



ADELAIDE
HEALTH
FOUNDATION

Student Nurse Bursary Information

A large blue speech bubble with the text "FAQ" in white, and a yellow speech bubble behind it.

FAQ

AHF Bursary

**Frequently Asked
Questions**

Am I eligible for an AHF Bursary?

Eligible Applicants must be;



- Must be registered student at Trinity College Dublin.
- Must be attached to Tallaght University Hospital, studying;
 - BSc (Nursing) General Nursing – Adelaide, CAO Course Code TR093
 - BSc (Nursing) General Nursing, CAO Course Code TR091
 - BSc (Nursing) Children's & General Nursing (integrated), CAO Course Code TR911

Only 1st, 2nd and 3rd Year Nurse Students are eligible to apply.

The bursary is awarded based on income limits. Proof of income from the previous year must be included in the application

Can I save my application and complete at a later date?



Yes, you can save your application and complete at a later date.

- To do this you need to create a free Jotform account
- Remember to submit your application prior to the closing date.

What documents are required to make a Bursary application?



At a minimum the following documents are required;

- Proof of Income e.g. P21, Form 11 or Statement of Liability or Social Welfare Statement for the year previous to applying for AHF Bursary [e.g. if taking up your place Sept 2026, proof of income is required for 2025.]
- Proof of registration as TCD student
- Proof of SUSI granted
- Letter of SUSI refusal

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

Who's income is assessed?



- Under 23 & Dependent on Parents
 - For applicants applying as school leavers between the ages of 17 and 23 years on or before 1 January of the year of entry, [under 23 yrs old], the income of the applicant's parents or guardians will be assessed.
- Over 23 & Dependent on Parents
 - If over 23 years old and dependent on parents, the income of the applicant and their parents or guardians will be assessed.
- Over 23 and Independent of Parents
 - If over 23 years old and living independently, the mature applicant's household income, which includes spouse/partner, will be assessed.
- The assessment will be made on the income for the year prior to the year of entry. [Prior year income]

Applicant Type	Description	Income for Assessment
Dependent Student	Under 23 on 1 January of the year entering nursing studies.	Your parent(s)/ legal guardian(s)
Mature Dependent Student	Over 23 on 1 January of the year entering nursing studies and residing with your parent/legal guardians.	● Your own income ● Your parent(s)/ legal guardians(s)
Independent Student	Over 23 on 1 January of the year entering nursing studies and living independently.	● Your own ● Your spouse/civil partner/co-habitant (as applicable)

What proof of income is required?



- All 2025 income received from all sources should be declared as required. [We require proof of income for the full year prior to taking up your place, e.g. if taking up your place Sept 2026, proof of income is required for 2025.
- 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].
- If income was from Employment (PAYE)/Pensions, please fill in details for the year previous to applying for AHF Bursary – a single payslip is not sufficient, we require the annual summary
- If income is from employment provide the Employment Detail Summary/Statement of Liability (former P21) from full previous year of application.
- You must submit a copy of the annual summary(which can be found on your ROS account)-a single payslip is not sufficient.
- If income is from Department of Social Protection, provide Social welfare statements from full previous year of application. *E.g. 2025 for a student applying for a Bursary in 2026.*
- 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 year prior to applying for the AHF Bursary
- SUSI funding for current academic year – Provide proof of grant.
- SUSI- If you were refused funding, you must provide the letter of refusal.
- If you did NOT apply for SUSI funding please indicate reason in the 'special circumstances' section.
- If you are unsure whether a source of income should be included in your application, you should provide details of this income.
- You may supply a description of your own or your family's circumstances in the 'Special Circumstances' section if you feel that it would be helpful in assessing the application.

**FAILURE TO SUBMIT PROOF OF INCOME [CORRECT PROOF OF INCOME] WILL
RESULT IN YOUR APPLICATION BEING REJECTED**

Where do I get a summary of Employment/P60/P21?



You can access this from Revenue online services

- You can access this from Revenue online services

Note: it is the responsibility of the applicant to source these details.

What if I am a mature student and my employment/earnings will change when taking up my college place?



