Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
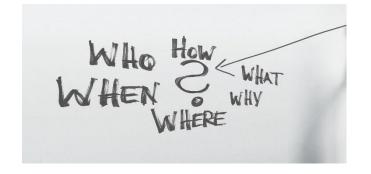### The University of Dublin

Postgraduate Student Assistance Fund (PG SAF)

This Information Session is being recorded

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.
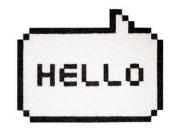
What we are:

- **Independent**

- **Non-judgmental**

- **Confidential**

- **Dedicated to enhancing your student experience**

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: 23 October, 10am

  - Closed: 24 November, 1pm

Part-funded by the Irish Government via the

HEA, and alumni and donors to Trinity

Student Assistance Fund (SAF) Guidelines

➢ **Funding largely from HEA 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)
- **Internet** data packages
- **Essential travel costs** associated with travel to College
- **Doctor/ dentist** appointment costs
- **Childcare**
- **Essential professional membership** for placement

The fund may NOT be used for:

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

Am I eligible?

Yes if:

- You are registered for a postgrad degree/ course for 2023-24 at the time of application, and

- You meet the 2022 income requirements*****:

  - Your personal income in 2022 was €29,702 or less (independent students)

  - Or, your family income was €65,700 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 January the year you started your course**:

- must provide Proof of Income for 2022 (**Statement of Liability** or equivalent) for you and your parents

or

➢ **Married/ Civil partnership**:

- must provide Proof of Income for 2022 (**Statement of Liability** or equivalent summary of income) for you and your spouse

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

Income Thresholds

➢ **Independent:** your personal income in 2021 was **€29,702 or less**

  ➢ Aged 23 or above on the 1st January the year you started your course

➢ **Dependent/Married:** your family income in 2021 was **€65,700 or less**

  ➢ Aged 22 or younger on the 1st January the year you started your course, or

  ➢ Married./ civilly partnered

How do I apply?

 1. Online form: Be sure to put in correct student number (can delay payment

Available on <u>PAS website</u> **23 October**

 2.a Personal statement: Template on PAS website; 1 page, brief summary of financial situation, income and monthly expenses

One file
Email to
postgrad.support@tcd.ie
by 1pm **24 November**

 2.b Supporting documents: Combine everything (Personal Statement and Supporting Documents) into **1 PDF**

Documentation Required

Core Documents + Additional Documents

1. Core Documents OR a SUSI letter confirming award (income-linked)

==**Without the 3 core documents applications cannot be considered**==

a. **Applicant's Proof of Income 2022*** (in Ireland this is usually a Statement of Liability/ P21 form or Social Welfare letter)

b. **3 months' most recent bank statements for student**

c. **Applicant's payslips** (most recent 3, if currently employed)

Note*: If you are a Married/Dependent Student, your Spouse's or Parents' proof of income must be included. This is a core document, applications cannot be considered without this.

Category of Support	Additional Documents required
Course Materials	**Core documents OR SUSI letter (if applicable)**
Childcare	Evidence of children in registered childcare/ after school programme/ school
Lone-parent childcare top-up	Evidence of maintenance agreement/ single parent family payment
Rent	Lease, rental agreement, licence or rent book
Utilities	Bill from the address above
Internet access	Bill from an internet provider in your name
Essential Travel	Leapcard transaction, Bus tickets, Dublin bike account, car tax
Placement/Clinical costs	Proof this is essential to go on placement (e.g course letter)
Doctor/ dentist visit costs	Invoice, bill

How much is awarded?

- 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 get in touch about our budget.

- Average last year: €1,200

- Plus a €600 top-up later

Important Confidentiality & Data Protection

- Information **held securely** and reviewed by Student Support Officers and the Senior Tutor only

- **Can redact** PPS number/ bank account number/ housemates' names on bills and leases (the addresses need to match)

FAQs

- Must be in **English** or accompanied by a translation which we reserve the right to verify

- **Missed deadline**: may be a second chance to apply in 2nd term, if funds are available

- **Allocations** will be made before the Christmas holidays wherever possible

- Usually awards of more than €1,100 are paid in 2 instalments: December AND February

- Made to your bank account via the my.tcd portal

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Lastly…

- Send everything in **ONE FILE IN ONE EMAIL** to save documents getting lost to postgrad.support@tcd.ie

- **Subject line: surname_firstname_student number_docs_SAF**

- **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** as if they are not, your payment will take much longer to process (this is the main cause of delays getting the money transferred)

How to Get in Touch

Postgraduate Advisory Service, House 27

Email: **Postgrad.Support@tcd.ie**

Follow us: **@TCDPGAdvisory**

www.tcd.ie/seniortutor/students/postgraduate

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Thank You!