

Student Assistance Fund Guidelines and Application Form 2019/20

? **What is the Student Assistance Fund?**

The Student Assistance Fund (SAF) provides financial support to full time students who are experiencing financial difficulties while attending college.

? **Who can apply?**

All students (subject to EU status) who are registered on full-time undergraduate and postgraduate courses at University College Cork for 2019/20 are eligible to apply. Foundation or part-time courses are not eligible for this particular fund. If you are pursuing a second degree/masters/PhD or a course at a lower level than a qualification previously achieved, you are not eligible. PhD students are funded for years 1-4 only.

It is expected that only those students whose household income in 2018 was less than €45,790 will be able to be supported through the Student Assistance Fund unless there has been a change in circumstances in 2019.

? **When can I apply?**

Opening Date: **Tuesday 24th September, 2019**

? **When is the closing date?**

There is **no** closing date – the Fund will remain open until the fund is exhausted, but as the fund is operated on a “**first-come-first-served**” basis, it is important to complete and submit your application form as soon as you can. Only one application per academic year can be made.

? **Where can I get an application form:**

Application forms are available on-line at: www.ucc.ie/en/saf from **Tues 24th September, 2019**.

? **What do I need to do to apply?**

- You must complete the SAF assessment tool as it forms a **mandatory part** of your application to the Student Assistance Fund - www.ucc.ie/en/saf/assessment
- When the SAF assessment tool is completed and submitted, an email will be sent to your UCC **umail.ucc.ie** e-mail account with the list of financial documentation required for your application which is based on the answers you have given to the various questions asked. This is a guide only.
- You must then fill out the SAF application form, attach a print-out of the SAF Assessment Tool email output and the relevant financial documentation for your household situation.
- There is no requirement to visit the office in person to submit your application. Visits to the Student Assistance Fund are by appointment only. We do not accept applications by email.
- Return your application form enclosing all documentation, **by post or to our drop box at the SAF office** as soon as you can. Our address is:

Student Assistance Fund Office, UCC, 1st Floor, 1-2 Brighton Villas, Western Road, Cork, T12 V304

What way are applications assessed?

Applications are assessed on the household income for **2018** (see www.ucc.ie/en/saf for further details).

What documents do I need?

Go to our website www.ucc.ie/en/saf where there are typical Case Studies and sample documents are included. You must also complete the SAF assessment tool as it forms a **mandatory part** of your application to the Student Assistance Fund - (www.ucc.ie/en/saf/assessment).

Typically, this would entail P21's, Social Welfare Statements and/or Letters of Assessment depending on your situation. If you are a student who has a SUSI award letter (please include all pages) that includes a full breakdown of the household income for 2018, this is deemed to be acceptable documentation.

Where can I find further information?

Further information and frequently asked questions can be found at: www.ucc.ie/en/saf

What if I have a query?

Contact the Office:

You can email the office at studentassistancefund@ucc.ie with any queries.

Book an appointment:

However, if you are unable to complete the assessment tool due to your unique situation, believe that the guidance produced from the assessment tool varies from your actual situation, had a change of circumstances, travelled or worked abroad or have a complex situation, then **you need to make an appointment** to meet us at: www.ucc.ie/en/saf/appointments

When and how will you contact me?

Fully Complete Applications

Once we receive your application and it is fully completed and includes all financial documents as well as the email output from the SAF assessment tool – it will take around 4-5 weeks for your application to be processed. We will e-mail you to your UCC **umail.ucc.ie** e-mail account to let you know if your application has been successful or not.

Applications – Outstanding Documentation or Additional Information Required

If you have documents missing, incorrect documents or if we require more information, we will **e-mail** you at your UCC **umail.ucc.ie** e-mail account so you can arrange an appointment with the office. Making an appointment will be the *only means* of advancing an application that is deemed to be incomplete following its initial submission. Such situations will cause your application to be significantly delayed so please ensure you send **all** relevant documentation in the first instance.

What are the award amounts?

There are only limited funds available so we prioritise those who are most in need, so not all requests for funding can be met. The expected award amounts for 2019/20 are between €300 and €700 as a once-off payment (dependent on your financial situation). There will only be set dates of when payments will be made to successful applicants. You will be informed of these dates by e-mail to your UCC **umail.ucc.ie** e-mail account if you are made an award.