All applicants, including Mature students are assessed on the income from the previous year of entering the academic year, e.g. if taking up your place Sept 2026, proof of income is required for 2025.

- Mature students who will see a change in circumstances in their employment, resulting in an income reduction, can provide additional information in the Special circumstances section of the application.
- This information will be reviewed as part of the overall application

I am no longer earning the same money, as I did last year, can this year's income be assessed instead?



- To maintain a fair and consistent assessment approach we request proof of income from all applicants for the year prior to taking up their placement.
- If income has changed, provide relevant additional details under Special circumstances, to support your application

What documents are required for the Bursary application?



At a minimum the following documents are required;

- Proof of Income e.g. P21, Form 11 or Statement of Liability or Social Welfare Statement for the year previous to applying for AHF Bursary [e.g. if taking up your place Sept 2026, proof of income is required for 2025.]
- 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.

Where can I find proof of my TCD registration?



- Proof of registration can be found at TCD Student portal my.tcd.ie.
- Any queries on TCD registration are to be directed to TCD.

Note: Failure to attach proof of TCD registration, will result in your application being rejected.



What are the Income Thresholds used in the application process?

- The AHF Bursary is means-tested.
- Bursaries are awarded on a pro-rata basis based on income.
- Special circumstances outlined in the application may result in non-standard Bursary payment.



Why is my application rejected?

Any Applicant who does not submit correct information or supporting documents will be excluded from the review.

- Any applicant who provides password protected documents, which are inaccessible to AHF Staff for review, will be rejected.
- Incomplete applications will not be reviewed.
- Late applications will not be considered.
- Any applicant who fails to submit or respond by requested dates, will be excluded from further review of application or processing of payment.

Reminders

- ☐ Have you attached your proof of income for last Year? [A single payslip is not sufficient]
- ☐ Have you removed any passwords from documents submitted with your application?
- ☐ Have you submitted your proof of TCD registration
- ☐ Are you using email an address that is not @TCD [use personal Yahoo, Gmail etc emails only]
- ☐ It is your responsibility to check your spam folder for any correspondence.
- ☐ Jotform will send you an automatic notification on submission of your form.
- ☐ We correspond by email.
- ☐ Any supporting documents submitted separately to your Jotform application [by post or email] will be acknowledged via email, by AHF.



What can I do, if I receive an update to say my application is not being processed further?

AHF will notify the applicant and if it is still within the application timeframe, a new application can be submitted.

When is the Bursary paid?



Successful applicants will receive the Bursary in two instalments

- The first instalment is paid in December.
- The second instalment is paid upon receipt of proof of continued study, typically during the placement period and around March of the relevant academic year

How much will I receive from the Bursary?



The amount varies year to year and is based on the number of applications received and funding available.

How long do I receive the Bursary for?

The Bursary is awarded for the current year of academic study.



- The Bursary must be applied for each academic year of study.
- Every TCD/TUH Nursing student is welcome to apply each year, even if a previous application has been rejected. This may be particularly relevant where circumstances have changed.
- Based on eligibility under our criteria, the current scheme allows TCD/TUH students to receive the bursary while in 1st, 2nd & 3rd year.

Am I restricted to what I can use the Bursary on?



The AHF Bursary is a contribution to support students with the cost of education and day-to-day costs of attending classes or work placements.

We expect students to use the AHF Bursary to support their academic journey.



What does Income disregard mean?

Income disregard mean that the AHF Bursary is not counted as income, and will not affect your future SUSI grant applications.

Who can I contact if I have a query?

Email queries to esther@adelaide.ie



- Queries on how to locate or source proof of income or other supporting documents WILL NOT BE RESPONDED TO.
- The applicant is fully responsible for sourcing supporting documents, providing the correct evidence and ensuring documents are accessible for review and not password protected.
- Incorrect proof of income or password protected documents will result in an application being rejected.

Where can I post hardcopy documents to support my application [if required]?



Copies of supporting documents can be posted to [Registered Post Recommended];

Esther Nyambura

The Adelaide health Foundation

Tallaght University Hospital

D24 NROA