



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

## Trinity Access Programmes Student Assistance Fund Student Guidelines (SAF)

### Who is eligible to apply to the Fund?

All full-time undergraduate students in Trinity College who have entered the college through an access route, including:

- Foundation Courses for Young Adults and Mature Students,
- Pearse, Plunket, Rathmines and Liberties University Access Courses
- Higher Education Access Route (HEAR)

### Costs for which assistance is available:

The SAF is available to assist students, who are unable to meet costs associated with day-to-day participating in higher education, including:

- Books
- Class Materials
- Rent
- Heating and lighting bills
- Food
- Essential Travel
- In the case of parent students, childcare costs
- Medical costs

**The fund is not available to students to meet the costs associated with: tuition fees, registration fees, servicing student loans**

Students who require additional emergency funding during the academic year (in addition to their annual SAF allocation) can apply for the **TAP Financial Emergency Fund**, which is funded partly by SAF and Private Donors. Students should speak with their TAP Advisor to



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see if they meet the criteria for the TAP Financial Emergency Fund. Once they have spoken with their TAP Advisor, a separate online application form will be sent to them for completion. Students will be required to verify the emergency expenditure with receipts and/or supporting documents.

Awards for the **TAP Financial Emergency Fund** will be prioritised among the following student categories:

1. Students with dependent children.
2. Non-mature students who are living independent of parents or who do not have parents/ guardians such as unaccompanied minors/ orphans.
3. Priority is given to JS and SS students, to facilitate course completion

Students interested in applying to the **TAP Financial Emergency Fund**, should speak with their TAP Advisor.

### How to apply to the Student Assistance Fund (SAF)?

Students will be sent a link via email which will allow them to access an online application form. Supplementary documentation may be requested, especially in the event that a student has not undergone socio-economic screening prior to entry to Trinity College.

Students are also required to verify the breakdown of their expenditure under the categories previously listed. Forms will be provided by the TAP office and/or made available on the TAP website.

Students will receive Electronic Fund Transfers (EFT) from the Trinity College Finance Office. Payments will only be transferred to full-time, registered students with complete SAF records/ files. (i.e a completed application and breakdown of expenditure form)

All students will be notified by email of the outcome of their application. Students, who are not satisfied with the outcome of their application, may appeal the decision in writing to the



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TAP Bursaries Working Group c/o TAP, Goldsmith Hall. All application forms are confidential and will be treated with the utmost sensitivity.

### **Student Assistance Fund Appeals Procedure:**

The following process has been put in place to allow TCD students to have their application re-considered if they are not satisfied with the outcome of their original application:

- When submitting an appeal, students can revise their application or submit new information.
- The appeal is examined by a different person/group from the first application, to ensure independence and objectivity.
- If necessary, student may be interviewed to verify details of the appeal.
- Students will be informed in writing of the outcome of their appeal.

### **Publicity**

Information is available at [www.tcd.ie/trinityaccess](http://www.tcd.ie/trinityaccess). Information is also posted on the notice board outside of the Studio Learning Space in Goldsmith Hall. TAP students will receive email notifications about the fund. Announcements will be made during the Pre-University Programme. Campus-wide publicity for the fund will be made by the Senior Tutors Office and the Students Union.

Further information can be obtained by contacting:



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Annemarie Lambe	<a href="mailto:lambean@tcd.ie">lambean@tcd.ie</a>	896-2751
Kathleen O'Toole-Brennan	<a href="mailto:kotoole@tcd.ie">kotoole@tcd.ie</a>	896-3590
Main Tap Office	<a href="mailto:tapadmin@tcd.ie">tapadmin@tcd.ie</a>	896-3598

### **Review and Evaluation:**

TAP welcomes feedback on the role which it plays in the distribution of the Student Assistance Fund. Please contact Annemarie Lambe or Kathleen O'Toole-Brennan with feedback or comments at any time during the year (see above contact details). Systematic review and evaluations will also be incorporated in to annual TAP surveys and the SAF Data Collection.



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