

HIGHER EDUCATION GRANTS SCHEME, 2010

Name of local authority: *GALWAY COUNTY COUNCIL*

CLAUSE 1: DEFINITIONS

In this scheme:

1.1 "approved course" means:

- (a) a **full-time** undergraduate course of not less than two year's duration or a **full-time** postgraduate course of not less than one year duration pursued in one of the approved institutions listed in Appendix I(A) and I(B);

- (b) a **full-time** undergraduate course of not less than two year's duration pursued in a university or third-level institution which is maintained or assisted by recurrent grants from public funds in another EU Member State, with the exception of the following:
 - (i) Courses in Colleges of Further and Higher Education (other than courses which are at Higher National Diploma level or higher);
 - (ii) Courses provided in a college which are offered in private commercial third level colleges in the State, and which are validated by that college;
 - (iii) Courses in colleges akin to private commercial colleges in Ireland;

- (c) a **full-time** undergraduate course of a minimum duration of one year in one of the approved institutions listed in Appendix I(A) which represents progression from a Level 7 (Ordinary Bachelor Degree or National Diploma) course to an "add-on" Level 8 (Honours Bachelor Degree) course.

"candidate" means the person in respect of whom a grant is being sought;

"candidate dependent on parents or legal guardian" means every candidate, other than a mature candidate, who is eligible to be considered under this scheme;

"mature candidate" means a candidate who is at least 23 years of age on the 1st of January of the year of entry or re-entry to an approved course;

"mature candidate dependent on parents or legal guardian" means a mature candidate who was ordinarily resident with his/her parents or legal guardian from 1 October, 2009;

"independent mature candidate" means a mature candidate who was not ordinarily resident with his/her parents or legal guardian from 1 October, 2009;

"dependent children" means children, including foster children, of a candidate's parents or legal guardian or children of an independent mature candidate, as the case may require, who, on 1 October 2009, were:

- (i) under 16 years of age, or
- (ii) 16 years of age or over and
 - (a) are attending a full-time course of study at an educational institution and are dependent on their parents or legal guardian, or
 - (b) are medically certified as permanently unfit for work;

"lecture fee" means the amount invoiced by an institution up to such limit as is approved by the Minister for Education and Skills;

"local authority" means the County Council or City Council named in the subtitle of this scheme;

"normal residence" means the permanent or home address of the candidate's parents or legal guardian. In the case of an independent mature candidate, his/her normal residence means the permanent or home address of the independent mature candidate.

"reckonable income" means-

- (a) all amounts* received or receivable by an individual without reference to his/her residence or domicile, from both Irish and foreign sources, which are liable to Irish Income Tax, Irish Capital Gains Tax or Irish Capital Acquisitions Tax, or which would be so liable but for exemptions and relief's contained in Irish legislation, and
- (b) Corresponding amounts received or receivable by individuals resident in another EU Member State which are liable to Income Tax, Capital Gains Tax, Inheritance or Gift Taxes of that State, or which would be so liable but for exemptions and relief's contained in the legislation of that State.

* The following social welfare and Health Service Executive Payments should be excluded in the calculation of reckonable income:

- Child Benefit;
- Family Income Supplement;
- Disability Allowance (where paid to the candidate);
- Blind Pension (where paid to the candidate);
- One Parent Family Payments (Means Tested) (where paid to the candidate);
- Guardian's Payment (Previously known as Orphan's Pensions);
- Foster Care Allowance;
- Domiciliary Care Allowance and
- Carer's Allowance.

[**Note:** The specific calculations of the amount of reckonable income under the various headings are contained in the application form and the accompanying guidance notes].

"re-entering" means entering as a mature candidate following a break of at least three years, having previously been a candidate dependent on parents or legal guardian, and having previously attended a course approved for the purposes of the Higher Education Grants [HEG] Scheme or the Vocational Education Committees [VEC] Scholarship Scheme

"spouse" means each person of a married couple who are living together, or a man and woman who are not married to each other but are cohabiting as husband and wife.

"student services charge" means the charge payable by students pursuing an approved course to which the Free Fees Initiative applies in an approved university or third-level institution in Ireland. This charge relates to examination fees, registration and student services.

"field trip" means a trip which is compulsory and an integral part of an approved course, which is for fact finding or research purposes, and without which the student cannot graduate or progress to the next year of the course.

CLAUSE 2: AWARD OF GRANTS

2.1 The local authority shall award grants for higher education to eligible candidates in accordance with the provisions of the Local Authorities (Higher Education Grants) Acts, 1968 to 1992 and the terms of this scheme. Where candidates satisfy all the terms and conditions of the relevant scheme, the provisions of Section 6 of the Local Authorities (Higher Education Grants) Act, 1968, shall be deemed to be satisfied and grants may be paid to candidates without further reference to the Minister.

