



HIGHER EDUCATION GRANTS

Frequently Asked Questions



Contact Details - **Higher Education Grants Section (Room 121)**
South Tipperary County Council,
Emmet Street,
Clonmel,
Co. Tipperary

Telephone: 052 6134495 **Fax:** 052 6125173

Website: <http://www.southtippcoco.ie>

Email: info@southtippcoco.ie

Opening Hours: Weekdays - 9.00am – 1.00pm
2.00pm – 5.00pm



Where can I get a Higher Education Grant?

At present there are two different authorities with responsibility for administering Higher Education Grants – the County Council's and Vocational Education Committee's.

Students will be eligible to get a Higher Education Grant from **one authority only**.

What courses are covered by the County Council?

The Higher Education Grants Scheme, which applies largely to University Honours Bachelor Degree Courses, Higher Diploma, Post Graduate Diploma, Masters Degree And Doctoral Degree (Level 8, Level 9 and Level 10 courses). **Application forms in respect of this scheme can be obtained from Higher Education Grants Office, South Tipperary County Council, Emmet Street, Clonmel, Co. Tipperary (052 34495).**

What courses are covered by the Vocational Education Committee (VEC)?

Third Level Maintenance Grants Scheme for Trainees, which applies to most Higher Certificate and Ordinary Bachelor Degree course in the Institutes of Technology (Level 6 and Level 7 courses).

The Vocational Education Committees' Scholarship Scheme, which generally applies to Add on Primary Honours Bachelor Degree (Level 8 courses), where students have already pursued a Higher Certificate (Level 6 course)/Ordinary Bachelor Degree (Level 7 course). This scheme also applies to certain courses in Northern Ireland.

The Maintenance Grant Scheme for Students attending Post-Leaving Certificate (PLC) Courses.

Application forms in respect of these three schemes can be obtained from South Tipperary Vocational Education Committee, Western Road, Clonmel, Co. Tipperary (052 6121067).

* *Please note students who will be studying in the University of Limerick or Dublin City University can apply to either South Tipperary County Council or South Tipperary Vocational Education Committee for grant aid as both institutions cover courses in these colleges.*

Which Local Authority/VEC should I apply to?

Students should apply for a grant from the authority in which they were resident in from 01st October 2008 for example if you were living in the South Tipperary Administrative area you should apply to South Tipperary County Council or South Tipperary Vocational Education Committee depending on the course you are doing. If you were resident in the administrative area of North Tipperary/Kilkenny etc it is to the authorities in these counties you should apply for the grant to.

Does South Tipperary County Council offer grants to students pursuing Part Time/Evening Courses?

NO – All courses must be full time and colleges must be listed in Appendix I (A) and I (B) of the Higher Education Grant Scheme.

Does South Tipperary County Council offer grants to students pursuing course in private colleges?

NO – South Tipperary County Council does not cover courses in privately funded colleges.

Do South Tipperary County Council cover Undergraduate Courses in other EU Institutions abroad?

YES – We cover full time Undergraduate Courses (minimum duration of 2 years) in publicly funded institutions abroad. Course must be at Higher National Diploma level or higher. Maintenance grants only are payable in respect of these courses.

How are the grants assessed?

The Higher Education Grants are means tested based on the income of the previous year to which you apply. For students hoping to start college in September/October 2009 the grants will be means tested based on the **household income** for the period 01st January 2008 – 31st December 2008.

What income details/other documents must I submit?

The following are some broad guidelines of items required. You must read the notes and scheme carefully, which give a more comprehensive list.

Completed Application Form - All pages of the form must be completed and the form must be signed.
Students Original Birth Certificate (long form)
CAO Offer

PAYE Income

P.60's for each employment for the year ending 31/12/2008.
P.21 for the year ending 31/12/2008. (A P.21 does not come automatically from your employer like a P.60 – it will be necessary to contact your local tax office and request a P.21 to be sent to you.)

Self Employed Income

Full set of accounts (i.e. Trading Account, Profit and Loss Account, Capital Account and Balance Sheet) for the period 01/01/2008 – 31/12/2008.
Adjusted Profit Computation.
Notice of Assessment 2008.

Persons in receipt of Social Welfare

Statement from the Department of Social Welfare covering the period 01/01/2008 – 31/12/2008.
Statement must include Name of Recipient/Name of Scheme/Amount Received/Breakdown of Payment/Date Payment Commenced and if applicable Date Payment Ceased.

What are the income limits?

The income limits for the 2009/2010 academic year are as follows:

Number of Dependent Children	Full Maintenance and Full Fees	Part Maintenance (75%) and Full Fees	Part Maintenance (50%) and Full Fees	Part Maintenance (25%) and Full Fees	Part Tuition Fees (50%) only*
Less than 4	€41,110	€42,235	€44,720	€47,205	€51,380
4 – 7	€45,165	€46,415	€49,145	€51,880	€56,460
8 or more	€49,045	€50,400	€53,360	€56,320	€61,295

**Full Student Service Charge is paid where income is at or below this level.*

+ In the 2009/10 academic year where 2 or more children (or the candidate's parent) are pursuing a course of study listed below the reckonable income limits may be increased by €4,980 where there are 2 such children, €9,960 where there are 3 such children and so on, by increments of €4,980.

