

**Student Support Fund Application Form 2024/2025**

The purpose of this fund is to assist students who are struggling financially in getting to college (transport) and staying in college (canteen subsidy). It is a limited financial fund.

Complete this form in as much detail as possible.

|   |                        |
|---|------------------------|
| <b>Name:</b>  |                        |
| <b>Course:</b>  |                        |
| <b>Address:</b>   |                        |
| <b>Contact Number:</b>                                      |                        |
| <b>Applied for SUSI Grant:</b>                              | Yes/No (please circle) |
| <b>In Receipt of Back to Education Allowance or VTOS:</b>   | Yes/No (please circle) |
| <b>Reason for applying for BCFE's Student Support Fund:</b> |                        |

**Signed by Student:** \_\_\_\_\_

**Signed by Course Co-ordinator:** \_\_\_\_\_ **or Signed by Guidance Counsellor** \_\_\_\_\_  
(where a request for funding falls outside transport and canteen subsidy, the Co-ordinator/Guidance Counsellor is asked to contact the Principal in relation to the request)

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**For Office Use Only**

Approved by: \_\_\_\_\_

Amount: \_\_\_\_\_

### **Criteria for Student Support Fund Eligibility**

1. Student must apply in writing using the Student Support Fund Application Form.
2. Student has furnished a brief account which clearly explains their need for this support so that the committee can determine (in a fair and equal manner to all applicants) the granting of the fund.
3. Coordinator of the course in question has signed the application form.
4. Student has fully registered and applicable fees have been paid.
5. Student has completed and submitted all the necessary registration documentation (as below):
  - City of Dublin ETB Learner Detail Form
  - BCFE and City of Dublin ETB Computer and Network Acceptable Usage Form
  - BCFE Student Participation Form
  - BCFE Media Release Form
  - BCFE Under 18 Parental/Guardian Consent Release Form (if applicable)
  - Photo on your MIT account
6. Student has satisfactory attendance on their course.
7. Student is not in receipt of the SUSI grant, VTOS or BTEI.
8. Student is not in receipt of other financial assistance e.g., from the Vincent de Paul or their local Partnership organisation.
9. Student is not partaking in Erasmus+ work placements.