

# THIRD LEVEL MAINTENANCE GRANTS SCHEME FOR TRAINEES, 2008

## City of Galway Vocational Education Committee:

### CLAUSE 1: DEFINITIONS

In this scheme:

**"approved course"** means Middle Level Technician (MLT) courses of one and two years duration leading to a qualification at Level 6 (Higher Certificate) and Higher Technical and Business Skills (HTBS) courses of three years duration and/or one year "Add-on" leading to a Level 7 (Ordinary Bachelor Degree) qualification;

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

**"candidate other than a mature candidate"** 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 January of the year of entry or re-entry to an approved course;

**"mature candidate dependent on parents"** means a mature candidate who was ordinarily resident with her/his parents from 1 October, 2007;

**"independent mature candidate"** means a mature candidate who was not ordinarily resident with her/his parents from 1 October, 2007;

**"dependent children"** means children, including foster children, of a candidate's parents or guardians or children of an independent mature candidate, as the case may require, who, on 1 October 2007 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
  - (b) are medically certified as permanently unfit for work;

**"normal residence"** means the permanent or ordinary address of the candidate's parents or guardians from 1 October, 2007. In the case of an independent mature candidate, her/his normal residence means the permanent or ordinary address of the independent mature candidate from 1 October 2007;

**"reckonable income"** means-

- (a) all amounts\* received or receivable by an individual without reference to her/his 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 reliefs contained in Irish legislation, and
- (b) corresponding amounts received or receivable by individuals resident in another E.U. 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 reliefs 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);
- Guardian's Payment (Previously known as Orphan's Pensions);
- Back to Education Allowance (Second Level and Third Level Option);
- 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 notes].**

**"re-entering"** means entering as a mature candidate following a break of at least one year and having previously attended a course approved for the purposes of the Third Level Maintenance Grants Scheme for Trainees;

**"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;

**"Vocational Education Committee"** means the Vocational Education Committee named in the subtitle of this scheme;

**"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 Vocational Education Committee shall award grants to eligible candidates in accordance with the terms of this scheme. A candidate shall not be eligible to hold a grant under this scheme if s/he holds another award payable from public funds in Ireland or from other EU Member States. Such awards payable from public funds do not include awards to candidates under the Student Assistance Fund, the Millennium Partnership Fund and the Fund for Students with Disabilities.

## **CLAUSE 3: PERSONS TO WHOM THIS SCHEME APPLIES**

**3.1** This scheme applies to: those who require higher level initial education and training to enhance their employment prospects in line with the Government's sectoral employment priorities and who are entering approved Middle Level Technician (M.L.T) or Higher Technical and Business Skills (H.T.B.S.) courses for the first time in the 2008/09 academic year or mature candidates re-entering in order to complete such a course.

Candidates are ineligible if:

- they already hold an Honours Bachelor Degree or equivalent Level 8 qualification;
- they have completed more than the first year of an Honours Bachelor Degree or equivalent Level 8 course;
- they are pursuing a Level 8 Honours Bachelor Degree course.

## **CLAUSE 4: CATEGORIES OF CANDIDATE**

**4.1** For the purposes of this scheme there shall be three categories of candidate as follows:

- (i) Mature Candidate, Dependent on Parents
- (ii) Independent Mature Candidate
- (iii) Candidate other than a Mature Candidate

## **CLAUSE 5: ELIGIBILITY OF CANDIDATES**

To be eligible for a grant under this scheme, a candidate must fulfil the following conditions as to residence, age, academic attainments, means and nationality.

### **5.1. Residence**

**5.1.1** The candidate's parents/guardians, or, in the case of an independent mature candidate, the candidate herself/himself, must have been ordinarily resident in the administrative area of the Vocational Education Committee from 1 October 2007. The **Vocational Education**

**Committee** shall have discretion to waive this requirement in exceptional circumstances.

**5.1.2** A candidate shall not be eligible to apply for a grant in the administrative area of more than one Vocational Education Committee.

