



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

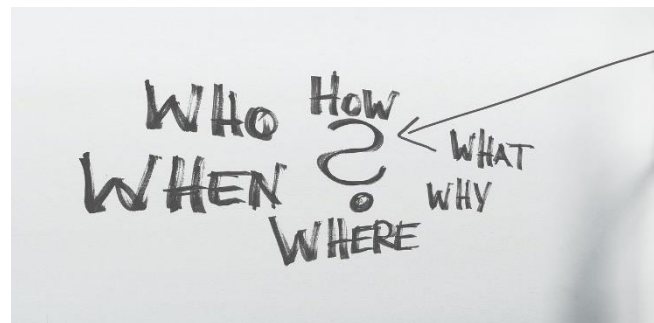
The University of Dublin

Postgraduate Student Assistance Fund (PG SAF)

Information Session

Martin McAndrew (he/him) & **Nonie Gaynor** (she/her)

Postgraduate Advisory Service



This session will cover:

- What the PG Student Assistance Fund is, and what it can be used for
- How to apply, including closing date
- Eligibility criteria
- What documents are required
- Uploading your supporting documents
- How much is awarded



Postgraduate Advisory Service

The Postgraduate Advisory Service is a free and confidential frontline service available to all registered postgraduate students at Trinity College Dublin, the University of Dublin.

Part of the Senior Tutor's Office department

We are:

- Independent
- Non-judgmental
- Confidential

Who we are: Martin McAndrew (research students),

Nonie Gaynor (taught postgraduates)

- **Contact:** postgrad.support@tcd.ie



Student Assistance Fund: What is it?

- It is a once-off payment available to PG Students to help manage current living expenses
- PG Students can apply once per academic year
- Timeframe for applications:
 - Open: October 2025
 - Closes: 7 November, 1pm
 - Emergency applications only thereafter
- Part-funded by the Irish Government via the HEA, and alumni and donors to Trinity
- Public funds, subject to audit



Student Assistance Fund (SAF) Guidelines

- **Funding largely from Higher Education Authority and subject to certain restrictions:**
- **What it's for:** “In general, the dual focus of the Student Assistance Fund is to support students from **socio-economically disadvantaged backgrounds** AND to provide **emergency financial assistance** for other students”.
- **What it's not for:** “Funding is **not** available to students to assist with the costs of tuition fees, registration fees, student loans or any costs that are borne by the institution”.
- **Allocate Standard Amounts under Specific Categories:** “HEIs should implement **standard award amounts under each category** of expenditure listed below to reflect the nature of the student's circumstances and thereby ensure equity in awards. ”

Funding Body: HEA

What it is/isn't for:

The fund may be allocated towards:

- **Rent** (accommodation will only be considered where students rent away from home)
- **Utilities** (light, heating, internet data)
- **Essential travel costs** associated with travel to College
- **Doctor/ dentist** appointments or pharmacy prescription costs
- **Childcare** (including a top-up for lone parents)

The fund may NOT be used for:

- **Tuition** or **registration** fees
- **Loan** repayments

Am I eligible?



Yes if:

- You are registered on a postgrad course for 2025-24 at the time of application, and
- You meet the 2024 income requirements*:
 - Your personal income in 2024 was €32,000 or less (independent students)
 - Or, your family income was €64,000 or less (dependent & married students), and

*Students with lower income will be prioritised, in the event of limited funds

Am I Independent or Dependent?

You are considered Dependent if you are:

➤ **Aged 22 or younger on the 1st September**

- must provide Proof of Income for 2024 (**Statement of Liability** or equivalent) for you and your parents/ guardians.*

➤ **Married/ Civil partnership:**

- must provide Proof of Income for 2024 (**Statement of Liability** or equivalent summary of income) for you and your spouse*

(co-habiting but non-married/non-civil partners are considered “single”)

*SUSI letter will have this information

Income Thresholds

- **Independent:** your personal income in 2024 was **€32,000 or less**
 - Aged 23 or above on the 1st Sept 2025
- **Dependent/Married:** your family income in 2024 was **€64,000 or less**
 - Aged 22 or younger on the 1st September, or
 - Married/ civilly partnered

Any questions so far?

How do I apply?

Gather documentation: List on PAS website (Personal statement, supporting documents).

Save Supporting documents file and entitle it:
Student **number-document** type
e.g. 25123456-Bank Statements, 25123456-Income

Complete Online form: Be sure to put in correct student number (can delay payment). Upload document files directly to the form when prompted

Checklist and Personal Statement template available on PAS website

You must have the document files ready to upload before you begin the application.

Only one application can be uploaded

Documentation Required

Core Documents + Additional Documents

1. **Core Documents : Without the core documents applications cannot be considered**
 - a. **Personal statement** 1 pager outlining your income, expenditure-
 - b. **Applicant's Proof of Income 2024*** (in Ireland this is usually a Statement of Liability/ P21 form or Social Welfare letter **OR a SUSI letter**) -- Tax Credit Certificate is not sufficient
 - c. **Applicant's 3 months' most recent bank statements** – all relevant accounts

