



ADELAIDE
HEALTH
FOUNDATION

Student Nurse Bursary Information



AHF Bursary

**Guide to completing
Application form**

TABLE OF CONTENTS

1. How to complete your application form	3
2. Income Sources	6
3. Supporting Documentation	7
4. Bursary Timeline	8

1. How to Complete the Application Form



Access Jotform Application

- Advisable to create a free Jotform account if you want to save your application and complete at a later date.

Personal Information



- **Applicant's Personal Details**
 - Name
 - Date of Birth
 - Personal Email address e.g. Gmail, outlook etc [DO NOT USE @TCD email address]
- **Applicant's Address**
- **Accommodation Details**
 - Current accommodation situation e.g. living at home, renting etc
 - Distance from college in km
- **Current Status**
 - Dependent on guardians [under 23]
 - Dependent Mature [over 23, living with parents or guardians]
 - Independent Mature [over 23, living independently of parents or guardians]
- **Parents/Guardians/Spouse information**
- **Dependent Children and Relevant Persons**
 - Provide number of Dependent children under 18 in the household
 - Provide number of Dependent children over 18 in the household, attending fulltime education

Income details

- **Note: AHF apply income thresholds to applications. Applicants may be eligible for full or partial Bursary payments depending on income.**
- **Applicants above the income threshold who feel they have extenuating circumstances for consideration, are welcome to apply and use the Special Circumstance section to explain this.**



- Provide Income details of parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, for the YEAR previous to course entry, e.g. 2025 income for Sept 2026 entry.
- All **2025** income received from all sources should be declared.
- All information in respect of income should be as accurate as possible to prevent delays in processing your application. [If you cannot confirm the exact amount, please give as accurate an estimate as you can].

Proof of Income

We are look for proof of income so this figure should match the documents;



- If income was from Employment (PAYE)/Pensions, please fill in details as per your **2025** Employment Detail Summary/Statement of Liability (former P21).
- You must submit a copy of the summary (which can be found on your ROS account)
- For Social Welfare payments, please fill in details for 2025 and submit 2025 Social Welfare statements.
- If income was from Self-Employment/Farming please submit your Form 11 return summary or Business Accounts (with Tax exemption if applicable).
- If income was from other sources e.g. Investments, Life Bonds etc. you must submit bank statements for **2025**

CAO Course Information



- CAO Course code
- Year of Entry
- Entry Route e.g. Leaving certificate, Under 23yrs -QQI, Over 23yrs Mature-NMBI

SUSI Details



- SUSI Tuition funding amount
- SUSI Maintenance Grant amount
- If you did not apply for SUSI, please explain why

Note; If you were refused SUSI, please share details under Special Circumstances.

Special Circumstances



- Use this section to provide us with any details that you would like considered in relation to supporting your application for an AHF Bursary.

Required Supporting Documents



- Proof of Income e.g. P21 or Statement of Liability or Social Welfare Statement for **2025** [see notes in income section]
- Proof of registration as TCD student
- Proof of SUSI granted OR Letter of SUSI refusal

NOTE: Password protected pdfs will result in the application being rejected.

2. Income Sources

RECKONABLE SOURCES OF INCOME	INCOME DISREGARDS
Gross Income from employment	Child Benefit
Social Welfare payments (Jobseekers, Working Parent, Rental Allowance)	Guardians Payment, Foster Care Allowance
Rental Income	Domiciliary Care allowance
Other Payments from other government state agencies	Student grants
Income from pensions incl. social welfare state pensions	Mobility allowance
Income from savings, Bonds, investments etc	
Income from maintenance arrangements	
Lump sums from retirement and redundancy (Pro-rot)	
Income from disposal of assets or rights	
Income from Self employment	
Income from Farming	
Carers Allowance	



3. Supporting Documents

ACCEPTABLE SUPPORTING DOCUMENTS



- ☐ Employment Liability
- ☐ Social Welfare Statements
- ☐ Form 11
- ☐ Income from Pensions Statement
- ☐ Bond Payments statements
- ☐ Maintenance agreement Letter
- ☐ Separation from spouse Letter
- ☐ Letter of Registration with TCD
- ☐ Bank statements for those without employment

UNACCEPTABLE SUPPORTING DOCUMENTS



- ☐ Payslips
- ☐ Tax Credit Statements



Remove passwords from any protected documents.

Evidence supplied that is not readable/accessible by AHF Bursary administrator will result in your application being rejected.

4. Bursary Timeline

Month	Activity
OCTOBER	On-line application form opens <u>October 1st</u>
OCTOBER	<u>Applications close @5pm, October 30th.</u> Application form and correct supporting documentation are to be submitted prior to this date/time
NOVEMBER	If requested, submit additional documentation to AHF. <u>Deadlines apply.</u> Bursary decisions are communicated
NOVEMBER	Applicants may query or appeal Bursary Award decisions
DECEMBER	Submit bank details. First Bursary instalment is paid. <u>Deadlines apply.</u>
FEBRUARY-APRIL	AHF request confirmation of work placement. <u>Deadlines apply.</u>
MARCH-MAY	Second Bursary instalment is paid