If I am over the limit for a grant based on the 2008 household income but there has been an adverse change in income (for example if a person is made redundant or retires) in the meantime can I apply for a grant?

YES – The eligibility of a person to whom the scheme applies or the level of grant awarded, may be assessed or re-assessed by South Tipperary County Council in the event of changes in circumstances.

How much is the grant?

2009/2010 Academic Year – Maintenance Grant Rates

	Non-Adjacent Rate	Adjacent Rate
Full Maintenance	€3,420	€1,370
Part Maintenance (75%)	€2,565	€1,030
Part Maintenance (50%)	€1,710	€685
Part Maintenance (25%)	€855	€345

What is the difference between Adjacent and Non Adjacent Rates of Grant?

The Adjacent Rate of Grant is payable to students whose normal residence is within 24km of the college they will be attending. If your normal residence is over 24 km away from the college you are attending the Non-Adjacent Rate of Grant is payable to you.

What is a Top Up Grant/ Special Rate of Maintenance Grant?

A Top Up Grant is a special rate of grant made payable to those who's income does not exceed €22,308. The candidate's/candidates parents reckonable income must include one of the social welfare payments listed on Appendix 111 of the Higher Education Grants Scheme. The rates of maintenance top up grants for the 2009/2010 academic year are as follows:

Grant	Standard Grant	Top – Up Amount	Total Grant
Non – Adjacent Rate	€3,420	€3,270	€6,690
Adjacent Rate	€1,370	€1,310	€2,680

Do I need to apply separately for a Top Up Grant/Special Rate of Maintenance Grant?

NO – All grant applicants are automatically assessed for eligibility for the Top Up Grant.

How is the maintenance grant paid?

The grant is paid in three equal instalments. Payments are generally made in October, January and April. Cheques are sent to the Student Grants Office of the college you are attending where you can collect them or in some cases the college authorities will lodge them to your Bank Account.

When do I apply for the grant?

Normally the application forms and scheme become available in the summer with closing date set for the end of August – this may change from year to year. Once all documentation is available South Tipperary County Council advertises the scheme in the following newspapers – *The Nationalist, South Tipp Today and Tipperary Star*.

How will I be notified if I am successful in receiving a grant?

Successful applicants are notified in writing and sent a Grant Acceptance Form, which must be completed; by both themselves and the college they are attending.

Unsuccessful candidates will be notified in writing.

If I am successful in receiving a grant and decide to take a year out, can I defer the grant?

NO – If you are offered a grant but do not attend college, your offer of a grant will no longer be valid. It will be necessary for you to re-apply for grant assistance in any subsequent year.

I am not an EU National do I qualify for a Higher Education Grant?

Under the 2009 Higher Education Grant Scheme candidates must :

- be a national of an EU Member State,
- a state which is a contracting state to the EEA Agreement
- the Swiss Confederation or
 - a refugee or other person entitled for the time being to the rights and privileges specified in section 3 of the Refugee Act 1996; or
 - be a person, pursuant to the European Communities (Eligibility for Protection) Regulations 2006 (S.I. No. 518 of 2006) –
 - (i) who the Minister for Justice, Equality and Law Reform has determined is eligible for the time being for subsidiary protection pursuant to Regulation 4 of those Regulations, or
 - (ii) to whom the Minister for Justice, Equality and Law Reform has granted permission for the time being in writing to enter and reside in the State pursuant to Regulation 16 of those Regulations; or
 - have permission to remain in the State by virtue of marriage to a national of another EU Member State who is residing in the State and who is or has been employed, or self-employed, in the State, or be the child of such a person, not having EU nationality; or
 - have permission to remain in the State by virtue of marriage to an Irish national residing in the State, or be the child of such person, not having EU nationality; or
 - have been granted Humanitarian Leave to Remain in the State (prior to the Immigration Act 1999); or
 - be a person in respect of whom the Minister for Justice, Equality and Law Reform has granted permission to remain following a determination not to make a deportation order under section 3 of the Immigration Act 1999

What is a mature student?

There are three definitions of a mature student in the 2009 Higher Education Grants Scheme:

- A mature candidate is a candidate who is at least 23 years of age on the 01st January of the year of entry or re-entry to an approved course
- A mature candidate dependent on parents is a mature candidate who was ordinarily resident with his/her parents from 01st October 2008.
- An Independent Mature Candidate is a mature candidate who was not ordinarily resident with his/her parents from 01st October 2008.

What is the Student Registration Fee?

The Student Registration Fees is only levied by institutions in the Republic of Ireland, in respect of students pursuing Undergraduate Courses. If you qualify for any level of the grant the Student Registration Fee will be paid for you.

The 2009 Higher Education Grants Scheme can be viewed/downloaded from our website <http://www.southtippcoco.ie>

Useful Websites:

<http://www.studentfinance.ie>

Student Finance

<http://www.revenue.ie/>

Revenue Commissioners

<http://www.tippsouthvec.ie>

South Tipperary VEC

<http://www.education.ie>

Department of Education & Science Website

<http://www.cao.ie>

Central Applications Office Website