**5.2** **Age**

A candidate shall be at least 17 years of age on 1 January, 2009.

**5.3** **Academic Attainments**

Candidates who secure a place on an approved course will be deemed to fulfil the academic attainment condition for the purposes of this scheme.

**5.4** **Means**

**5.4.1** For the award of a grant in 2008/09 academic year the reckonable income must conform to the income limits set out in Appendix I. The reckonable income shall be determined by the Vocational Education Committee on the basis of information supplied in the Application Form, in accordance with the requirements of the Accompanying Notes booklet. The 2008/09 Application Form and Notes form part of this Scheme.

**5.4.2** For the award of a special rate of maintenance grant in respect of the 2008/09 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 Vocational Education Committee on the basis of information supplied in the Application Form.

**5.4.3** 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 guardians, except where the candidate's parents are divorced, legally separated or it is established to the satisfaction of the Vocational Education Committee 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 7 of the Accompanying Notes for criteria applied by the Vocational Education Committee in establishing separation.]

**5.4.4** In the case of an independent mature candidate, the reckonable income shall be that of the candidate and her/his spouse, if applicable.

**5.4.5** The reckonable income shall be the income for the year ended 31<sup>st</sup> December, 2007.

**5.4.6** For the award of a special rate of maintenance grant a candidate's reckonable income must, as at 31 December 2007, include one of the payments listed in Appendix III.

## **5.5 Nationality**

**5.5.1** Candidates must:

- hold E.U. Nationality; or
- have Official Refugee Status; 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; 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 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
- be nationals of a member country of the European Economic Area (EEA) (see Appendix V) or Switzerland

## **CLAUSE 6: VALUE OF GRANTS**

**6.1** The value of grants shall be in accordance with the annual rates specified by the Minister for Education and Science. The rates so specified for the 2008/09 academic year are set out in Appendix II.

**6.2** The value of the special rate of maintenance grant shall be in accordance with the annual rates specified by the Minister for Education and Science. The rates so specified for the 2008/09 academic year are set out in Appendix IV.

### **Maintenance Grants**

**6.2.1** Full and part maintenance grants shall be payable at either adjacent or non-adjacent rates. The **Vocational Education Committee** shall decide the rate applicable in each particular case, in accordance with paragraphs 6.2.3 to 6.2.6 below.

**6.2.2** The special rate of maintenance grant shall be payable at either adjacent or non-adjacent rates. The Vocational Education Committee shall decide the rate applicable in each particular case, in

accordance with paragraphs 6.2.3 to 6.2.6 below.

- 6.2.3** 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.
- 6.2.4** 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.
- 6.2.5** Where a maintenance grant is payable in accordance with Clause 7.2 (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.
- 6.2.6** 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.

### **6.3 Field Trips**

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

## **CLAUSE 7: TENURE OF GRANTS**

- 7.1** Grants awarded under this scheme shall only be tenable in respect of attendance at approved courses, in approved institutions.
- 7.2** Where grant-holders, as part of their approved course, are required to attend foreign third level institutions 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.

## **CLAUSE 8: ACCEPTANCE OF GRANTS**

- 8.1** A successful candidate shall confirm to the Vocational Education Committee the title of the course s/he proposes to follow within such period after notification of the offer of a grant as the

Vocational Education Committee may stipulate.

- 8.2 Where a candidate is offered a grant but does not pursue an approved course in 2008/09 academic year that offer of a grant shall be deemed to have lapsed.