- 2.2 A candidate shall not be eligible to hold a grant under this scheme if s/he holds:
- (i) a scholarship/grant awarded by another local authority, a Vocational Education Committee or the Department of Education and Skills; or
 - (ii) any other award payable from public funds; or
 - (iii) the equivalent of (i) or (ii) from another EU Member State.

The provisions at (ii) or (iii) do not include:

- (a) awards such as scholarships, prizes or bursaries, made by the institution being attended; or
- (b) postgraduate research awards where the stipend portion of the award does not exceed a specified amount, which for the 2010/11 academic year, is specified to be €16,000; or
- (c) awards to candidates under the Student Assistance Fund or the Fund for Students with Disabilities.

Candidates in receipt of any award which includes a provision for fees will not be eligible for payment of fees under this scheme.

- 2.3 Notwithstanding clause 2.2 above holders of the following scholarships, if eligible, may also hold a maintenance grant:

- Easter Week Scholarship Holders
- Donogh O'Malley Scholarship Holders
- All Ireland Scholarship Holders
- Science Foundation Ireland/Dell Scholarship for Young Women in Engineering

- 2.4 A candidate shall not be eligible to hold a grant under this scheme if she/he holds the Back to Education Allowance. The cost of the student service charge and any fees payable to higher education institutions will continue to be met, for eligible students, by the Exchequer on their behalf. Students must apply to their assessing authority to have their eligibility assessed.

CLAUSE 3: PERSONS TO WHOM THIS SCHEME APPLIES

The scheme applies to:

- 3.1 Candidates who are entering an approved course for the first time in the 2010/11 academic year.
- 3.2 Mature candidates, who in the 2010/11 academic year, are:

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- a) re-entering in order to complete an approved course at undergraduate level for the first time; or
- b) re-entering in order to pursue or complete an approved course at postgraduate level for the first time; or
- c) with reference to Clause 7.7, mature candidates who already hold a postgraduate qualification and are re-entering to progress to a further postgraduate course which represents progression.

3.3 Candidates, who having attended but not successfully completed an approved course, are returning following a break in their studies of at least five years in order to pursue an approved course at the same level in the 2010/11 academic year (i.e. Second Chance Students).

3.4 Subject to clause 7.6, candidates who have entered an approved course in Ireland prior to the 1996/97 academic year and are now entering an approved course outside of Ireland, for the first time in the 2010/11 academic year.

CLAUSE 4: ELIGIBILITY OF CANDIDATES

To be eligible to apply for a grant under this scheme, a candidate shall fulfil the following conditions as to residence, age, academic attainment, means and nationality. A candidate's status in relation to these conditions, as determined at the point of entry to an approved course, will continue to apply for the duration of their studies with the exception of the residency provisions of Clause 4.1 and the change in circumstances provision of Clause 8.1. A candidate's means will be subject to review on a yearly basis.

4.1 Residence

4.1.1 The candidate shall have been ordinarily resident in the State for at least three out of the last five years immediately preceding the date on which a year of study on an approved course in an approved institution commences. If not so resident, the candidate shall have been temporarily resident outside of the State by reason of pursuing a course of study or postgraduate research at an approved institution outside of the State but within an EU Member State, and was resident in the State for at least 3 out of the 5 years immediately preceding the date on which they commenced such course of study or postgraduate research.

4.1.2 Candidates who are EU, EEA or Swiss nationals and who do not satisfy the residency requirement are eligible to apply for a means-tested **fees only** grant in respect of approved courses in the State, provided they have been ordinarily resident, for a purpose other than wholly or mainly to receive full-time education, in an EU Member State, the EEA or Switzerland for at least 3 of the 5 years immediately preceding the date on which a year of study on an approved course in an approved institution commences. Such candidates shall apply to the local authority in which the college they propose to attend is situated.

4.1.3 A candidate shall not be eligible to apply for, or be in receipt of, a scholarship/grant in the administrative area of more than one Vocational Education Committee or local authority.

4.2 Age

A candidate shall be at least 17 years of age on 1 January 2011.

4.3 Academic Attainment

4.3.1 Any candidate who, having sat the Leaving Certificate examination, secures a place on an approved course shall be deemed to have fulfilled the Leaving Certificate examination attainment condition for the purposes of this scheme.

4.3.2 Candidates who, having sat such school terminal examinations held and ordinarily sat in another EU Member State, secure a place on an approved course shall be deemed to have fulfilled the school terminal examination attainment condition for the purposes of this scheme.

4.3.3 A mature candidate, who secures a place on an approved course, shall be deemed to fulfil the school terminal examination attainment condition for the purposes of this scheme.

4.4 Means

4.4.1 For the award of a grant in respect of the 2010/11 academic year, a candidate's reckonable income shall conform to the income limits set out in Appendix II(A). The reckonable income shall be determined by the local authority on the basis of information supplied in the Application Form, in accordance with the requirement of the

accompanying Guidance Notes. The 2010/11 Application Form and Guidance Notes form part of this scheme.

