☐   On Hold/Awaiting Decision ☐

Levels of grant	Non-adjacent rate (€)		Adjacent rate (€)	
Special rate of maintenance grant (*Extra maintenance due to individual circumstances*)	€5,915		€2,375	
Standard rate- 100% maintenance	3,025		1,215	
Standard rate- 75% maintenance	2,270		910	
Standard rate- 50% maintenance	1,515		605	
Standard rate- 25% maintenance	755		305	
Registration Fee only	N/A		N/A	

Letter stating funding approved from SUSI is required in supporting documentation

Department of Employment Affairs and Social Protection / Health Service Executive/ Other income for applicant, parents & spouse/partner

If you, your parents/guardians/spouse/partner are in receipt of a Department of Social Protection payment, please fill in the grid below.

NOTE: Only fill in parent/guardian information if you are dependent on them.

Source	You	Mother/ Guardian	Father/ Guardian	Spouse/Partner	Total Amount (per month)
Back to Education Allowance					
Job Seekers Allowance					
One-Parent Family allowance					
Disability allowance					
Carer's allowance					
Rent allowance					
Child Benefit					
Total of all incomes					
Other (please specify)					

Section C: Student Income & Expenditure

Monthly INCOME-A	€	Monthly EXPENSES-B	€
Part time job		Rent/mortgage	
Back to Education Allowance		Transport	
SUSI grant		Food/groceries	
Social welfare payments		Class materials-	
Spouse/Partner/Parent(s)/Guardians		a) Photocopying	
Other-		b) Equipment	
a)		c) Other- please specify	
b)		Childcare	
c)		Medical	
d)		Loans - Bank or Credit Union or Other	
		Mobile/Internet Costs	
		Utilities	
		Registration/Tuition Fee*	
		Other	
TOTAL INCOME (A)		TOTAL EXPENSES (B)	

*Fees: If paying tuition/student contribution fees, please outline whether you are paying in instalments and specify how much is paid in each instalment.

NB: All students must complete the box below!

Income (A)	minus	Expenses (B)	Equals
	-		=

Section D: Parent/Guardian/Spouses/Partners
Income & Expenditure

If you are regarded as 'Dependent' for the purposes of your SUSI application, you must complete this section.

Monthly INCOME-A	€	Monthly EXPENSES-B	€
Full time/part time job		Rent/mortgage	
Social welfare payments		Transport	
Child maintenance payment		Food/groceries	
Other-		Childcare	
a)		Medical	
b)		Loans - Bank, Credit Union or Other	
c)		Mobile/Internet Costs	
d)		Utilities	
		Other-	
		a)	
		b)	
		CIT Registration/Tuition Fees	
TOTAL INCOME (A)		**TOTAL EXPENSES (B)**	

NB: You must complete the box below!

Income (A)	minus	Expenses (B)	Equals
	-		=

Section E: Family/Dependents

If you are under 23 and you are dependent on your parents/guardians		
List all dependent children in your family	Date of birth	Attending school/crèche/college
1.		
2.		
3.		
4.		
5.		

If you are over 23 (MatureStudent- whenyou commenced in CIT) and you are of independent means

List all children/dependents in the family	Date of birth	Attending school/crèche/college
1.		
2.		
3.		
4.		
5.		

If you are a one parent family

List all children/siblings in family	Date of birth	Attending school/crèche/ college
1.		
2.		
3.		
4.		
5.		

Section F: Personal Statement

Briefly tell us why you need assistance from the SAF. This section MUST be completed.

Declaration:

I hereby declare that all the particulars submitted on/with this application form are in every respect true to the best of my judgement and belief.

Student Name: _____ Date: _____

Section G: Bank Mandate Form

COMPLETE ALL SECTIONS

Approved funding will be paid directly into your bank account via Electronic Fund Transfer. Please ensure account numbers provided are correct.

If approved for funding, a payment order will be executed in accordance with the account details as specified on this form. In the event that the numbers given are incorrect:

1. If payment has been made and the account number given is live, then the Institute cannot retrieve the funding and unfortunately a replacement payment will not be issued.

2. If payment has been made and the account number given is not active, then the funds will be returned to CIT or held by the bank in a suspense account for auditing. The student should complete a new bank mandate form and get it stamped by their bank before handing it into the SAF committee.

Name:

CIT Student ID Number:

Name of Bank and Address of Bank:

Sort Code:
e.g. 90-45-01

Account number:
e.g. 01234567

IBAN Number:
(on top of bank statement)

BIC Number:
(on top of bank statement)

Student Address:

Student Mobile No:

Student Name: _____   Date: _____

SAF Document Checklist

Return all completed application forms and legible supporting documentation, via email, to student.assistance@cit.ie

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Student- Please ensure that you provide ALL relevant supporting documentation. Examples are below

- 3 month bank statement, e.g. Current/ Savings/Revolut Account (must be recently issued, within the last 4 weeks)
- If working, your 3 most recent pay slips, Employment Detail Summary 2019 (formerly a P60) **and** Statement of Liability 2019 (formerly a P21)
- If renting, a copy of lease/rent book/proof of rent payments
- If receiving a student grant, letter from SUSI stating amount awarded
- If receiving Social Welfare, a letter from Department Social & Family Protection stating amount awarded (rent allowance, one-parent family, Carers/Disability allowance, child maintenance)
- If you have dependent children, copy of their birth certs
- If you have children in childcare, written evidence of childcare costs
- Copy of any loan agreements
- Receipts (rent, travel, class materials, childcare, medical expenses)

Students who are dependent on parents/guardians, you need to also provide the following:

Note: Dependent is defined as - Parent/Guardian paying rent, bills etc. or if you have used your Parent(s)/Guardians details for your SUSI application.

- If parents/guardians are working, their 3 most recent pay slips, their Employment Detail Summary 2019 (formerly a P60) **and** Statement of Liability 2019 (formerly a P21)
- If parent/guardians are receiving Social Welfare, letter from Department Social & Family Protection stating amount awarded (rent allowance, lone parent's, Carers/Disability allowance, child maintenance)
- If parent/guardians are self-employed, a self-assessment is required

Students who are dependent on partner/spouse, you need to provide the following information;

- If partner/spouse are working, their 3 most recent pay slips, their Employment Detail Summary 2019 (formerly a P60) **and** Statement of Liability 2019 (formerly a P21)
- If receiving Social Welfare, letter from Department Social & Family Protection stating amount awarded (rent allowance, one-parent family, Carers/Disability allowance, child maintenance
- If self-employed, a notice of assessment is required (2019)

Supporting documents can be photographed and emailed with the application form. Screen shots, once they are clear and legible, from online bank statements will also be accepted.
No hard copy documentation will be accepted from students.

Applications that are incomplete or missing supporting documentation will be returned to students. Documentation to support the claim must be included with the application.

I have read the above and I am providing all necessary supporting documentation with my application. ☐

General Information on Financial Supports can be found here www.studentfinance.ie

Information on GDPR can be found here www.cit.ie/gdpr

**Information on the Student Assistance Fund privacy notice can be found here
www.mycit.ie/access_disability/student-assistance-fund/saf-gdpr-privacy-notice-**

**Information on relevant supporting documentation can be found here
www.mycit.ie/access_disability/student-assistance-fund/saf-checklist**

**Appeals information can be found here
www.mycit.ie/access_disability/student-assistance-fund/how-to-lodge-a-saf-appeal**