



Trinity College Dublin

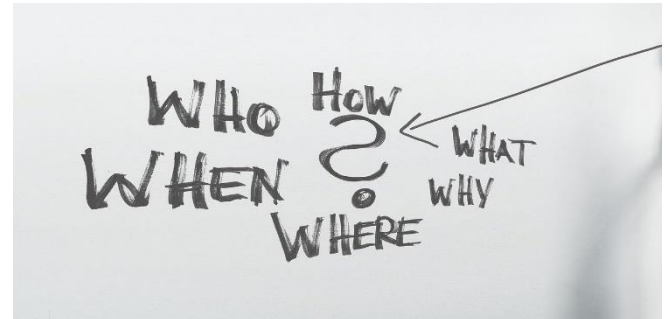
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Postgraduate Student Assistance Fund (PG SAF)

Information Session

Martin McAndrew (he/him) & Nonie Gaynor (she/her)
Postgraduate Advisory Service





Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**This Information Session is being recorded
Questions into the chat**

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



This session will cover:

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



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: September 2024
 - Closes: 7 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 or pharmacy prescription costs
- **Childcare** (including a top-up for lone parents)
- **Essential professional membership costs** 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 2024-25 at the time of application, and
- You meet the 2023 income requirements*:
 - Your personal income in 2023 was €31,128 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 2023 (**Statement of Liability** or equivalent) for you and your parents

or

- **Married/ Civil partnership:**
 - must provide Proof of Income for 2023 (**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 2023 was **€31,128 or less**
 - Aged 23 or above on the 1st January the year you started your course

- **Dependent/Married:** your family income in 2023 was **€65,700 or less**
 - Aged 22 or younger on the 1st January the year you started your course, or
 - Married./ civilly partnered

Any questions so far?

How do I apply?

Gather & merge documentation: List on PAS website (Personal statement, supporting documents) and save as one PDF.

Save Supporting document file and entitle it:
surname_firstname_studentnumber_PGSAF

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

Checklist and Personal Statement template available on PAS website

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

Only one file can be uploaded per applicant

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 2023*** (in Ireland this is usually a Statement of Liability/ P21 form or Social Welfare letter **OR a SUSI letter**)
 - c. **Applicant's 3 months' most recent bank statements**
 - d. **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
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 transactions, bus/train tickets, Dublin bike account
Placement costs	Proof that this is essential to go on placement (e.g course letter)
Medical costs	Invoice, bill, prescription

How to upload your documents

1. Save your documents as 1 PDF
2. Use the naming convention: surname_firstname_student number_PGSAF
3. Save it on your desktop/ another easily accessible place
4. Begin the online application form

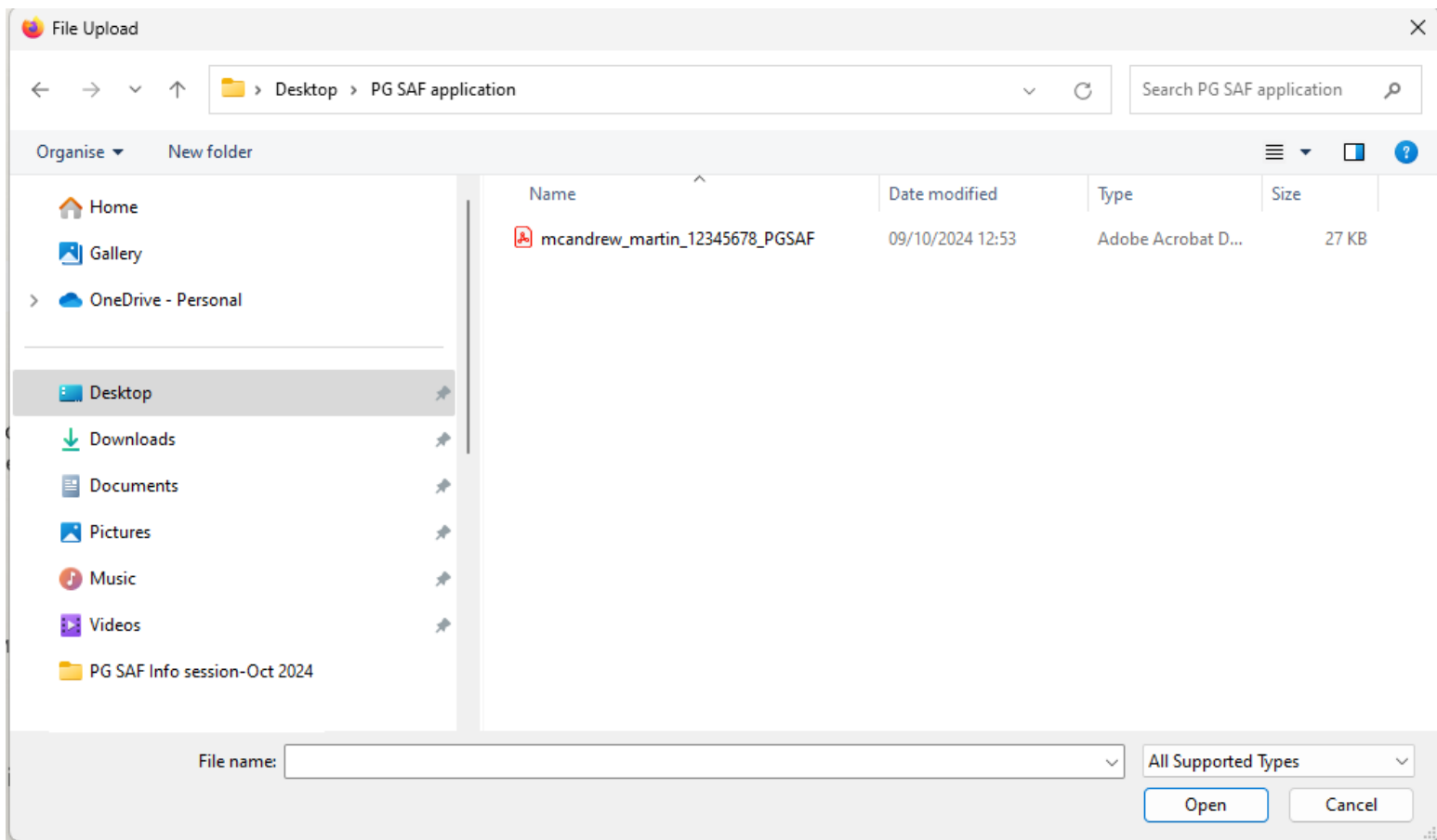
52. Please upload your supporting document file (PDF) here.

Please ensure all relevant documents are saved as one PDF and that the document uses the correct naming format.

(Non-anonymous question) * 

 Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio



How much is awarded?

- Baseline award (core documents only) will be for course materials: **€530**
- 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 get in touch about our budget.

- Average in 2023-24: €1,534
- Smallest award: €530
- Largest award: €2,092* *only two students received funding over €2,000

Important Confidentiality & Data Protection

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



FAQs

- Documents in file must be clearly legible
- Must be in **English** or accompanied by a translation 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
- **Allocations** will be made before the Christmas holidays wherever possible
- Made to your bank account via the my.tcd portal



Lastly...

- Save your documents in ONE file, system can only accept one: **surname_firstname_student number_PGSAF**
- **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](https://www.instagram.com/TCDPGAdvisory)

www.tcd.ie/seniortutor/students/postgraduate



Follow us on Insta

Scan the QR Code to follow us [@TCDPGAdvisory](https://www.instagram.com/TCDPGAdvisory)



Instagram





Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Thank You!