- 4.4.2** For the award of a special rate of maintenance grant in respect of the 2010/11 academic year, a candidate's reckonable income shall conform to the income limits set out in Appendix III. The reckonable income shall be determined by the local authority on the basis of information supplied in the Application Form.
- 4.4.3** In the case of a candidate other than an independent mature candidate, the candidate's reckonable income shall be that of the candidate and of the candidate's parents or legal guardian, except where the candidate's parents are divorced, legally separated or it is established to the satisfaction of the local authority that they are separated, in which case, the candidate's reckonable income shall be that of the candidate and of the parent with whom the candidate resides. [Note: See Section D of the accompanying Guidance Notes for criteria applied by the local authority in establishing separation.]
- 4.4.4** In the case of an independent mature candidate, the candidate's reckonable income shall be that of the candidate and his/her spouse, if applicable.
- 4.4.5** A candidate's reckonable income shall be the income for the period 1 January, 2009 to 31 December, 2009 (the tax year, 2009).
- 4.4.6** For the award of a special rate of maintenance grant a candidate's reckonable income must, as at 31 December 2009, include one of the payments listed in Appendix III.

4.5 Nationality

4.5.1 Candidates must be a national of –

- (i) an EU Member State,
 - (ii) a state which is a contracting state to the EEA Agreement,
 - (iii) 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 as a family member of a Union citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council; or
 - have permission to remain in the State by virtue of marriage to an Irish national residing in the State, or be the dependent 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

CLAUSE 5: VALUE OF GRANTS

5.1.1 The value of grants shall be in accordance with the annual rates specified by the Minister for Education & Skills. The rates so specified for the 2010 financial year are set out in Appendix II(B).

5.1.2 The value of the special rate of maintenance grant shall be in accordance with the annual rates specified by the Minister for Education and Skills. The rates so specified for the 2010 financial year are set out in Appendix IV.

5.1.3 Students pursuing approved courses in other EU Member States (including in Northern Ireland) should be paid the value of the grant in the currency of the country in which they are studying unless they indicate that they wish to have their grant paid in Euro. In the case of a non-euro currency, the conversion rate shall be that prevailing on the date of conversion.

5.2 Maintenance Grants

- 5.2.1** Full and part maintenance grants shall be payable at either adjacent or non-adjacent rates. The local authority shall decide the rate applicable in each particular case, in accordance with paragraphs 5.2.3 to 5.2.6 below.
- 5.2.2** The special rate of maintenance grant shall be payable at either adjacent or non-adjacent rates. The local authority shall decide the rate applicable in each particular case, in accordance with paragraphs 5.2.3 to 5.2.6 below.
- 5.2.3** Except in the case of mature students the adjacent rate of maintenance grant shall be payable in the case of a grant-holder whose normal residence is 24 kilometres or less from the college which s/he is attending.
- 5.2.4** The non-adjacent rate of maintenance grant shall be payable in all other cases, including the case of all mature candidates who qualify, having been assessed either as a dependent or independent mature candidate.
- 5.2.5** Where a maintenance grant is payable in accordance with Clause 7.3 (in respect of compulsory study abroad), the non-adjacent rate of maintenance grant shall be payable for the duration of the grant-holder's study abroad.
- 5.2.6** Grant-holders who are required to participate in off campus placement as an integral part of their course may have their grant entitlement paid in the normal manner. Where the College requires a grant-holder in receipt of the adjacent rate of grant to re-locate from his/her residence in order to undertake a placement of not less than one academic term/semester, the non-adjacent rate of grant may be paid for the duration of such placement.

5.3 Lecture Fee Grants

- 5.3.1** Where a candidate is not eligible for free tuition under the Free Fees Initiative and is pursuing an approved course at undergraduate level in an institution listed in Appendix I(A), the local authority may award a full or part grant in respect of the candidate's lecture fee, as defined in Clause 1, subject to the terms of this scheme.
- 5.3.2** Where a candidate is pursuing an approved course at post-graduate level in an institution listed in Appendix I(A) or I(B), the local authority may award a full or part grant in

respect of the candidate's lecture fee, as defined in Clause 1, subject to the terms of this scheme.

- 5.3.3** Where a candidate is pursuing an approved course in another EU Member State no tuition fees shall be payable except in the case of candidates attending post-graduate courses in an institution listed in Appendix I(B).

5.4 Grant in respect of Student Services Charge

- 5.4.1** Where a candidate qualifies for a maintenance grant and is pursuing an approved course to which the Free Fees Initiative applies, or would have qualified for a lecture fee grant but for the Free Fees Initiative, the local authority shall, where applicable, award the candidate a grant in respect of the student services charge of up to **€1,500**. This grant shall be paid directly to the college/institution by the local authority.

