

GRANT APPLICATION PROCESS

A QUICK GUIDE FOR LEAVING CERT
PUPILS AND THEIR PARENTS FOR
ACADEMIC YEAR
2012/2013

STUDENT GRANT

- THE STUDENT GRANT IS THE MAIN SOURCE OF FINANCIAL HELP AVAILABLE FROM THE DEPARTMENT OF EDUCATION & SKILLS FOR STUDENTS IN FULL TIME STUDY ON ANY OF THE FOLLOWING:
- POST LEAVING CERTIFICATE COURSES (PLC)
- HIGHER CERTIFICATE & ORDINARY DEGREE COURSES AT AN INSTITUTE OF TECHNOLOGY.
- HONOUR DEGREE COURSES AT INSTITUTE OF TECHNOLOGY OR UNIVERSITY.

STUDENT GRANT (MAINTENANCE)

- A MAINTENANCE GRANT IS A CONTRIBUTION TOWARDS THE LIVING COSTS OF A STUDENT AND IS PAYABLE AT:
 - (a) THE STANDARD RATE AT EITHER A FULL RATE (100%) OR PART (75%, 50% or 25%) DEPENDING ON THE LEVEL OF RECKONABLE INCOME **OR**
 - (b) THE SPECIAL RATE WHICH IS PAYABLE DEPENDING ON THE LEVEL OF RECKONABLE INCOME AND ON CONDITION THAT YOU/YOUR PARENTS ARE IN RECEIPT OF AN ELIGIBLE SOCIAL WELFARE PAYMENT AS AT THE 31/12/2011.

ADJACENT/NON ADJACENT RATES

- THE MAINTENANCE GRANT IS PAID AT EITHER THE ADJACENT OR NON ADJACENT RATE, DEPENDING ON THE DISTANCE BETWEEN A STUDENT'S NORMAL RESIDENCE AND THE COLLEGE THEY ARE ATTENDING. THE ADJACENT RATE IS PAYABLE IF THE STUDENT'S NORMAL RESIDENCE IS 45KM OR LESS FROM THE COLLEGE THEY ARE ATTENDING. THE NON-ADJACENT IS PAYABLE IN ALL OTHER CASES.

INCOME LIMITS&GRANT VALUES (FOR GUIDELINE PURPOSES ONLY)

	INCOME LIMIT	NON ADJACENT GRANT RATE	ADJACENT GRANT RATE
100%	€41.110	€3025	€1215
75%	€42,235	€2270	€910
50%	€44,720	€1515	€605
25%	€47,205	€755	€305
SPEICAL RATE	€22,703	€5915	€2375

FEES	INCOME LIMIT	FEES	INCOME LIMIT	
50% TUITION FEES/100 % SCC	€51,380	NO TUITION FEES/50 % SCC	€55,920	

PLC PROGRAMME PARTICIPANT CONTRIBUTION

- A NEW PLC PROGRAMME CONTRIBUTION CHARGE OF €200 WAS INTRODUCED WITH EFFECT FROM THIS CURRENT ACADEMIC YEAR.
- MEDICAL CARD HOLDERS, STUDENTS ELIGIBLE FOR STUDENT GRANTS AND THOSE IN RECEIPT OF BTEA OR VTOS ALLOWANCES ARE EXEMPT.

AM I ELIGIBLE TO APPLY?

- THE STUDENT GRANT IS A MEANS TESTED GRANT. THE RECKONABLE INCOME FOR A STUDENT GRANT IS THE GROSS INCOME OF THE APPLICANT AND THE APPLICANT'S PARENTS/GUARDIANS FOR THE PERIOD 1/1/2011 TO 31/12/2011. (CHECK THE INCOME LIMIT TABLE)
- MUST BE A FULL TIME APPROVED COURSE.
- MUST BE RESIDENT IN IRELAND FOR AT LEAST 3 OF THE LAST 5 YEARS.

WHEN DO I APPLY?

