

WELFARE FUND APPLICATION CHECKLIST

- ❑ Meet with Student Adviser/Chaplain to discuss applying to Welfare Fund.
- ❑ Write a letter to the Vice President for Students outlining why you are applying to the Welfare Fund. You should include the following information in your letter:
 - What circumstances led you to make an application to the Fund? Please give full details.
 - Family background (e.g. how much financial support do you receive from your family?) Do you have any siblings in education that your family are also supporting?
 - Please detail all alternative funding options explored – ie bank loans, local partnerships, credit unions, social welfare payments, etc.
 - Full details of part-time employment, including hours worked per week and rate of pay.
 - Current living arrangements (do you pay rent/ mortgage? If so, how much?)
 - Do you currently owe any fees/ charges to UCD? If so, please give details.
 - Other sources of funding (do you receive a grant?).
 - How you will benefit from receiving financial aid from UCD.

All information received by the Welfare Fund Committee is treated confidentially and will not be disclosed to any third party.

- ❑ You will need to submit receipts to your Student Adviser/Chaplain in advance of making your application. For example, if you require assistance with rent, you will need to produce a receipt or a photocopy of the rent book/lease which shows the amount paid in rent.
- ❑ Complete the UCD Student Welfare Fund application with your Student Adviser/Chaplain.
- ❑ Your Student Adviser/Chaplain submits your application, along with a supporting letter and your letter to the Vice President for Students, to the Welfare Fund Committee who will meet and decide whether or not your application comes within its remit.
- ❑ Your Student Adviser/Chaplain will contact you and inform you whether or not your application was successful. If your application is unsuccessful, you will be given the reasons why.
- ❑ If your application is successful, your Student Adviser/ Chaplain will contact you confirming that a cheque has been issued and is ready for collection. Please collect your cheque promptly from the Tierney Building. You will need to bring your current student card when collecting your cheque.

Please note:

- The UCD Welfare Fund is open to applications from all UCD students registered to a course of at least one year in duration.
- The monies in the fund are available for students who, as a result of unforeseen circumstances, find themselves in financial difficulty.
- The Committee meets approximately every two weeks during terms time and will consider emergency applications outside of term on a case by case basis.