Where a candidate qualifies for a maintenance grant and is pursuing an approved course at postgraduate level the local authority shall award a grant in respect of the student services charge of up to **€1,500** provided the charge and the tuition fee does not exceed the maximum fee limit. This grant shall be paid directly to the college/institution by the local authority.

5.5 Field Trips

- 5.5.1** Compulsory field trips may be funded for eligible grant-holders provided the tuition fee, student services charge and the cost of the field trip does not exceed the maximum fee limit.

CLAUSE 6: ACCEPTANCE OF GRANTS

- 6.1** Where a local authority offers a candidate a grant under this scheme, the candidate shall confirm to the local authority the title of the course s/he proposes to follow within such period after notification of the offer of a grant as the local authority may stipulate.
- 6.2** Where a candidate is offered a grant under this scheme, but does not pursue an approved course in the 2010/11 academic year, the offer of a grant shall be deemed to have lapsed.

CLAUSE 7: TENURE OF GRANTS

- 7.1** A grant awarded under this scheme shall be provisional for the 2010/11 academic year and shall not be continued in any subsequent academic year, unless the local authority is satisfied that the provisions of this scheme continue to be complied with fully.
- 7.2** A grant is tenable for the normal duration of the approved course and is renewable annually subject to satisfactory attainment and the approval of the local authority, subject to the terms of Clause 7.6. Grants may not be paid in respect of a repeat year of study on the same course. A local authority shall have discretion to waive this provision in exceptional circumstances, such as certified serious illness.
- 7.3** Where grant-holders, as part of their approved course, are required to attend foreign university courses for a period of up to one year, a maintenance grant may continue to be paid where the period abroad does not affect the normal duration of the approved course.
- 7.4** Grants awarded under this scheme shall be tenable only in respect of attendance at approved courses.
- 7.5** A grant under this scheme shall not be tenable in respect of a course, or part of a course, to which the Third Level Maintenance Grants Scheme for Trainees, 2010 applies.
- 7.6** Apart from the special provisions for second chance students in Clause 3.3, candidates who have previously pursued an undergraduate course approved for the purposes of the Higher Education Grants Scheme, the Vocational Education Committees' Scholarship Scheme or the Third Level Maintenance Grants Scheme for Trainees (formerly ESF Scheme) shall not receive a grant under this scheme until they have completed an equivalent period of study at undergraduate level, irrespective of whether or not a grant was paid previously. A local authority shall have discretion to waive this provision in exceptional circumstances, such as certified serious illness. Grants shall not be paid to candidates who already hold a postgraduate qualification and are pursuing an undergraduate qualification, irrespective of whether or not a grant was paid previously. In addition, grants shall not be paid to candidates who already hold a Level 8 (Honours Bachelor Degree qualification or equivalent qualification) and are pursuing a second such qualification. However, notwithstanding this condition the following candidates may be deemed eligible for grant aid:

- (i) Candidates who already hold a Level 6 qualification (Higher Certificate or National Certificate) or Level 7 (Ordinary Bachelor Degree or National Diploma) and are progressing to a Level 8 (Honours Bachelor Degree) course, without necessarily having received an exemption from the normal duration of the course;
- (ii) Candidates who have satisfactorily completed two years of a Level 7 (Ordinary Bachelor Degree or National Diploma) course, and gain admission through exemption, to year two of a Level 8 (Honours Bachelor Degree) course.

7.7 Candidates who have previously pursued a postgraduate course approved for the purposes of the Higher Education Grants Scheme or the Vocational Education Committees' Scholarship Scheme shall not receive a grant under this scheme until they have completed an equivalent period of study at postgraduate level irrespective of whether or not a grant was paid previously. A local authority shall have discretion to waive this provision in exceptional circumstances, such as certified serious illness. Grants shall not be paid to candidates who already hold a postgraduate qualification and are pursuing a second postgraduate qualification. However, notwithstanding this condition candidates who:

- (i) on completion of a one year post-graduate course which has not led to the conferral of a qualification, gain admittance to the second year of a post-graduate course;
OR
- (ii) already hold a postgraduate qualification and are progressing to a further postgraduate course which represents progression may be deemed eligible for grant aid.

For the purposes of this clause postgraduate qualifications at Level 8 are deemed to be progression.

Grant aid for postgraduate students shall be limited to a maximum of four years.

7.8 A grant-holder who, during the course of his/her studies, wishes to change course or faculty or defer his/her grant must obtain the prior approval of the local authority.

