Applicant Guidelines

The purpose of the 1916 Bursary is to encourage participation and success by students who are most socio-economically disadvantaged and who are from groups most under-represented in higher education. In order to be considered for a bursary, applicants must meet College Entry, Financial and Priority Group eligibility criteria. Each college has a limited number of bursaries; they will be awarded to the eligible applicants that present the greatest need.

Applications Open at 2pm on September 8th 2022 and close at 5pm on October 20th 2022.

Making an Online Application

Applications can only be made online via a link on your college or university's 1916 Bursary webpage. You can only apply from a PC/laptop or mobile device. An application you have started can be re-opened anytime on the same device up until the closing date of October 20th at 5pm. If you started your application on one device but did not complete it, you cannot re-open the same application on a different device. In this case, you can either access your application on the first device or start a new application on a second PC/laptop or mobile device. To continue an application or start a new one, simply click on the application link on your college or university's 1916 Bursary webpage. Any duplicate applications will be deleted. You can only complete one application. Only fully completed and submitted applications will be assessed for a 1916 Bursary.

Important information about supporting documentation

All relevant supporting documentation must be uploaded as part of your online application. It is advisable to get the documents you need first and only begin your online application once your documents are saved as digital files. These can be in the following formats: JPEG, PDF, DOC, DOCX.

If you have to wait for documents to be sent to you, you can begin your application online and upload the documents at a later time but still before the closing date. Please note: this will require you to continue your application on the same device that you started your application on. The application closes on 20th October 2022, at 5 pm. Incomplete or late documentation will not be accepted and will render applications ineligible.

For any paper documents, you will need to create scanned electronic copies of them to upload online. There are a number of ways to create a scanned electronic copy of your document:

Use your smartphone camera:

Scan your paper documents using the free app OfficeLens (Android / iPhone) combined with your camera. You can also follow these 8 steps using the Notes app on your iPhone.

If using the camera alone to take photos, ensure the screenshots are of good quality and all information is visible.

Save your electronic documentation onto your pc/laptop/USB key/phone.

Use a printer/scanner at your college:

At a printer, swipe your Student ID card and set the document that you wish to scan face up on the top tray of the printer and click Scan on the printer's screen.

Your scanned document will be emailed to you as an attachment to your college email address.

Save your electronic documentation onto your pc/laptop/USB key/phone.

It is not advisable to you use the print facility to remotely print confidential documents.

Privacy Notice and Consent to Share Personal Data

This Privacy Notice and Consent to share personal data policy applies to the following Higher Education Institutions (HEIs) participating in the 1916 Bursary:

• Atlantic Technological University – Donegal Campus
• Atlantic Technological University – Galway Mayo Campus
• Atlantic Technological University - Sligo Campus
• Dublin City University
• Dundalk Institute of Technology
• Institute of Art Design and Technology
• Marino Institute of Education
• Mary Immaculate College
• Maynooth University

- Munster Technological University – Cork Campus
- Munster Technological University – Kerry Campus
- National College of Art and Design
- RCSI University of Medicine and Health Sciences
- Shannon Technological University - Midlands Campus
- Shannon Technological University - Midwest Campus
- South East Technological University – Carlow Campus
- South East Technological University – Waterford Campus
- Technological University Dublin (TU Dublin)
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Galway
- University of Limerick

Data Protection Notice

The HEIs participating in the 1916 Bursary take your privacy seriously. Any personal data which you provide in your application for the 1916 Bursary will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

Who we are:

Throughout this Notice, "we", "us" and "our" refers to the (HEIs participating in the 1916 Bursary). For more information about us, please refer to our website: www.1916bursary.ie

How we collect your personal data
We collect your data from you when you complete this application form.

We also receive your data from:
- Central Application Office (CAO);
- Student Universal Support Ireland (SUSI);
- Your higher education institution (HEI);
- An external Geo-Coding company.

The purpose and legal basis for collecting your data
Any personal data you provide to us via this application form and from CAO, SUSI, your HEI

and the external Geo-Coding company will be processed fairly and lawfully. By applying for the 1916 Bursary you will be required to provide us with the following personal data:

• Name, address, Eircode, date of birth, CAO number, mobile phone number, email address, country of birth, gender, nationality;
• SUSI W Reference Number (if relevant to you);
• Your college entry route, HEI and programme of study; • The priority group(s) you belong to and additional personal circumstances;
• Name of your secondary school if relevant;
• If you are eligible for the HEAR scheme
• If you are eligible for the DARE scheme;

It will be used for the purposes of:
• contacting you about your application;
• verification of your identity;
• the assessment of your application;
• assessing your eligibility for the 1916 Bursary;
• the selection of and award to successful applicants;
• anonymised data will be used for reporting and evaluation purposes.

