



Purpose: DITSU Emergency Welfare Assistance Fund

Policy: To provide DITSU members, with emergency funding within set parameters and to determine eligibility of applicants, as specified below.

Procedures: To request emergency funding, a DITSU member must be in a state of emergency as defined in this policy and meet the following criteria and procedures.

An emergency is defined as a sudden, unexpected occurrence demanding immediate action and attention of the student. There are several factors, which may be out of the individual's control, that would make them eligible.

The purpose of the fund is not to support individuals over an on going basis but to help those in acute financial situations.

Be currently registered as a student of the Dublin Institute of Technology.

Awards will not typically exceed €100, except in extraordinary circumstances as determined by the Student Affairs Manager.

A Emergency Welfare Assistance application form must be completed by the student clearly outlining the reason for the emergency funding.

The student submitting the request, must meet with the Student Affairs Manager or local Student Support Advisor at their campus to discuss their situation and their request for emergency funding.

Each request is reviewed individually.

All instances of the emergency welfare fund will be logged in Salesforce. The case number will be recorded on the application sheet that will accompany the fund.

Upon receiving the funding, the student is under no obligation to repay the money.

After approval, an agreement is signed stating the amount of funding granted to the student. The original agreement is retained by DIT Students' Union and a copy will be given to the student for their own record.

In most cases, funds will be paid to the student in the form of cash.

Where possible the funds may be paid directly to the service provider i.e bus tickets

Funds are awarded at the discretion of the Student Affairs Manager.

The scope of the Emergency Welfare Assistance Fund will be reviewed on an annual basis and is dependant on financial resources.

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