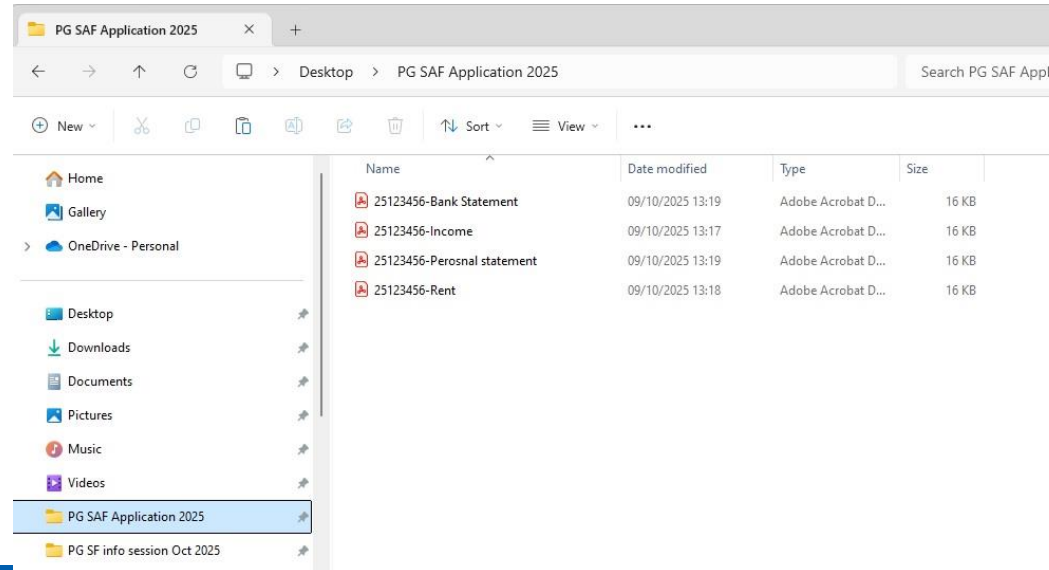
Note*: If you are in receipt of a scholarship, you will be asked to also provide evidence of this.

What documents do I need?

Category of Support	Documents required
Course Materials	Your 3 Core documents
Childcare	Evidence of children in registered childcare/ after school programme/ school
Lone-parent childcare top-up	Evidence of single parent family payment/ maintenance agreement
Rent	Lease, rental agreement, licence or rent book – term address
Utilities	Electricity, gas, etc bill from the address above or an internet bill in your name (can submit up to two),
Essential Travel	Leapcard transactions, bus/train tickets, Dublin bike account, etc
Medical/ dental costs	Invoice, bill, prescription

How to upload your documents

1. Save your documents in a common format: .pdf, .word and .jpeg
2. Label using naming convention: student number-document type
3. Save it on your desktop/ another easily accessible folder
4. Check you have everything including the personal statement
5. Begin the online application form



YOUR DOCUMENTS



38. Naming your backup documentation - you must add your student number to the start of each filename *

Please give each file a relevant name and place your student number at the start of the filename. Please use 'hyphens' rather than 'spaces' within the filename:

For example:

"123455678-Bank-statements"

"123455678-Income"

"123455678-Rent.img"

Failure to name the files you attach correctly will delay the processing of your application.



Yes, I have checked and my files are labelled correctly and are in English or translated



No, DO NOT continue until you have named your files correctly

39. A. PROOF OF INCOME - core document (Non-anonymous question) *

For proof of income we can accept a SUSI decision letter (with reckonable income page included), a statement of liability, income certification or equivalent document from your home jurisdiction, for the last complete financial year in your jurisdiction (usually this will have ended in December 2024, or March 2025). Please note: a Tax Certificate is not a statement of income.

Please entitle this "student number-income" e.g. **25123456-Income**

Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

40. B. BANK STATEMENTS - core document (Non-anonymous question) *

Title this student number-bank statements "**123455678-Bank Statements.pdf**". Provide bank statements for the last three months, i.e. if applying in late October, it should be the statement covering August, September, and October. Include all statements for all banks/ financial institutions that you use to pay any an all expenses associated with attending University.

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 25123456-Bank Statement.pdf 

 Upload file

File number limit: 3 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

41. **C. PERSONAL STATEMENT - core document** (Non-anonymous question①) *

Title this "student number-personal statement". E.g. **23456789-personal statement**. Complete the personal statement and upload it. Use the personal statement found here on the PAS website

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

This question is required.

44. I am applying for assistance with my rent costs * 

☐ yes

☒ no

45. I am applying for assistance with utility (electricity, heating, internet data) * 

You can submit up to two utility bills

☐ yes

☐ no

44. I am applying for assistance with my rent costs * 



yes



no

45. **G. PROOF OF RENT** (Non-anonymous question )

Upload a current lease agreement/ licence. Entitle this document **student number-rent**

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

How much is awarded?

- Baseline award (core documents only) will be for course materials: **€500**
- After that funding is awarded for each category of expense: generally, the more documents you supply, the more you will be awarded
- Currently waiting for the government to confirm our budget.

Average in 2024-25: €1,534

Important Confidentiality & Data Protection

- Information **held securely** and reviewed by PAS staff and the Senior Tutor and team only
- **Can redact** PPS number/ bank account number/ housemates' names on bills and leases (the addresses need to match, however)



FAQs

- Complex application but required by our funders, and for swift review
- Document files must be clearly legible
- Must be in **English** or translated which we reserve the right to verify
- **Missed deadline/ emergency later on:** may be a second chance to apply if funds are available, email postgrad.support@tcd.ie, funds permitting
- **Allocations** will be made before the Christmas holidays wherever possible but not always possible
- Made to your bank account via the my.tcd.ie portal



Lastly...

- Save your documents in this format (use hyphens):
student number-document type e.g. 25123456-Income, 25123456-Personal Statement
- **Incomplete/ late applications** can't be considered
- **Triple-check the right student number** and email address when completing the online form
- Make sure **your bank account details** are up-to-date on **my.tcd.ie**
If they are not, your payment will take much longer to process (this is the main cause of delays getting the money transferred) and others' payments may also be delayed



How to Get in Touch

Postgraduate Advisory Service, House 27

Email: Postgrad.Support@tcd.ie



Follow us: [@TCDPGAdvisory](https://www.instagram.com/TCDPGAdvisory)

www.tcd.ie/seniortutor/students/postgraduate



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Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Thank You!