The Data Protection Acts allows us to process your data because you have provided your explicit consent. You are entitled to withdraw your consent at any time. If you do not give your consent or withdraw your consent, we will no longer process your personal data and your application to the 1916 Bursary cannot be considered. We will take steps to delete all reference to your data securely.

Details of third parties with whom we share personal data
Leinster Pillar 1 (Institute of Art Design and Technology, Marino Institute of Education, National College of Art and Design, RCSI University of Medicine and Health Sciences, Trinity College Dublin, University College Dublin) will share your data with the following third parties where necessary for purposes of the processing outlined above:

• CAO: Your application number, and CAO number will be provided to CAO so they can verify you have received an offer from (name of 1 of 6 clusters and HEIs), the entry route, eligibility for the HEAR and / or DARE schemes and the category of your disability if you are eligible for DARE (if relevant to you).
• SUSI: Your application number, SUSI reference number and your date of birth will be provided to SUSI so they can provide confirmation of: eligibility for the Special Rate of

Maintenance, first time college entrant, first time mature student (if relevant to you).

• Your HEI: Your application number and CAO number will be provided to you college so they can confirm your registration, entry route, registration with the Disability Support Service and the nature of your disability. If your application is successful and you are to be awarded a 1916 Bursary the following details will be shared with your HEI: Name, Date OF Birth, CAO number, address, eircode, priority group(s) you belong to, and additional personal circumstances information (if relevant to you).

• An external Geo-Coding company: Your application number and your eircode will be provided to the Geo-Coding company so they can confirm if you are living in a disadvantaged area or otherwise.

• **Leinster Pillar 1** (Institute of Art Design and Technology, Marino Institute of Education, National College of Art and Design, RCSI University of Medicine and Health Sciences, Trinity College Dublin, University College Dublin), the Higher Education Authority and the Department of Further and Higher Education, Research Innovation and Science: Anonymised, aggregate data will be shared in order to comply with reporting and evaluation requirements.

Cross-border data transfers

The data is not subject to any cross-border transfer.

How long we will keep your data

In keeping with the data protection principles we will only store your data for as long as is necessary. For the purposes described here we will store your data for 10 years.

Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

• to find out if we use your personal data, access your personal data and receive copies of your personal data;

• to have inaccurate/incomplete information corrected and updated;

• in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;

• to object to certain processing of your data by 1916 Bursary Application Unit

• to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form;

• where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time;

• to not be subject to solely automated decision;

If you wish to avail of these rights, please write to: The Information Compliance Manager,

Questions or Complaints

If you have any queries in relation to your application to the 1916 Bursary please contact a member of the Access staff in your college or university.

If you have any queries or complaints in connection with our processing of your personal data, you can contact the Information Compliance Manager at your college or university.

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website (www.dataprotection.ie), or by telephoning 1890 252 231.

In submitting this form, you understand and agree that your personal details will be used by the 1916 Bursary Application Unit for the purposes outlined above.

I have read and accept the Privacy Notice and Consent to share personal data for the purpose of my 1916 Bursary application.

Yes (I consent to the processing of personal data)

No (If you select this box you are withdrawing from the application process)

Personal Information

First Name
You should enter your name as it appears on any documentation you may later provide as part of your application, such as your SUSI application, Department of Social Protection Payment or on your Passport.

Permanent Home Address (not term address)
Please enter your full home address and Eircode in the Irish State. This is essential as it is used to verify if you live in an area that experiences socio-economic disadvantage and to verify any documentation submitted.

Eircode
An Eircode is relevant to assess if you live in an area that experiences socio economic disadvantage. To find your Eircode see the Eircode Finder at www.eircode.ie

To complete the Personal Information section you will also need to enter your:

- Date of Birth (in the format dd/mm/yyyy)
- Email address (you will be asked to enter this again for verification)
- Mobile phone number
- Country of Birth (select from a drop down list)
- Country of Nationality (select from a drop down list)
- Gender (select from a drop down list)

You will also be asked if you are applying as a:
•   Full-time Student or
•   Part-time Student or
•   Full-time Student, applied directly to the College and entering year 2 of a programme, having not attended third level previously.

