

1916 Bursary (2020/2021) application form

Section A: Applicant Details

Name		CAO Number:	
Address			
Eircode	<p><i>You must provide your Eircode.</i></p> <p><i>If you do not know this you can find it here: https://finder.eircode.ie/#/</i></p>		
Phone			
E-Mail Address			
PPSN			
Date of Birth			
Nationality		Country of birth	
CAO 1 st Preference (Course Title)			
Full-time		Part-time	
Will this be your first time to undertake Year 1 of an undergraduate course?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please indicate your previous experience of third-level. Please note that priority for bursaries will go to first-time entrants to higher education, not just to MIC.</p>		
Please indicate your proposed admissions route into MIC	PLEASE NOTE THAT YOUR APPLICATION WILL BE CONSIDERED UNDER <u>ONE</u> ENTRY PATHWAY ONLY. Please tick ONE only. Your entry route will be verified with the relevant admitting office.		
	HEAR		
	DARE		
	Mature Student entry		
	QQI entry		
	Part-time programme entry		

Section B: Funding Declaration

Are you currently, or do you expect to be, in receipt of any other Bursary or Scholarship?

Yes No

If yes, please give details:

Section C: Eligibility Criteria

The following questions are used to determine your eligibility for consideration for a 1916 Bursary. Documentary evidence and/or independent verification will be required for each criterion which applies to you. Applicants must belong to one of these categories to be eligible to apply for the 1916 Bursary.

I confirm that I meet the following criterion	Tick box that applies to you
Based on my household income for 2019, I should qualify for the special rate of SUSI maintenance grant See https://susi.ie/quick-links/special-rate-awards/	
AND/OR	
I am in receipt of a DEASP means-tested Social Welfare payment	

Applicants who do not meet either of the above criteria, or who do not supply the required supporting documentation, will not be short-listed for further consideration.

I confirm that I also meet one or both of the following socio-economic criteria: <i>Verification of these criteria will be independently coded by external consultants using information which you supply on this form which will be anonymised for the coding process.</i>	Tick box that applies to you
I live in an area where there is concentrated disadvantage – in other words an area where, for example, there is high unemployment and where only a small proportion of adults have attained a higher education qualification. <i>The Eircode you supplied on page 1 will be used to verify this criterion.</i>	
AND/OR	
I am from a socio-economic group that is under-represented in higher education based on the occupation and employment status of my parent(s) or guardian(s). These groups are Non-Manual Workers Group and the Semi and Unskilled Manual Workers Group. <i>Please complete Section C.1 below.</i>	

Section C.1: Socio-Economic Background

The questions below are asked to assess your socio-economic background according to well-established criteria. Please note that even if you are a mature student you must complete this section of the form.

(i) Please indicate the status of your parent(s)/guardian(s) (Please tick (v) the appropriate box in each column).

MOTHER/GUARDIAN

Employed/At work 1
 Unemployed..... 2
 Home Duties 3
 Retired 4
 Deceased..... 5
 Other 6

FATHER/GUARDIAN

Employed/At work..... 1
 Unemployed..... 2
 Home Duties..... 3
 Retired 4
 Deceased..... 5
 Other..... 6

(ii) If your parent(s) is employed please state the principal present occupation of your parent(s)/guardian(s), giving the precise job title* (see explanatory note below). If not currently in paid employment, please record the LAST occupation held.

Mother/Guardian _____

Father/Guardian _____

****Explanatory note on 'occupation'***

In all cases please describe the occupation as fully and precisely as possible, using any special name by which the job is known, stating the type of work done and, where appropriate, the level of seniority such as supervisor or manager. The following are examples of the types of occupational descriptions which should be used:

Motor Mechanic	Builder's Labourer	Civil Engineer	Gas Fitter
Laboratory Technician	Dock Labourer	Electrical Engineer	Analyst/Program
Electronic Technician	Food Process Worker	Secretary/Receptionist	Child Minder
Garage Manager	Site Foreman	Retail Store/Shop Manager	

General terms such as 'Manager', 'Civil Servant', 'Technician', 'Labourer', 'Engineer', 'Fitter', 'Foreman', 'Mechanic', 'Contractor' should not be used alone.