ESF Student Assistance Fund FULL-TIME STUDENT APPLICATION FORM 2019/20

There is no requirement to attend the office in person to drop off your application

If you need to visit the office, please make an appointment which can be made at: www.ucc.ie/en/saf/appointments

This application for funding can be dropped off or posted to:

The Student Assistance Fund, 1st Floor, 1-2 Brighton Villas, Western Road, UCC, T12 V304

Section A: Personal Information

UCC Student Number:					OFFICE USE ONLY
Surname:			Forename(s):		
Date of Birth:	Age:	Nationality*:	Do you have Official EU Status/Refugee Status?*	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Application Complete <input type="checkbox"/> Forward to Committee Date: _____ <input type="checkbox"/> Application Incomplete <input type="checkbox"/> Appointment Advised <input type="checkbox"/> Documents Outstanding Date: _____
Male <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Living with Partner <input type="checkbox"/> Female <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Other _____ <input type="checkbox"/>		* Please submit copy of relevant documents (passport etc.)			CORRESPONDENCE
Home Address:		Term Address (if different):			Date of:
					1 st E-mail: _____
					2 nd E-mail: _____
					3 rd E-mail: _____
		Mobile Phone:			NOTES:
EIRCODE:		U-Mail: _____@umail.ucc.ie			
Do you or your parents/guardians have dependent children? Yes <input type="checkbox"/> No <input type="checkbox"/> If there are more than 4 dependents, please indicate and fill out additional information section at the end of the application form.					
Name	DOB	Relationship to You	Name of School/College	Applying to SAF	
1. Are you a Full-Time Registered Student in UCC for the Academic Year 2019/20? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Course Title:	Course Year (1st/2nd etc):	Undergraduate <input type="checkbox"/>	Repeat Year: Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Postgraduate <input type="checkbox"/>	Have you repeated prior years, if yes, state year:		

Section A: Personal Information: Continued

1a. Are you a PME Student (Professional Masters in Education) for the Academic Year 2019/20 ? Yes No

2. What was your highest level of educational qualification before starting this present course?

Primary or Lower Secondary Education only <input type="checkbox"/>	Third Level (NFQ 6-8)* <input type="checkbox"/>
Upper Secondary (LC or equivalent) Or Further Education only <input type="checkbox"/>	Postgraduate Qualification* <input type="checkbox"/>

2a. *Please state the following details in relation to your previous **highest** level of further or higher education qualification and **attach** copy of your final award or transcripts.

Qualification Title	Year Awarded
Awarding Body	NFQ Level (6-10)

2b. Pre-UCC Status: What was your status before you commenced your present course in UCC?

Full time Education <input type="checkbox"/>	Employed / Self-employed <input type="checkbox"/>
Unemployed – short term <input type="checkbox"/>	Unemployed – long term <input type="checkbox"/>
Unemployed – long term <input type="checkbox"/>	Inactive – not in education or training <input type="checkbox"/>
Inactive – other situation <input type="checkbox"/>	

Section B: Other Supports

3. Have you made an application to SUSI/Local Authority for the Higher Education Grant? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate outcome (please tick):	Grant Awarded <input type="checkbox"/>	Application Unsuccessful <input type="checkbox"/> Awaiting Outcome <input type="checkbox"/>

4. If you are in receipt of any financial support(s), scholarships, grants or bursaries from either inside or outside UCC in 2019/20, please give details below:

Award Name	Award Amount
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5. What was your entry route into UCC for your current programme:

CAO <input type="checkbox"/>	Mature Entry Route <input type="checkbox"/>	HEAR <input type="checkbox"/>	QQI FET <input type="checkbox"/>
PAC <input type="checkbox"/>	Scholarship of any type <input type="checkbox"/>	DARE <input type="checkbox"/>	Other _____ <input type="checkbox"/>

6. If you have received financial support from SAF previously, please indicate the amounts for relevant years:

2018/19	€	2016/17	€
2017/18	€	2015/16	€

Section E: Student Rules & Conduct

Please note that UCC student rules apply to the operation of the Fund.

Details of the policy can be found at: <https://www.ucc.ie/en/students/policies/>

In particular, the Committee would like to draw your attention to the Standards of Conduct contained within and how breaching these could make an application ineligible for funding under this fund.

Section F: DECLARATION

**Please read each statement below carefully and declare that you agree to them by ticking each one.
If you do not agree to all statements, you will not be eligible to be considered for funding.**

- I agree that all the information given is true, complete and accurate in every particular and that assistance from other sources has not been received for the stated purpose/service, which is the subject of this application.
- I agree that my financial details and supporting documentation may be reviewed by independent personnel and they will be treated confidentially.
- I understand some of my data will be shared with the funding authorities.
- I agree to provide additional information as required.
- I agree that the UCC Student Systems will be accessed in order to assist the processing of this application.
- 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 mean that we cannot process your application for funding.
- Your data will be held for a period in line with the statutory legal requirements.
- I am aware of the appeals process and agree to abide by the decision of the review and appeals panel on any appeal I may submit.
- I confirm I have read and accept all the terms and conditions outlined above.

NB: If you do not agree and tick all statements, you will not be eligible to be considered for funding.

Please note that the Declaration must be signed by both the Applicant and his/her Parent/Guardian. Independent Mature Students should sign at 'Applicant' only.

Signature of Parent/Guardian: _____ Date: _____

Signature of Applicant: _____ Date: _____

Applicants should be aware that they may be asked to provide the name and contact details of a referee who can independently verify the data submitted as part of this application.

Please read the Data Protection Statement on www.ucc.ie/en/saf