### **CLAUSE 9: CONTINUANCE OF GRANTS**

- 9.1 A grant awarded under this scheme shall be provisional for the 2008/09 academic year and shall not be continued in any subsequent academic year unless the Vocational Education Committee is satisfied that the provisions of this scheme continue to be complied with fully.
- 9.2 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 Vocational Education Committee. Apart from the special provisions for progression under Clauses 9.4 and 9.5, grants shall not be paid to candidates who have previously attended a course approved for the purposes of this Scheme irrespective of whether or not a grant was paid previously. Grants shall not be paid in respect of a repeat year of study on the same course irrespective of whether or not a grant was paid previously. A Vocational Education Committee will have discretion to waive this provision in exceptional circumstances such as cases of certified serious illness.
- 9.3 A candidate wishing to change course or faculty must obtain the prior approval of the Vocational Education Committee in order to ensure compliance with the grant continuance provisions of this scheme.
- 9.4 A candidate who has completed a two year Middle Level Technician (M.L.T.) course is not eligible for a grant in respect of a further two year or three year Higher Technical/Business Skills (HTBS) course, irrespective of whether or not a grant was previously paid, but s/he may be eligible for a grant in respect of the third "add-on" year of a related Higher Technical/Business Skills (H.T.B.S.) course.
- 9.5 A candidate may in general only receive funding for the approved duration of one Third Level Training (TLT) aided course. However, subject to a maximum duration of four years in all, funding may be extended where:
- (a) a candidate who, having passed, failed or not completed the first year of a course, wishes to transfer to a different course. Such a candidate is eligible for a grant in respect of the normal duration of attendance on the new course.

- (b) a candidate who was awarded a grant in respect of a one-year course. Such a candidate may be considered eligible for the award of a grant for the subsequent two or three years of a related M.L.T. course or H.T.B.S. course.
  - (c) a candidate who, by virtue of having satisfactorily completed two years of an M.L.T. course, gains admission through exemption to year two of an indirectly related H.T.B.S. course. Such a candidate may be considered eligible for a grant in respect of attendance at the new course subject to a maximum of two further years funding.
- 9.6** However a candidate who has completed not more than the first year of an Honours Bachelor Degree or equivalent Level 8 course may have their grant continued for a maximum of three years on an M.L.T. or H.T.B.S. course. Such persons are not eligible to avail of the exemptions at Clause 9.5 (a), (b), (c).

## **CLAUSE 10: CHANGE IN CIRCUMSTANCES**

**10.1** The eligibility of a person to whom this scheme applies for the award of a grant or the level of grant awarded may be assessed or re-assessed by the Vocational Education Committee in the event of changes in circumstances relating to the following:

- (a) the candidate's reckonable income, within the meaning of Clause 5.4, 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 CERT) course of at least one year's 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.
- (d) normal residence;
- (e) Nationality, where the candidate becomes an Irish National or the national of another EU Member State.

**10.2** The income limits applicable under this Scheme in cases under Clause 10.1(a) or (b) or (c) above shall be those of the scheme of the year in which the change of circumstances occurs.

**10.3** 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.

**10.4** 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.

**10.5** The amount of the grant payable in respect of a college term shall be one-third of the annual rate.

### **CLAUSE 11: PAYMENT OF GRANT**

**11.1** The grant shall be paid by the College authorities in monthly instalments in arrears over a 36 week span, the grant being renewable, subject to successful performance in the relevant examinations for a further 36 weeks or two periods of 36 weeks in the case of grant-holders following two-year or three-year programmes respectively.

**11.2** A candidate who, by reference to the prescribed income limits, does not qualify for a maintenance grant under this scheme may be eligible to apply for a fees-only grant in respect of the student services charge. In such cases, the Department of Education and Science may, on behalf of the candidate, pay the College in respect of the student services charge an amount of up to **€900** where reckonable income is within the prescribed income limits for a fees-only grant set out in Appendix I.

### **CLAUSE 12: APPLICATION FOR GRANTS**

**12.1** Grant applications must be made on the official application form\* which is available from the Vocational Education Committee. This form, which covers applications for both the ordinary and special rates of maintenance grant, duly completed must reach the Committee not later than **29<sup>th</sup> August 2008**. The Committee 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 2008/09 Application Form and Notes form part of this Scheme.