CAO Number

It is essential that you provide your correct 8 digit CAO number. You will find your CAO number on any e-mail or statement that you receive from CAO (you will be asked to enter this again for verification).

College Entry Criteria

To be eligible for a 1916 Bursary you must meet the following College Entry Criteria:

- Are you a new entrant, pursuing an undergraduate course and progressing to higher education for the first time in the 2022-2023 academic year?
- Have you been resident in the Irish State for three of the past five years on the date of which the first year of study commences?
  Only applicants who have lived in the Irish State for 3 of the past 5 years can proceed with a 1916 Bursary application.
- Are you studying an approved full-time or part-time undergraduate course?*
  *an approved fulltime or part-time undergraduate course leading to a major higher education and training award at Level 6 (Higher Certificate), Level 7 (Ordinary Bachelor Degree), Level 8 (Honours Bachelor Degree) on the national framework of qualifications or equivalent awards that take not less than two years to complete.

If you answer 'no' to any of these questions you will not be able to proceed with a 1916 Bursary application.

Financial Criteria

In this section, you must show that your household/family income was less than €24,500 in the year ending 31 December 2021. This financial criteria is required for you to be considered eligible for a 1916 Bursary.

You can show evidence of this by either; allowing SUSI (Student Universal Support Ireland) to confirm that you were awarded the Special Rate SUSI grant and / or providing a receipt of a Department Social Protection (DSP) long term means-tested social welfare payment. If you have not applied to SUSI you are required to submit relevant financial documentation with your application.

If you wish to allow SUSI to confirm your eligibility, you will need to provide your SUSI reference number. This reference number begins with a 'W' and is provided to you be SUSI when you start your SUSI application. If you do not have a 'W' reference number you can provide your PPS Number:

You will be asked to confirm your consent to the sharing of your personal data with SUSI. If you do not provide your consent to the sharing of personal data with SUSI, you must upload relevant supporting financial documentation in order for your application to be assessed.

If you have not applied to SUSI or if your application to SUSI was refused, you can provide evidence of your income in 2021 by one or more of the following documents:

Income	Supporting Document	Additional Information
Department Social Protection (DSP) payment	Full DSP statement of payments for 2021	You can request a DSP statement for 2021 through mywelfare.ie or from your local community welfare office/Intreo Office
Self-employed income	Notice of Assessment / Self-Assessment Letter for the year 2021	You can request a Notice of Assessment / Self-Assessment for 2021 from the relevant person's account at www.revenue.ie
Income from Employment (PAYE)	Statement of Liability 2021 Note: An end of year employment summary pdf is not a statement of liability.	A Status of Liability (formerly called End of year statement - P21) for 2021 can be requested from the relevant person(s) revenue account at www.revenue.ie A Status of Liability/End of year statement is a 2-sided document, please include a pdf copy of both the front and back page.
Vocational Training Opportunities Scheme (VTOS)	Letter from an Educational Training Board (ETB) or Post Leaving Certificate (PLC) College where you	The letter must be on headed paper, signed and dated by an official in the ETB or PLC you attended in 2021.

	attended confirming the total amount earned in 2021.	
TUS/CE/RSS Schemes	Statement of Liability (formally called End of year statement - P21) for the year ended 31 December 2021	A Status of Liability for 2021 can be requested from the relevant person(s) revenue account at www.revenue.ie

A Status of Liability/End of year statement is a 2-sided document, please include a pdf copy of both the front and back page. |
| Self-Employed and Farmers | A copy of Notice of Assessment/Self-Assessment Letter Chapter 4 or 5 for the year ended 31 December 2021 | You can request a Notice of Assessment / Self-Assessment for 2021 from the relevant person's account at www.revenue.ie |
| Non-Irish Income/Welfare Payments Official | Documentation from the country to show the total income received for year ending 31 December 2021 | |

Priority Groups Criteria

To be considered for the 1916 Bursary Fund applicants must be from at least one of the priority groups listed below. You should select ALL groups relevant to you:

- I am a student with a disability
- I live in an area that experiences socio-economic disadvantage.*
- I am a student that experiences socio-economic disadvantage**
- I am a member of the Irish Traveller Community
- I am a member of the Roma Community
- I (the applicant) am a lone parent or teen parent in receipt of a long-term means-tested Department of Social Protection payment.
- I am eligible for the Higher Education Access Route (HEAR) Scheme.
- I (the applicant) am a carer in receipt of carer's allowance
- I am a first time, mature entrant or 2nd chance mature student***
- I am a student entering on the basis of a QQI (Quality and Qualifications Ireland) or Further Education award.