CLAUSE 8: CHANGE IN CIRCUMSTANCES

8.1 The eligibility of a person to whom this scheme applies for the award of a grant, or the level of the grant awarded, may be assessed or re-assessed by the local authority in the

event of changes of circumstances relating to the following:

- a) the candidate's reckonable income, within the meaning of Clause 4, which is likely to be permanent (i.e. likely to obtain for the duration of the approved course or for the foreseeable future);
- b) the number of dependent children;
- c) the number of children
 - (i) in full-time third level education;
 - (ii) attending a recognised PLC course, student nurse training or student Garda training;
 - (iii) participating in a Fáilte Ireland (formerly known as CERT) course of at least one year's duration;
 - (iv) attending a full-time Teagasc course in Agricultural College;
 - (v) attending a recognised full-time further education course, of at least one year's duration, in Northern Ireland;
- d) normal residence;
- e) Nationality, where the candidate becomes an Irish National or the national of another EU Member State.

8.2 The income limits applicable under this scheme in cases under clause 8.1(a) or (b) or (c) above shall be those of the scheme of the year in which the change of circumstances occurs.

8.3 Where an adverse change in the reckonable income occurs awards or adjustments in cases assessed under this clause shall normally be made with effect from the college term in which the change in circumstances occurs.

8.4 Where a positive change in reckonable income occurs during an academic year, any grant awarded shall continue to be paid until the end of that academic year. However, such grant-holders shall be re-assessed before the grant is renewed for the following academic year.

8.5 The amount of the lecture fee, student services charge and maintenance elements of the grant payable in respect of a college term shall be one-third of the annual rate.

CLAUSE 9: POSTGRADUATE COURSES

- 9.1 A grant-holder who was in receipt of a higher education grant to pursue an undergraduate course may have the grant continued in order to pursue an approved course at postgraduate level subject to the terms and conditions of this scheme.

CLAUSE 10: PAYMENT OF GRANT

- 10.1 The lecture fee grant, payable to grant-holders in accordance with Clause 5 (3.1), shall be paid, subject to the maximum lecture fee approved by the Minister for Education and Skills, by the local authority to the college concerned on receipt of an invoice from the college for the lecture fee for the grant-holder. This shall be subject to the refund in full of the lecture fee if the grant-holder does not register or take up a place, or is in receipt of assistance towards the lecture fee from any other source.
- 10.2 Subject to the maximum fee limit approved by the Minister for Education and Skills of €6,270, no lecture fee grant shall exceed the EU rate of fee payable in respect of any approved course.

The maximum fee limit for 2010/11 is €6,270 and shall apply to:

- (i) All Undergraduate courses not approved under the terms of the Free Fees Initiative and
- (ii) all Post-graduate courses.

In regard to the Professional Practice Course I and the Professional Practice Course II (formerly known as the Professional & Advanced Course) at the Law Society of Ireland the following arrangements shall apply:

Professional Practice Course I:

- (i) The tuition fee payable will be subject to 2/3 of the maximum fee limit applicable on commencement of the Professional Practice Course I.
- (ii) Two instalments of the maintenance grant will be payable at the current rate.

Professional Practice Course II:

- (i) The tuition fee payable will be 1/3 of the maximum fee limit applicable on commencement of the Professional Practice Course II.
- (ii) One instalment of the maintenance grant will be payable at the current rate.

- 10.3** The local authority shall pay the grant-holder's maintenance grant (if any) in three equal instalments, as early as possible in each term, and the individual payable orders shall be addressed to the grant-holder c/o the Bursar's Office of the College.

Local authorities participating in Phase Two of the test phase migration of student maintenance grant payments to Electronic Fund Transfer (EFT) in the 2010/11 academic year may select a cohort of students and shall pay the grant-holder's maintenance grant (if any) either in three instalments, as early as possible in each term or nine monthly instalments as early as possible in each month, by EFT directly into the student's bank account, on receipt of verification of attendance for the relevant period from an institution selected to participate in Phase Two of the test phase.

CLAUSE 11: APPLICATION FOR GRANTS

- 11.1** Grant applications shall be made on the official application form* which is available from the local authority or www.studentfinance.ie. This form, which covers applications for both the ordinary and special rates of maintenance grant, duly completed must be received by the local authority not later than **31st August 2010**. The local authority may, however, accept an application which is not received on time and may, at its own absolute discretion, treat such application as if it had been received on time.

*The 2010/11 Application Form and Guidance Notes form part of this scheme.

- 11.2** A candidate whose application is deemed to be late may have his/her application processed and be awarded a grant from the commencement of the following year of his/her course.
- 11.3** It shall be a condition for the award of a grant under this scheme that, in connection with the processing of the application, the parents or legal guardian of a candidate or, in the case of an independent mature candidate, the candidate him/herself and his/her spouse, if applicable, authorises:
- (i) the local authority and the Department of Education and Skills, to seek the assistance of and supply any relevant information and documents to, the Revenue Commissioners;

- (ii) the Revenue Commissioners and the Department of Social Protection to supply any relevant information or documents from their records to the local authority and the Department of Education and Skills and to make any enquiries and seek any documents they consider necessary to enable them to assist the local authority and the Department of Education and Skills;
- (iii) the local authority, to transfer the application form to the relevant VEC or another local authority should that become necessary;
- (iv) the local authority/Department of Education and Skills to transfer information from the grant application to a central database which may be accessed by the Revenue Commissioners and the Department of Social Protection.

