Postgraduate Student Assistance Fund

Information Session

Nonie Gaynor (she/her)
Martin McAndrew (he/him)
Postgraduate Advisory Service
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) and 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: 2 call-outs per year
  - Semester 1: End October-End November
  - Semester 2: February-End April
- Open Feb-April for those who didn’t have chance to apply last semester
- Closing date for receipt of applications for the academic year 22/23 is Friday 28 April 2023 at 12 noon
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 the following categories of expenses:

- **Rent** (accommodation will only be considered where students rent away from home)
- **Utilities** (light, heating, internet)
- **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 2022-23 at the time of application, and

➢ You meet the 2021 income requirements:
  • Your personal income in 2021 was €24,500 or less (independent students)
  • Or, your family income was €54,240 or less (dependent & married students), and

➢ Your stipend is no greater than €19,500
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
- Married/ Civil partnership

Note: (co-habiting but non-married/non-civil partners are considered “single”)
You are considered Dependent if you are:

- Aged 22 or younger on the 1\textsuperscript{st} January the year you started your course:
  - must provide Proof of Income for 2021 (\textit{Statement of Liability} or equivalent) \textbf{for you and your parents}

or

- Married/ Civil partnership:
  - must provide Proof of Income for 2021 (\textit{Statement of Liability} or equivalent summary of income) \textbf{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 **€24,500 or less**
  ➢ Aged 23 or above on the 1st January the year you started your course

➢ **Dependent/Married:** your family income in 2021 was **€54,240 or less**
  ➢ Aged 22 or younger on the 1st January the year you started your course
How do I apply? – 3 Step Process

1. **Online Form**
   - Be sure to put in correct student number (can delay payment if incorrect)

2. **Personal Statement**
   - 1 page only, brief summary of financial situation, income and monthly expenses

3. **Supporting Documents**
   - Combine everything (Personal Statement and Supporting Documents) into 1 PDF only

Available on PAS website **until Friday 28 April at 12 noon**

One file
Email to **postgrad.support@tcd.ie**
by 12 noon **on Friday 28 April**
Documentation Required

Core Documents + Additional Documents

1. Core Documents:

   Without the 3 core documents applications cannot be considered

   a. Applicant’s Proof of Income/Statement of Liability for 2021* (formerly P21) or equivalent, 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 Parents’ or Spouse’s Statement of Liability for 2021 (formerly P21) or Social Welfare letter must be included. This is a core document, applications cannot be considered without this.
Documentation Required

2. Additional Documents: based on the specific categories (Rent, Utilities etc)
   
   a. Proof of student’s rent (if applicable)
   
   b. Proof of SUSI grant if qualified
   
   c. Scholarship/ studentship details
   
   d. If the applicant has dependents in childcare (registered providers only) or full-time education, evidence of this must be provided
   
   e. Proof of single parent family income/ legal child-maintenance agreement
Documentation Required

2. Additional Documents:

   f. Recent copies of all household utility bills, other bills
   
   g. Evidence of costs of travel to College or placement
   
   h. Evidence of medical/ dental costs not covered by insurance or a medical card
   
   i. Evidence of any mandatory professional registration costs (for placement)

Note*: If you are a Married/Dependent Student, your Parents’ or Spouse’s Statement of Liability for 2021 (formerly P21) or Social Welfare letter must be included. This is a core document, applications cannot be considered without this.
<table>
<thead>
<tr>
<th>Category of Support</th>
<th>Documents required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Materials (Core Documents)</td>
<td>Summary of 2021 income; Tax /social welfare statement, Bank statement for 3 months, Recent payslips x 3, SUSI/ scholarship letter</td>
</tr>
<tr>
<td>Childcare</td>
<td>Evidence of children in registered childcare/ after school programme/ school</td>
</tr>
<tr>
<td>Lone-parent childcare</td>
<td>Evidence of maintenance agreement/ single parent family payment from social welfare</td>
</tr>
<tr>
<td>Rent</td>
<td>Lease, rental agreement, licence or rent book</td>
</tr>
<tr>
<td>Utilities</td>
<td>Bill from the address above (gas, electricity, internet)</td>
</tr>
<tr>
<td>Travel</td>
<td>Leapcard transaction, bus/rail ticket, Dublin bike transactions, car</td>
</tr>
<tr>
<td>Placement/Clinical costs</td>
<td>Proof it is essential to go on placement (course letter)</td>
</tr>
<tr>
<td>Doctor/ dentist visit costs</td>
<td>Invoice, receipt</td>
</tr>
</tbody>
</table>
How much is awarded per category?

<table>
<thead>
<tr>
<th>Category of Support</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Materials</td>
<td>€300</td>
</tr>
<tr>
<td>Childcare</td>
<td>€140 per child</td>
</tr>
<tr>
<td>Lone-parent childcare</td>
<td>€600 flat rate</td>
</tr>
<tr>
<td>Rent</td>
<td>€1,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>€100</td>
</tr>
<tr>
<td>Travel</td>
<td>€100 or €500 if living in family home, 30km from College</td>
</tr>
<tr>
<td>Placement/Clinical costs</td>
<td>€100</td>
</tr>
<tr>
<td>Doctor/ dentist visit costs</td>
<td>€65</td>
</tr>
</tbody>
</table>

Note: amounts are allocated only if supporting documentation is provided for each category
Important Confidentiality & Data Protection

➢ Information held securely and reviewed by Student Support Officers

➢ You can redact any personal information e.g. PPS number/ bank account number/ housemates’ names on bills and leases (the addresses need to match)
FAQs

➢ Documentation must be in **English** or accompanied by a translation which we reserve the right to verify

➢ **Final deadline for applications is 12 noon on Friday 28 April 2023**

➢ **Allocations** will be made before June wherever possible

➢ **Payments** are made to your bank account via the my.tcd portal
Lastly...

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

➢ **Subject line format:** surname_firstname_student number_docs_SAF

➢ **Incomplete/ late applications** can’t be considered

➢ **Triple-check you have the correct student number** and email address when completing the online form

➢ Make sure **your bank account details** are up-to-date on my.tcd.ie portal 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
Website: www.tcd.ie/seniortutor/students/postgraduate
Social Media: FOLLOW US @ TCDPGADVISORY
Newsletter: PAS Newsletter: circulated 6 times a year

WE ARE ON TWITTER and INSTAGRAM!

Interesting feed to follow with lots of info!
Thank You