



**Pontifical University, St Patrick's College,  
Maynooth, Co. Kildare**

**ADMISSIONS OFFICER**

Tel: +353-1-708 4772

Fax: +353-1-708 3441

E-mail: [admissions@spcm.ie](mailto:admissions@spcm.ie)

World Wide Web: <http://www.maynoothcollege.ie>



## **ESF Student Assistance Fund 2010-11**

The Student Assistance Fund is a fund for students who require additional financial support to enable them to fully benefit from their third level studies and who are registered on and participating in **full-time** courses of not less than one year leading to an undergraduate or post graduate qualification at this University. Applications from ERASMUS students from other Universities can not be entertained and, if accepted, will be deemed invalid.

The financial documents that will be required to support claims are as follows:

**(a) P.A.Y.E. Employee:**

Copy of Form P60 from employer(s)/ pension source, of parent or guardian or self, for the year ended Dec 31<sup>st</sup> 2010 (issued by employer each year).

**(b) Self-employed persons and persons engaged in Farming Activities:**

Where a parent or guardian is self-employed, a copy of Notice of Assessment in respect of the year ended 31st December 2010  
(This can be obtained from the Revenue Commissioners at 01-6616444).

**(c) Social Welfare Recipient:**

Where the parent(s) or guardian were in receipt of a payment from the Department of Social, Community and Family Affairs, a Statement from your local Social Welfare Office showing the total amounts received for the year ended Dec 31<sup>st</sup> 2010.

**Completed application forms must be submitted to the  
Pontifical University Office (Theology Office) by  
11<sup>th</sup> March 2011**

**The ESF Student Assistance Fund 2010-11 is funded by the  
Department of Education and Science with assistance from the  
European Social Fund.**

## **NOTE: IMPORTANT CRITERIA**

### **Assistance which can be provided:**

The following are examples of the services/facilities/situations for which students experiencing financial difficulties can apply for assistance. (This is not a definitive list.)

- a) Books (course related)
- b) Class Materials (course related)
- c) Rent
- d) Heating / Lighting bills
- e) Food
- f) Travel of an urgent or essential nature
- g) Medical expenses – i.e. doctor or dental visits
- h) Family breakdown
- i) Bereavement
- j) Accidents
- k) Students who have family obligations, particularly in relation to childcare costs
- l) Assistance towards costs incurred in compulsory study abroad where that student is not in a position to cover the costs with parental or other assistance.

**N.B Financial assistance issued to students must be certified by official receipts. Failure to provide full receipts in support of a claim will invalidate your application. This would arise particularly in the following areas: -**

- (i) Books/Class Materials
- (ii) Travel (bus/rail tickets)
- (iii) Rent (book or receipts must be produced-a statement is not sufficient)
- (iv) Household expenses – heating, lighting, food
- (v) Childcare(signed receipts/invoices from registered childminders or creche)

### **Assistance is not available for: -**

The following service/facilities are not eligible for assistance from this Fund:

- (a) Tuition Fees
- (b) Office of the Access Officer (costs associated with)
- (c) Bursaries
- (d) REACH grants
- (e) Loans
- (f) Funding relating to the provision of Access Courses/Foundation Programmes
- (g) Funding for students participating on Erasmus/Access/Foundation Programmes
- (h) Expenses in connection with mobile telephones or private motor vehicles

**Personal Information**

**Name:**

**Home Address:**

**Term Address:**  
**(If different from above)**

**PPSN:**

**Mobile:**

**Date of Birth:**

**Student ID Number:**

**Year of study:**

**Repeat:**      Yes/No

**Course:**

**Have you received an ESF/SAF allocation in a previous academic year : Yes/No**

**If yes, please state which year(s).....**

**Are you engaged in part-time work at any time in 2009/10 academic year: Yes/No**

**If yes, please state duration of same.....**

Do you possess a medical card?	Yes	No
If yes, please give number: .....		

**Particulars of income from paid employment (including self-employment)**

<b>TOTAL INCOME IN YEAR TO 31<sup>st</sup> DEC 2010</b>				
	<b>Father</b>	<b>Mother</b>	<b>Guardian</b>	<b>Self</b>
Salary, wages, fees and other income from employment				
Pension (from former employer or pension scheme)				
Income from self-employment				
Income from land: profits from farming activities (including lettings of land etc.)				
Income from any other source - please specify.				