- APPLICATION FORMS ARE USUALLY AVAILABLE FROM MAY OR JUNE.
- THIS YEAR, A MAJOR CHANGE IN THE GRANT APPLICATION PROCESS WILL TAKE PLACE. THERE WILL BE JUST ONE AWARDING AUTHORITY DEALING WITH NEW GRANT APPLICATIONS (CITY OF DUBLIN VEC)
- ALL NEW GRANT APPLICANTS WILL HAVE TO APPLY TO CITY OF DUBLIN VEC FOR THEIR GRANT.

CITY OF DUBLIN VEC

- CITY OF DUBLIN VEC OPERATE AN ONLINE APPLICATION FACILITY.
- APPLICANTS SHOULD FAMILARISE THEMSELVES WITH CITY OF DUBLIN VEC WEBSITE WWW.CDVEC.IE AND CHECK IT REGULARY FOR DETAILS ON WHEN APPLICATION FORMS WILL BE AVAILABLE.
- CITY OF DUBLIN VEC PHONE NUMBER:
01-6680614

DOCUMENTS REQUIRED

- IF YOU INTEND TO APPLY FOR A STUDENT GRANT, YOU SHOULD START GATHERING THE FOLLOWING DOCUMENTS NOW.
- DO NOT WAIT UNTIL YOU HAVE ACCEPTED A PLACE IN COLLEGE.
- TRY AND HAVE ALL THE SUPPORTING DOCUMENTS BEFORE YOU EVEN APPLY FOR GRANT TO ENSURE FASTER PROCESSING OF YOUR APPLICATION.

DOCUMENTS REQUIRED (cont'd)

- Long-form birth certificate
- (Make sure you have a PPS number.)
- Junior & Leaving Certificate Results (when available)
- Course Acceptance form (FA1/FA2/SA1 form) – this will be available with the application form

- Proof of your parent's income for the financial year ending 31st December 2011.
- **PAYE Workers:**
- Parents and students P60s in respect of income for 2011 tax year and/or any P45 if you/your parents left a job in 2011.
- Parents and students P21 (balancing statement) for 2011 tax year available by submitting your P60(s) to the Revenue Office, Geata na Cathrach, Fairgreen, Galway or by ringing 091-547700. or online at www.revenue.ie

- **Self Employed:**
- Copy of Accounts (i.e. Trading/Profit & Loss A/C and Balance Sheet) for the 2011 tax year
- Copy of Farm Profile & Accounts as submitted to the Revenue Commissioners for the 2011 tax year
- Notice of Assessment issued by the Revenue Commissioner for the 2011 tax year
- Current letter of exemption from tax liability issued by the Inspector of Taxes

■ Other:

- Certificate from Department of Social, Community and Family Affairs stating any benefits received either by you and/or your parents for tax year 2011.

THIS IS NOT A FULL LIST BUT A GOOD STARTING POINT IN THE GRANT APPLICATION PROCESS.

STUDENT SUPPORT SCHEME 2012

- MAKE SURE TO DOWNLOAD THE STUDENT SUPPORT SCHEME FROM CDVEC WEBSITE WHEN THE APPLICATION FORMS BECOME AVAILABLE.
- CONTAINS THE TERMS AND CONDITIONS OF THE GRANT SCHEME FOR 2012/2013 ACADEMIC YEAR.
- PRESENTATION REFLECTS GRANT SCHEME FOR 2011. THERE MAY BE SOME CHANGES IN THE 2012 SCHEME SO MAKE SURE TO FAMILARISE YOURSELF WITH THE NEW SCHEME WHEN AVAILABLE.

USEFUL CONTACTS

- WWW.STUDENTFINANCE.IE

- WWW.CDVEC.IE

CITY OF DUBLIN VEC.,
ADMINISTRATIVE OFFICES,
MERRION ROAD,
BALLSBRIDGE, DUBLIN 4.
01- 6680614/6684394