CLAUSE 12: DISCLOSURE OF INFORMATION

12.1 Details of the amount of grant payable under this scheme in respect of a grant-holder may be made available to other Government Departments/Offices and public service agencies, subject to compliance with the Data Protection Acts, 1988 and 2003. Local Authorities are requested to ensure that Council Officials, Elected Members and Relevant External Members are aware that data in relation to students grant applications may not be published and any data held by the Local Authorities in relation to individual students is subject to the terms of the Data Protection Acts 1988 and 2003.

CLAUSE 13: DECLARATION OF INCOME AND OTHER INFORMATION

13.1 A declaration of reckonable income shall be made by the candidate and the candidate's parents or legal guardian or, in the case of an independent mature candidate, by the candidate and the candidate's spouse, if applicable, and they shall submit to the local authority such information and documentation as may be required by it to process the application in full. It will be the responsibility of candidates to ensure that the statement of income and other details sought is full and complete in every respect. **If a candidate's failure to provide this full and complete information be the result of a deliberate material omission or inaccuracy, the candidate(s) shall be liable to prosecution, loss of grant and repayment, with interest, of any portion of a grant already received.**

CLAUSE 14: DETERMINATION OF DISPUTES

- 14.1** Where an applicant has been refused a grant under this scheme by a local authority, s/he may appeal that decision to that local authority not later than 30 days after receipt of the decision. This period may be extended by the local authority (at the request in writing of the applicant) for a further period not exceeding 30 days.
- 14.2** Where, following the exhaustion of this appeal procedure, the applicant is of the view that the local authority has interpreted or construed this scheme incorrectly, s/he may submit his or her question or dispute as to that interpretation or construction to the Minister whose determination thereon shall be final, not later than 30 days after receipt of the appeal decision from the local authority. This period may be extended by the Minister (at the request in writing of the applicant) for a further period not exceeding 30 days.

APPENDIX I(A)

INSTITUTIONS APPROVED FOR THE PURPOSES OF THE 2010 SCHEME

National University of Ireland, Dublin
National University of Ireland, Cork
National University of Ireland, Galway
National University of Ireland, Maynooth
Trinity College Dublin
Dublin City University
University of Limerick
National College of Art & Design, Dublin
National College of Ireland, Dublin
Athlone Institute of Technology
Blanchardstown Institute of Technology
Institute of Technology, Carlow
Cork Institute of Technology
Dundalk Institute of Technology
Galway-Mayo Institute of Technology
Letterkenny Institute of Technology
Limerick Institute of Technology
Institute of Technology, Sligo
Institute of Technology, Tallaght
Tipperary Rural & Business Development Institute
Institute of Technology, Tralee
Waterford Institute of Technology
Dublin Institute of Technology
Dún Laoghaire Institute of Art, Design & Technology
Church of Ireland College of Education, Dublin
Coláiste Mhuire, Marino, Dublin
Mary Immaculate College, Limerick
St. Angela's College, Lough Gill, Sligo
St. Catherine's College, Sion Hill, Dublin
St. Patrick's College of Education, Drumcondra, Dublin
Froebel College of Education, Sion Hill, Dublin

Pontifical University of Maynooth

In respect of the following courses:

- Hons. Bachelor Degree in Theology [3 years]
- Hons. Bachelor Degree in Theology & Arts [3 years]
- Hons. Bachelor Degree in Theology & Arts International [4 years]
- Postgraduate Diploma in Christian Communication & Development [1 year]
- MA Degree in Theology [2 years]
- Doctoral Degree of PhD in Theology [3 years]

Shannon College of Hotel Management

In respect of the following courses:

- BComm (Hons) combined with NUI Diploma in International Hotel Management [4 years]
- BBS in International Hotel Management – Honours [4 years]

St Patrick's College, Thurles

In respect of the following course:

- BA (Hons) in Education, Business Studies and Religious Studies [4 years]
- BA (Hons) in Education, Irish and Religious Studies [4 years]

APPENDIX I(A) continued

Mater Dei Institute of Education

In respect of the following courses:

- Bachelor of Religious Education [4 years]
- BA in Irish Studies and Religious Studies [3 years]
- Graduate Diploma in Theological Studies [1 year]
- MA in School Chaplaincy and Pastoral Work [1 year]
- MA in Healthcare Chaplaincy [2 years]
- MA in Religion and Culture [1 year]
- MA in Religion and Education [1 year]
- MA in Religious Education (Primary) [1 year]
- MA Education (Research)
- MA English (Research)
- MA History (Research)
- MA Irish Studies (Research)
- MA Music (Research)
- MA Religious Education (Research)
- MA Philosophy (Research)
- MA Theology (Research)
- PhD Education (Research)
- PhD English (Research)
- PhD History (Research)
- PhD Irish Studies (Research)
- PhD Music (Research)
- PhD Religious Education (Research)
- PhD Philosophy (Research)
- PhD Theology (Research)