(iii) In respect of present (or last) occupation please indicate:

	MOTHER/GUARDIAN	FATHER/GUARDIAN
Employee	<input type="checkbox"/> 1.....	<input type="checkbox"/> 1
Self-Employed (incl. farmer) <u>without</u> paid employees	<input type="checkbox"/> 2.....	<input type="checkbox"/> 2
Self-Employed (incl. farmer) <u>with</u> paid employees	<input type="checkbox"/> 3.....	<input type="checkbox"/> 3

(iv) If your parent(s)/guardian(s) are farmers, please indicate the size of the farm(s):

200 acres or over	<input type="checkbox"/> 1
100-199 acres	<input type="checkbox"/> 2
50-99 acres	<input type="checkbox"/> 3
30-49 acres	<input type="checkbox"/> 4
Under 30 acres	<input type="checkbox"/> 5

Section D: Other Specific Groups

You may qualify for one of the bursaries available to applicants from the following groups. If you wish to be considered under one these headings, please tick the appropriate box or boxes.	Tick box that applies to you
<p>Lone Parent</p> <p><i>(Who has been confirmed by the Department of Employment Affairs and Social Protection as being in receipt of a One Parent Family Payment (OPFP) or other means-tested social welfare payment. Priority for these Bursaries will go in the first instance to Mature Student entrants in receipt of a One Parent Family Payment (OPFP).)</i></p>	<input type="checkbox"/>
<p>Member of the Irish Traveller community</p>	<input type="checkbox"/>
<p>Member of an ethnic minority group (including programme refugees)</p> <p>(For further clarification, see section 14 of the Student Support Act 2011 and regulation 5 the Student Support Regulations 2020 (Statutory Instrument No. 77 of 2020).</p> <p>Please indicate which of the following applies to you:</p>	
1. National of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation	<input type="checkbox"/>
2. Refugee (including programme refugees)	<input type="checkbox"/>
3. Subsidiary Protection	<input type="checkbox"/>
4. Permission to remain as the family member of an EU/EEA/Swiss citizen under the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and EU Directive 2004/38/EC (EU Treaty Rights provisions)	<input type="checkbox"/>
5. Permission to remain because of marriage/civil partnership with an Irish national or as dependent child of such person;	<input type="checkbox"/>

6. Humanitarian leave to remain granted before the Immigration Act 1999 came into effect	
7. Permission to remain following a decision not to deport under Sections 3 of the Immigration Act 1999	
8. Permission to remain as a dependent child of a person who has acquired Irish Citizenship by naturalisation, residing in the State.	
9. Permission to reside in the State under Section 49 of the International Protections Act 2015	

Section E: Disability

This section is for applicants who have made an application through the CAO and under the DARE scheme

Do you have any of the following long-lasting conditions? Please tick Yes or No as appropriate.

	Yes	No
1. Blindness or Visual Impairment		
2. Deafness or Hard of Hearing		
3. Physical Disability		
4. Significant On-Going Illness		
5. Specific Learning Difficulty (e.g. Dyslexia)		
6. Mental Health Condition		
7. ADD/ADHD		
8. Neurological / Speech and Language		
9. DCD – Dyspraxia/Dyscalculia		
10. Asperger's / Autism		
11. Other		

Section F: Supporting Documentation

The following documentation <u>must</u> be provided with your completed application, as appropriate to the socio-economic criteria and/or target categories which you have ticked above. Application forms submitted without complete documentation will not be considered.	Please tick if providing
Copy of SUSI approval letter, confirming receipt of the special rate of maintenance grant (not a fee grant) for 2020/2021. You must include your reckonable income page with your approval page.	
AND/OR	
Letter from the Department of Employment Affairs and Social Protection confirming that you are in receipt of a means-tested payment, the payment type and length of time you have been in receipt of same. <i>Only applicants who are confirmed as being in receipt of, or have an underlying entitlement to, a means-tested DEASP payment can be considered.</i>	
AND	
Confirmation of gross household income via P21 or Notice of Assessment for self (and spouse/partner or parent(s) or guardian(s), if applicable) for 2019 and/or Statement of total household DEASP benefits received in 2019. All applicants must provide this information.	