- I am a student who is a migrant, refugee or from ethnic minority who is lawfully present in the State

*To be eligible under the 'area that experiences socio-economic disadvantage' priority group, an applicant's home address must be categorised as disadvantaged, very disadvantaged or extremely disadvantaged on the 'small area' ranking of the 2016 Pobal HP Deprivation index. For further information see https://maps.pobal.ie/WebApps/DeprivationIndices/index.html

**Students who qualify for the special rate of maintenance grant under the Student Grant Scheme (SUSI) and/or are in receipt of a Department of Social Protection (DSP) payment are considered to be socio-economically disadvantaged.

*** Second-chance socio-economically disadvantaged mature students. Such students may be considered for a bursary where they have:

-previously attended but not completed a course,

-had a five-year break in studies since leaving the course, and

-are returning to attend an approved course.

For applicants with a disability:

Evidence of your disability is required to support your application. You will be asked to select how we can verify this information.

- I was deemed eligible in 2022 for the Disability Access Route to Education (DARE) Scheme and this together with the nature of my disability can be verified directly by my college.
- I am registered with the Disability Support Service in my college and this together with the nature of my disability can be verified directly by my college.
- I will submit evidence of my disability from an appropriate medical professional.

If you choose the last option to 'submit evidence' of your disability you will need this from an appropriate medical professional, please refer to http://accesscollege.ie/dare/providing-evidence-of-your-disability/ for guidance on the correct documentation for your particular disability.

For applicants who live in an area that experiences socio-economic disadvantage

You are not required to provide supporting documentation that you are from an area that experiences socio-economic disadvantage, this will be verified using the home address and Eircode that you have provided.

For applicants who experience socio-economic disadvantage

The evidence that you have already provide in the Financial Criteria section of your application will be used to verify if you qualify for the special rate of maintenance grant under the Student Grant Scheme (SUSI) and/or are in receipt of a Department of Social Protection (DSP) payment.

For applicants from the Irish Traveller Community

If you self-declare that you are a member of the Irish Traveller Community, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.

For applicants from the Roma Community

If you self-declare that you are a member of the Roma Community, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.

For applicants who are Carers

A letter or statement from the Department of Social Protection (DSP) confirming the applicant is in receipt of a long-term means-tested carer's allowance.

For applicants who are a Lone Parent or Teen Parent

You will be asked to submit <u>one</u> of the following:

- Evidence of being in receipt of a long-term DSP One Parent Family payment in 2021
- Evidence of being in receipt of a long-term DSP One Parent Transitional payment in 2021
- Letter from DSP stating that the applicant is currently or was formally on a One Parent Family payment and met the criteria of a lone parent
- (in the case of a teen parent only) Evidence of being in receipt of a Child Benefit payment in 2021

For applicants who are HEAR Entrants

HEAR entrants are not required to provide supporting documentation of this as part of the online application, this will be verified by your higher education institution

For applicants who are Mature Student Entrant or 2nd Chance Mature student

You are not required to provide supporting documentation that you are a First Time Mature Student or 2nd Chance Mature student, this will be verified by your higher education institution and / or SUSI.

For applicants who are QQI entrants

QQI Entrants are not required to provide supporting documentation that you are QQI entrant, this will be verified by your CAO or higher education institution

For applicants who are migrants, refugees or from ethnic minorities who are lawfully present in the State

Applicants who are migrants, refugees or from ethnic minorities will be asked to submit:

- Official letter from the Department of Justice and Equality confirming the specific 'right and permission to remain' or naturalisation of applicant and/or parent/dependent
- Photocopy of passport(s); This is to include the applicant's passport and if necessary a copy of the applicant's parents/guardian's country of origin passport and Irish/EU/EEA or Swiss confederation passport if possible
- Copy of the applicant's Irish Residence Permit (IRP) that details your Visa stamp details. For more info please see: http://www.inis.gov.ie/en/inis/Pages/irish-residence-permit

Additional Information

In this section, you will be asked for any additional information that will allow us to determine your level of need. If you tick 'yes' to any of these questions you will be asked to provide additional documentation (with 2 exceptions detailed below). If none of these questions apply to you and you indicate 'no' to all of these questions, you will still be able to complete an application for a 1916 Bursary.