All Hallows College, Drumcondra

In respect of the following courses:

- BA (Hons) in Theology & Philosophy [4 years]
- BA (Hons) in Theology & Psychology [4 years]
- BA (Hons) in Theology & English Literature [4 years]
- Post Graduate Diploma/MA in Leadership and Pastoral Care [1 year]
- MA in Pastoral Studies by Research [2 years]
- Master of Arts in Humanities (Research) [2 years]
- PhD in Humanities by Research [3 years]
- MA in Management: Community and Voluntary Services [1 year]

APPENDIX I(A) continued

Carlow College (St Patrick's)

In respect of the following courses:

- BA (Honours) in Citizenship and Community Studies [4 years]
- BA (Honours) in English and History [4 years]
- BA (Ordinary) in Humanities {Philosophy, Theology and Arts} [3 years]
- BA (Honours) in Theology [3 years]
- Higher Certificate in Arts in Applied Social Studies in Social Care [2 years]
- BA (Ordinary) in Applied Social Studies in Social Care [1 year add-on]
- BA (Honours) in Humanities {Philosophy, Theology and Arts} [4 years]
- BA (Honours) in Applied Social Studies in Social Care [1 year add-on]
- MA English by Research [2 years]
- MA Philosophy by Research [2 years]
- MA History by Research [2 years]
- MA Religion/Theology by Research [2 years]

Milltown Institute of Theology and Philosophy, Dublin

In respect of the following courses:

- MA in Christian Spirituality [2 years]
- MA in Applied Christian Spirituality [2 years]
- MA in Supervisory Practice for Ministry [2 years]
- MA by Research [2 years]
- MA in Biblical Studies [2 years]
- PhD by Research [4 years]
- Doctor of Ministry [4 years]

Royal College of Surgeons in Ireland

In respect of the following courses:

- NUI Degree of MB (Hons), BCH, BAO, LRCP, SI [5 years]
- NUI Degree of MB (Hons), BCH, BAO, LRCP, SI [6 years]
- NUI Degree BSc (Hons) in Pharmacy [4 years]
- BSc in Physiotherapy (NUI Award) [4 years]
- NUI Post Graduate PhD [3 years]
- NUI Post Graduate MD [2 years]
- NUI Post Graduate MSc [1 year]

APPENDIX I(A) continued

Kimmage Development Studies Centre

In respect of the following courses:

- BA in Development Studies [2 years]
- Post Graduate Diploma in Development Studies [1 year]
- MA in Development Studies [1 year]

Montessori College, (A.M.I.) Milltown

In respect of the following courses:

- Montessori Teaching Diploma
- Part 1: Early Childhood (3 to 6 year olds) [Year 1 and 2]
- Part 2: Primary (6 to 12 year olds) [Year 3]

St. Nicholas Montessori College

In respect of the following courses:

- BA in Montessori Education [3 years]
- BA (Hons) in Montessori Education [1 year]
- Higher Diploma in Arts in Early Childhood Montessori Education [1 year]

The Honourable Society of Kings Inns

In respect of the following course:

- Barrister-at-Law Degree [1 year]

The Law Society of Ireland, Blackhall Place

In respect of the following course:

- Professional Practice Course (PPC)
- Part I
- Part II

APPENDIX I(B)

INSTITUTIONS APPROVED FOR THE PURPOSES OF THE 2010 SCHEME

Queen's University, Belfast

University of Ulster

St. Mary's College of Education, Belfast

In respect of the following courses:

- B. Ed.(Hons) Degree
- PGCE [Irish Medium Education]
- BA (Hons) Degree in Liberal Arts

Stranmillis College, Belfast

In respect of the following courses:

- B. Ed. Degree of the Queen's University, Belfast
- Postgraduate Certificate in Education
- Bachelor of Arts (Early Childhood Studies)
- Bachelor of Science (Health & Leisure Studies)

APPENDIX II(A)

HIGHER EDUCATION GRANTS SCHEME, 2010

Reckonable Income Limits for the ordinary rates of grant*
for the period 1 January 2009 to 31 December 2009 (the tax year 2009)

No. of Dependent Children	Full Maintenance (100%) 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 2010/11 academic year, where 2 or more children (or the candidate's parent or legal guardian) are pursuing a course of study listed below, the reckonable income limits for Full Maintenance (100%) and Full Fees and the Part Tuition Fee (50%) only categories 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.

For the Part Maintenance and Full Fees at 75%, 50% and 25%, the reckonable income limits may be increased by €4,815 where there are 2 such children, €9,630 where there are 3 such children and so on, by increments of €4,815.