**12.2** 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 her/his course.

**12.3** It shall be a condition for the acceptance of an application under this scheme that, in connection with the processing of the application, the parents/guardians of a candidate or, in the case of an independent mature candidate, the candidate herself/himself and her/his spouse, if applicable, authorise:

- (i) the Vocational Education Committee and the Department of Education and Science 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 and Family Affairs to supply any relevant information or documents from their records to the Vocational Education Committee and the Department of Education and Science and to make any enquiries and seek any documents they consider necessary to enable them to assist the Vocational Education Committee and the Department of Education and Science;
- (iii) the Vocational Education Committee to transfer the Application Form to the relevant Local Authority or another VEC should that become necessary;
- (iv) the Vocational Education Committee/Department of Education and Science to transfer information from the grant application to a central database which may be accessed by the Revenue Commissioners and the Department of Social and Family Affairs.

### **CLAUSE 13: DISCLOSURE OF INFORMATION**

**13.1** 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. Vocational Education Committees are requested to ensure that VEC Officials, Committee 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 VEC in relation to individual students is subject to the terms of the Data Protection Acts, 1988 and 2003.

### **CLAUSE 14: DECLARATION OF INCOME AND OTHER INFORMATION**

**14.1** A declaration of reckonable income shall be made by the candidate and the candidate's parents or guardians 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 Vocational Education Committee such information and documentation as may be required by it to process the application in full. It will be the responsibility of applicants to ensure that the statement of income and other details sought is full and complete in every respect. **If an applicant's failure to provide this full and complete information be the result of a deliberate material omission or inaccuracy, the applicant(s) will be liable to prosecution, loss of grant and repayment,**

**with interest, of any portion of a grant already received.**

**CLAUSE 15: DETERMINATION OF DISPUTES**

**15.1** Where an applicant has been refused a grant under this Scheme by a Vocational Education Committee, he or she may appeal that decision to that Vocational Education Committee. Where, following the exhaustion of this appeal procedure, the applicant is of the view that the Vocational Education Committee has interpreted or construed this Scheme incorrectly, he or she may submit his or her question or dispute as to that interpretation or construction to the Minister for Education and Science, whose determination thereon shall be final.

## THIRD LEVEL MAINTENANCE GRANTS SCHEME FOR TRAINEES, 2008

Reckonable Income Limits for the ordinary rates of grant +  
for the period 1 January, 2007 to 31 December, 2007 (the tax year 2007)

<b>Number of Dependent Children</b>	<b>Full Maintenance</b>	<b>Part Maintenance (75%)</b>	<b>Part Maintenance (50%)</b>	<b>Part Maintenance (25%)</b>	<b>Full Fees Only (Charge for Student Services &amp; Registration)</b>
<b>Less than 4</b>	€39,760	€42,235	€44,720	€47,205	€49,690
<b>4 – 7</b>	€43,680	€46,415	€49,145	€51,880	€54,605
<b>8 or more</b>	€47,430	€50,400	€53,360	€56,320	€59,280

+ In the 2008/2009 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 €4,815 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 year's 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.

**MAINTENANCE GRANT RATES FOR ALL GRANT HOLDERS  
IN RESPECT OF THE 2008/09 ACADEMIC YEAR**

**Maintenance Grants Rates**

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

**SPECIAL RATE OF MAINTENANCE GRANT**

For the award of a special rate of maintenance grant in respect of the 2008/09 academic year, a candidates reckonable income (for the period 1 January, 2007 to 31 December 2007, the tax year 2007) shall not exceed: -

- **€20,147**
  - 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 and Family Affairs

As at 31 December 2007, 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 ( <b>where held for 391 days or more</b> )	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 ( <b>continuous for at least 12 months</b> )	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.

**SPECIAL RATE OF MAINTENANCE GRANT FOR 2008/09**

<b>Grant</b>	<b>Standard Grant</b>	<b>Special Rate Grant</b>	<b>Total Grant</b>
<b>Non-Adjacent Rate</b>	€3,420	€3,270	<b>€6,690</b>
<b>Adjacent Rate</b>	€1,370	€1,310	<b>€2,680</b>

**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	√	√