

The 1916 Bursary Fund

Application Form and Guidelines 2019/2020

Applicant Information

The 1916 Bursary Fund, funded by the Department of Education and Skills, commemorates the centenary of 1916 as part of an overall series of measures to encourage participation and success by students from sections of society that are significantly under-represented in higher education. The 1916 Bursary Fund will provide financial support to students identified by higher education institutions as being the most socio-economically disadvantaged from specified target groups, and it will complement existing student supports and access initiatives.

The 1916 Bursary Scheme is open to all applicants who aim to pursue undergraduate higher education in 2019/2020. Mary Immaculate College will review all applications. However, applicants should have made an under-graduate application for 2019/2020 through the CAO to Mary Immaculate College, via one of the following admissions pathways, in order to be initially shortlisted for the award of a bursary.

1. Higher Education Access Route (HEAR)
2. Disability Access Route to Education (DARE) - priority will go to:
 - students with a physical/mobility impairment
 - students who are deaf/hard of hearing
 - students who are blind or have a visual impairment
3. Mature Student entry (first-time entrants only)
4. QQI award entry
5. Part-time programme entry (see for list of eligible programmes)

Applicants who have made an application may **also** be from one of the following target sub-groups:

- Lone parents
- Member of the Irish Traveller community
- Ethnic minorities (including programme refugees)

All recipients have to be socio-economically disadvantaged regardless of the target group (see Section C of this form).

The following conditions apply:

- Each bursary will be in the amount of €5,000 per annum. This applies to both full and part-time students.
- Bursaries may be approved for study in any discipline offered by the College.
- Awardees are not entitled to receive the 1916 Bursary in conjunction with any other bursary or scholarship, regardless of the value of such bursary or scholarship.
- Awardees will be entitled to hold the 1916 Bursary and the (SUSI) student grant simultaneously, where they meet the eligibility conditions of the student grant scheme.
- The 1916 Bursary will not be included for the purposes of ‘reckonable income’ in the student grant scheme.
- A bursary will be awarded for the duration of an undergraduate programme, normally four years, subject to continued compliance with the bursary guidelines.

The following is the proposed allocation of the 1916 Bursary Awards for 2019/2020 in Mary Immaculate College within the target groups. Where insufficient qualifying applications are received in any particular category, bursaries may be re-distributed across other categories at the discretion of the 1916 Bursary Committee:

Entry pathway	Allocation of Bursaries
HEAR	2
DARE/ Disability	1
Mature Student entry	2 <i>Priority will be given to those who meet the qualifying criteria to be considered lone parents</i>
QQI entry <i>(i.e. received offer of place in Round ‘0’ on the basis of QQI award points)</i>	1
Part-time programme entry	0

TOTAL allocation: 6 Bursaries

Procedure for assessment of applications:

1. All applicants will be initially screened for eligibility via entry pathways as above and also for household income threshold level (less than €24,000). Applicants must also not be in receipt or any other Bursary or Scholarship. Applicants who do not meet these initial criteria, or who do not provide the required documentation, will not be shortlisted for further consideration.
2. Shortlisted applicants in each entry pathway group will subsequently be scored on the following:
 - a. Socio-economic group
 - b. Area Profile

Applicants will be ranked by score and then by income level. The 1916 Bursaries will be awarded to the top ranked applicants in each entry pathway category.

Personal data that you submit with this application form in connection with the 1916 Bursary Fund will be used to process your application to the bursary and will be treated in accordance with MIC's data protection policy. For greater detail please see:

<http://www.mic.ul.ie/adminservices/icrm/Pages/dataprotection.aspx>

If you wish to be considered for the award of a 1916 Bursary please complete this application form.

Section A: Applicant Details

Name		CAO Number:	
Address			
Eircode	<p>You must provide your Eircode.</p> <p>If you do not know this you can find it here: https://finder.eircode.ie/#/</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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	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.		
Please indicate your proposed admissions route into MIC	PLEASE NOTE THAT YOUR APPLICATION CAN 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		

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.

I confirm that I meet the following socio-economic criterion:	Tick box that applies to you
<p>Gross household income below €24, 000 in 2018</p> <p><i>This refers to your total household income Jan - Dec 2018 e.g. where you have a spouse/partner or are living with parent(s) or guardian(s), the income for all relevant household members is taken into account.</i></p>	

Applicants who do not meet the above criteria, or who do not supply the required documentation to verify total household income, 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
<p>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.</p> <p><i>The Eircode you supplied on page 4 will be used to verify this criterion.</i></p>	
<p>And/or</p>	
<p>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.</p> <p><i>Please complete Section C.1 below.</i></p>	

Section C.1: Socio-Economic background

The questions below are asked to assess your socio-economic background according to well-established criteria.

(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 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/Programmer
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:

	<u>MOTHER/GUARDIAN</u>	<u>FATHER/GUARDIAN</u>
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..... 1
 100-199 acres..... 2
 50-99 acres..... 3
 30-49 acres..... 4
 Under 30 acres..... 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>	
<p>Member of the Irish Traveller community</p>	
<p>Member of an ethnic minority group (including programme refugees)</p> <p><i>(For further clarification, please see Section 14 of the Student Support Act 2011 and regulation 5 of the Student Support Regulations 2018, SI 125 of 2018.)</i></p> <p>Please indicate which of the following applies to you:</p>	
<p>1. National of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation</p>	
<p>2. Refugee (including programme refugees)</p>	
<p>3. Subsidiary Protection</p>	
<p>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)</p>	
<p>5. Permission to remain because of marriage/civil partnership with an Irish national or as dependent child of such person;</p>	
<p>6. Humanitarian leave to remain granted before the Immigration Act 1999 came into effect</p>	

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.	

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

At least one of the following documents MUST 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 a maintenance grant (not a fee grant) for 2019/2020. You must include your reckonable income page with your approval page.	
P21 or Notice of Assessment for self (and spouse/partner or parent(s) or guardian(s), if applicable) for 2018.	
Letter from the Department of Employment Affairs and Social Protection (DEASP) outlining payment type for 2018 and/or Statement of total DEASP benefits received in 2018. <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>	

<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.

Signature of Applicant _____

Date _____

The completed form and documentation should be returned in hard copy by 5.00 p.m. on Friday 30 August to

Bríd Hennessy,
room G31,
Foundation Building,
Mary Immaculate College,
Limerick V94 VN26.

Please do not forward your application until it is complete with the necessary supporting documentation. Additional supporting documentation will not be accepted after the closing date. Please see checklist on next page.

E-mailed documentation will not be accepted. You will receive an e-mail confirmation of the receipt of your application.

Incomplete applications will not be considered. All queries in relation to the 1916 Bursary Fund should be addressed to Brid.Hennessy@mic.ul.ie or Elaine.Griffin@mic.ul.ie

The decision of the 1916 MIC 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

And/Or

I have provided a copy of my P21 OR Notice of Assessment for 2018

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 for 2018 and a statement of total DEASP benefits received in 2018

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/Shannon Consortium 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 Brid.Hennessy@mic.ul.ie

For information relating to appeals, please contact Brid.Hennessy@mic.ul.ie or Elaine.Griffin@mic.ul.ie