- (i) attending full-time third level education
- (ii) attending a recognised PLC course, student nurse training or student Garda training
- (iii) participating in a Fáilte Ireland (formerly CERT) course of at least one years duration
- (iv) attending a full time Teagasc course in an agricultural college
- (v) attending a recognised full-time further education course, of at least one year's duration, in Northern Ireland

APPENDIX II(B)

HIGHER EDUCATION GRANTS SCHEME, 2010

Maintenance Grants Rates

	Non-Adjacent Rate	Adjacent Rate
Full Maintenance	€3,250	€1,300
Part Maintenance (75%)	€2,435	€980
Part Maintenance (50%)	€1,625	€650
Part Maintenance (25%)	€810	€330

APPENDIX III

SPECIAL RATE OF MAINTENANCE GRANT

For the award of a special rate of maintenance grant in respect of the 2010/11 academic year, a candidates reckonable income (for the period 1 January, 2009 to 31 December 2009 the tax year 2009) shall not exceed: -

- **€22,703**
 - net of standard exclusions (as set out in Clause 1 of this scheme)
 - and
 - net of Child Dependant Increase (C.D.I.) paid by the Department of Social Protection

As at 31 December 2009, this reckonable income must include one of the social welfare payments listed below.

LIST OF ELIGIBLE PAYMENTS

1. SOCIAL ASSISTANCE PAYMENTS

New Name	Old Name
Blind Person's Pension	
Carer's Allowance	
One Parent Family Payment	Deserted Wife's Allowance Lone Parent's Allowance Prisoner Wife's allowance
Disability Allowance	
Farm Assist	
Jobseeker's Allowance (where held for 391 days or more)	Unemployment Assistance
State Pension (Non-Contributory)	Old Age (Non-Contributory) Pension
Guardian's Payment (Non-Contributory)	Orphans (Non-Contributory) pension
Pre-retirement allowance	
Widow's/Widower's (Non-Contributory) Pension	

APPENDIX III (continued)**2. SOCIAL INSURANCE PAYMENTS**

New Name	Old Name
Carer's Benefit	
One Parent Family Payment	Deserted Wife's Benefit
Invalidity pension	
Incapacity Supplement	Unemployability Supplement
Occupational Injuries Death Benefit (Orphan's pension)	
Occupational Injuries Death Benefit (pension for a widow or widower)	
State Pension (Contributory)	Old Age Contributory Pension
Guardian's Payment (Contributory)	Orphan's (Contributory) Allowance
Jobseeker's Benefit (continuous for at least 12 months)	Unemployment Benefit
Widow's/Widower's (Contributory) Pension	
State Pension (Transition)	Retirement Pension

3. FAMILY INCOME SUPPLEMENT (FIS)**4. DESIGNATED PROGRAMMES**

Back to Education Allowance (Second Level and Third Level Option)
 Back to Work Allowance (Employees)
 Back to Work Enterprise Allowance
 Community Employment Scheme
 Rural Social Scheme
 FÁS Training Programmes, including Apprenticeships
 Part time job incentive scheme
 Vocational Training Opportunities Scheme (VTOS)

5. OTHERS

- a) In receipt of payments under the Fáilte Ireland Skills Programme equivalent to a social welfare payment;
- b) In receipt of payments under the FIT (Fastrack to IT) initiative equivalent to a social welfare payment;
- c) Participants on a training course approved by a Government Department, State Agency or Area Partnership and who were in receipt of an eligible payment prior to progressing to the programme;
- d) Grant aided employees in social economy enterprises;
- e) In receipt of payments under the Senior Traveller Training Centre programmes.

APPENDIX IV

SPECIAL RATE OF MAINTENANCE GRANT FOR 2010/11

Grant	Standard Grant	Special Rate Amount	Total Grant
Non Adjacent Rate	€3,250	€3,105	€6,355
Adjacent Rate	€1,300	€1,245	€2,545

APPENDIX V

EU / EEA COUNTRIES

	<u>EU Country</u>	<u>EEA Country</u>
Austria	✓	✓
Belgium	✓	✓
Bulgaria	✓	✓
Cyprus	✓	✓
Czech Republic	✓	✓
Denmark	✓	✓
Estonia	✓	✓
Finland	✓	✓
France	✓	✓
Germany	✓	✓
Greece	✓	✓
Hungary	✓	✓
Iceland	X	✓
Ireland	✓	✓
Italy	✓	✓
Latvia	✓	✓
Liechtenstein	X	✓
Lithuania	✓	✓
Luxembourg	✓	✓
Malta	✓	✓
Netherlands	✓	✓
Norway	X	✓
Poland	✓	✓
Portugal	✓	✓
Romania	✓	✓
Slovakia	✓	✓
Slovenia	✓	✓
Spain	✓	✓
Sweden	✓	✓
United Kingdom	✓	✓