<p>If you are also making an application under the additional headings you must provide the relevant documentation noted below. Application forms submitted without complete documentation will not be considered.</p>	<p>Please tick if providing</p>
<p>Lone Parent</p> <p><i>Please provide confirmation from the DEASP that you are in receipt of the One Parent Family Payment (OPFP) or other means-tested social welfare payment. Priority will be given to those in receipt of the One Parent Family Payment.</i></p>	
<p>Member of the Irish Traveller community</p> <p><i>Please provide a letter of support from an Irish Traveller community advocacy group or similar organisation.</i></p>	
<p>Member of an Ethnic Minority (including programme refugee)</p> <p><i>Must meet definition of a student according to S.I. No. 126/2017 - Student Support Regulations 2017: http://www.irishstatutebook.ie/eli/2017/si/126/made/en/print.</i></p> <p><i>Please provide a copy of your passport; Irish Residence Permit; Garda National Immigration Bureau Card or letter from the Department of Justice and Equality (DJE) confirming your immigration status.</i></p>	

Applicant Declaration

I certify that the information provided on this form is true, complete and accurate. I also agree that the information I provide may be used for the purposes of reporting on the 1916 Bursary Fund to the HEA and Department of Education and Skills and may be shared with the other Institutions in the Mid-West Cluster for the purposes of the selection of successful awardees.

Tick here to confirm declaration above

Applicant Name _____ Date _____

The completed form and documentation must be returned by email to 1916BursaryFund@mic.ul.ie by 5.00 p.m. on Friday 16th October 2020.

Please do not forward your application until it is complete with ALL the necessary supporting documentation. Additional supporting documentation WILL NOT be accepted after the closing date.

Please see checklist on next page.

You will receive an e-mail confirmation on receipt of your application.

Incomplete applications **WILL NOT** be considered. All queries in relation to the 1916 Bursary Fund should be addressed to 1916BursaryFund@mic.ul.ie

The decision of the Mary Immaculate College 1916 Bursary Fund Committee is final.

1916 Bursary Application Checklist

- I have provided my CAO Application Number
 - I have provided my Eircode
 - I have indicated my proposed admissions route to Mary Immaculate College
 - I have provided a copy of my SUSI approval letter including the reckonable income page
 - I have provided a copy of my P21 OR Notice of Assessment for 2019 and those of any relevant members of my household.
- And/Or**
- I have provided a copy of a letter from the Department of Employment Affairs and Social Protection confirming receipt of, or entitlement to, a means-tested payment
 - I have provided a statement of total DEASP benefits to my household for 2019
 - I have attached a Letter of Support from Irish Traveller community advocacy group
 - I have attached a Copy of Passport or Irish Residence Permit or Garda Immigration Bureau Card or Letter from Department of Justice and Equality confirming immigration status
 - I have signed the applicant declaration

Appendix 1: Appeals

If my application is unsuccessful, can I appeal?

Yes, however, there is only one basis for making an appeal.

1. That you believe that there was an 'administrative error in assessment' i.e. that you think that a mistake was made when your application was being reviewed that led to you not being awarded a bursary.

Appeals will be reviewed by representatives from the Mid-West Cluster. Representative(s) from your Higher Education Institution will not be involved in the appeal's process. No member of staff involved in making the original decision will be involved in the appeal decision process. A letter detailing the outcome of your appeal will be e-mailed to you. There will be no further stage of appeal beyond this final decision.

Applicants wishing to appeal must submit in writing, outlining the administrative error in assessment, to 1916BursaryFund@mic.ul.ie

For information relating to appeals, please contact 1916BursaryFund@mic.ul.ie

The opening date of the appeals process will be advised later in the year.