**Particulars of income from Department of Social, Community and Family Affairs**

<b>TOTAL INCOME IN YEAR TO 31<sup>st</sup> DEC 2010</b>				
	<b>Father</b>	<b>Mother</b>	<b>Guardian</b>	<b>Self</b>
Unemployment Benefit				
Unemployment Assistance (short-term)				
Unemployment Assistance (long-term)				
One Parent Family Payment				
Pension Payment Please specify:				
Family Income Supplement				
Disability Benefit				
Disability Allowance				

**APPLICANTS FINANCIAL INFORMATION**  
**STRICTLY CONFIDENTIAL**

**BUDGET PLAN FOR THE ACADEMIC YEAR**

<b>From September 2010....</b>	<b>To May 2011.....</b>
<b><u>Income for Year</u></b>	<b><u>Outgoings for Year</u></b>
Grant /Bursary           €.....	Rent/home contribution€....
Family Support           €.....	Fuel                           €....
Social Welfare           €.....	Food                         €....
Loans                       €.....	Books & Materials       €....
Borrowings               €.....	Travel                       €....
Part-Time Work           €.....	Childcare                   €....
Summer Work             €.....	Medical/Dental            €....
Rent Allowance           €.....	Other(specify)            €....
Other                       €.....	
<b>Total for Year           €..... .</b>	<b>Total for Year            €.....</b>

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**Total Amount Requested    €.....**

In accordance with EU(ESF) requirements successful applicants will be obliged to give an undertaking to provide official receipts in respect of any funding awarded to them and to sign a form of receipt for ESF funding awarded stating that assistance from other sources has not been received for the stated purpose/service which is the subject of this application.

## Higher Education Maintenance Grant

Do you qualify for or are you receiving a Higher Education Grant?

**Yes/No**

If "YES" please complete the following :

Full Fees / SSC	YES/NO	Amount €
Full Maintenance	YES/NO	Amount €
Part Maintenance	YES/NO	Amount €
Maintenance top-up	YES/NO	Amount €

**Tuition Fees:** Please circle as appropriate

Entitled to Full 'Free Fees': YES/NO

Entitled to Part 'Free Fees': YES/NO

Amount payable by self, if any: €.....

Are Fees Due to Pontifical University: YES/NO

Are Fees Due to other 3<sup>rd</sup> Level Institution: YES/NO

**Do you receive any Social Welfare Benefits? Yes/No**

Please give details of any benefits received.

Rent Allowance YES/NO Amount €

Third Level Allowance YES/NO Amount €

Lone Parents Allowance YES/NO Amount €

Disability Allowance YES/NO Amount €

Any other Allowance YES/NO Amount €

**Have you received any other funding in 2010/11 academic year : Yes/No**

If "YES" please complete the following:

Student Aid/Loan Amount €

Trade Union Funding Amount €

Credit Union Scholarship Amount €

Other Scholarship Amount €

If yes, indicate source.....

**\*Please note that the declaration has to be signed by both the applicant and his/her parent/ guardian**

**If an independent mature student , sign at applicant only:**

**DECLARATION**

I certify that the information supplied is correct and complete

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that failure to elaborate, in the space below, on the special circumstances which should be taken into consideration by the committee in your case, will necessitate the return of this form to you for completion and will cause a delay on a decision being made:**

**SIGNED: .....**

**DATE.....**

# ESF Student Assistance Fund

## FOR OFFICE USE ONLY

**Name of Student:** .....

**Amount Granted:.** .....

**Date Granted:** .....

### STATISTICAL DATA

**Gender:**    Male                      Female   

**Age of Student at time of Entry to this University**

Over 25                                    Under 25   

### Grant Category

<i>Books &amp; Materials</i>	<i>Travel</i>	<i>Rent</i>	<i>Childcare</i>	<i>Heat/light</i>	<i>Medical/Dental /Other</i>

**Granted:**                      **Total award:**    €.....

**Signed:**    \_\_\_\_\_

**Date:**    \_\_\_\_\_