- If you were in the Care of the State/TUSLA (the Child and Family Agency). Please submit a letter from TUSLA or official associated agency confirming you are/were in the care of the state and the dates of care.

- If you are or were previously homeless, please submit a letter from the Health Service Executive (HSE), Homeless Support Service/Agency to confirm that you are/were homeless.

- If you are or were previously living in a Direct Provision Centre*, please submit a letter from the Department of Justice or a registered Direct Provision Centre

confirming that you (the applicant) were residing in or is transitioning out of a Direct Provision Centre OR a full DSP statement for 2021 showing you (the applicant) was in receipt of the Daily Expenses Allowance.

*Please Note: Students who are currently living in direct provision are not eligible for support under the 1916 Bursary Fund; the only exception is in respect of those residents who have been granted either refugee status, subsidiary protection status or leave to remain, and who are currently transitioning out of direct provision.

- If you are or were living in supported accommodation, please submit a letter from the Health Service Executive (HSE), local authority, TUSLA or registered Charity/Agency confirming you (the applicant) resides in Supported Accommodation and the relevant dates.

- If you have experience of the criminal justice system, specifically if you were convicted of a crime which resulted in having a criminal record, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.

- If you self-declare that you are a survivor of Domestic Violence, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.

Entry Route Information

What entry route did you use to access higher education?
- Direct Entry from Leaving Cert
- Mature Student Entry Route
- Quality and Qualifications Ireland (QQI/FETAC)
- I am applying as a part-time student
- I am entering directly into year 2 of a programme, having not attended third level previously

If you selected 'yes' to the 'Direct entry from Leaving Certificate' question you will be asked if you attended a DEIS (designated disadvantaged) second level school. If you did, you will also be asked to select the county and the name of the DEIS school you attended. You will also be prompted to enter the years you attended the school and asked to submit a letter from the DEIS second level school(s) confirming your attendance.

If you select any of the other entry route information options you will automatically proceed to the final part of the application.

Terms and Conditions

The final stage of your application is to read each of the following statements carefully and declare that you agree to them. If you do not agree to all statements you will not be eligible to be considered under the 1916 Bursary Fund 2022/2023.

• I understand that the information supplied in this application is accurate and complete.
• I understand that if I have misrepresented myself or given false declaration I will be ineligible for the 1916 Bursary.
• I understand that the 1916 Bursary application processor shall only process my data for the purpose for which I provide it to the extent necessary to process my application in line with the regulations attached to this Bursary.
• I agree that the financial details of my application and supporting documentation may be reviewed by independent personnel and understand they will be treated confidentially.
• I understand and consent to the sharing of personal data with an external geo coding company to assist with the assessment of this application.
• I understand that the 1916 Bursary application processor may contact the source(s) of my supporting documentation for verification / clarification purposes.
• I give permission to the 1916 Bursary application processor to use information already provided as part of my CAO / HEAR / DARE application to assist with the assessment of this application.
• I understand that some of my aggregate and anonymised data will be shared with the Higher Education Institutions for the purposes of operating a central application process
• I understand that my aggregate and anonymised data will be shared with the funding authority of the 1916 Bursary (Higher Education Authority) and the Department of Further and Higher Education, Research, Innovation and Science).
• The 1916 Bursary is subject to ongoing evaluation and research. I understand that only my aggregate and anonymised data will be used for research and evaluation purposes
• I agree to provide additional information as required. I understand if I refuse to supply requested additional information, I may be excluded from the bursary application process.
• I am aware of the appeals process and agree to abide by the decision of the appeals panel on any appeal I may submit.
• I am aware that I can view my personal data and I can withdraw my consent at any time. I am aware that withdrawing my consent will exclude me from the 1916 Bursary application process

• I understand that my data will be held for a period of ten years in line with statutory legal requirements

I confirm that I have read and accept all the terms and conditions outlined above.

• Yes I have read and accept the terms and conditions outlined above.

• No (if you select 'no' you will not be allowed to submit a 1916 Bursary application)

Following the submission of your application

A successful submission will trigger an automated email to the email address you entered in your application form:

Dear (name of applicant),

Many thanks for submitting your application for the 1916 Bursary.

If you would like to make any edits to the application you can do so before the closing date of October 20th 2022 by clicking on the below link.

Please click here to edit your application form

Regards,

The 1916 Bursary