



ADELAIDE
HEALTH
FOUNDATION

Student Nurse Bursary Information



AHF Bursary

**Before Completing your
Application**

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1. Adelaide Health Foundation

The Adelaide Health Foundation (AHF) is a voluntary charitable organisation committed to advancing and promoting equitable access to healthcare services and education in Ireland.

Based in Tallaght University Hospital (TUH), we invest in projects that will improve services for patients, staff and community.

2. Student Nurse Bursary

Currently all BSc General Nursing Students attached to Tallaght University Hospital are eligible to apply for a means tested Bursary from the Adelaide Health Foundation.

These bursaries are confidential and must be applied for annually.

There are three strands to the scheme:

- Standard Student Applicant - under 23 years, dependent on parents
- Mature Dependent Applicant - over 23 years, living at home, dependent on parents
- Mature Student Applicant - over 23 years, living independently

AHF Nursing Bursary – Income Disregard: The Adelaide Health Foundation Bursary is designated as non-reckonable income for SUSI (i.e. not included as income).

This means that SUSI does not count the AHF Bursary as income.

AHF bursaries may be awarded over three years but must be reapplied for annually.

Both the bursary award and its value are determined solely by the discretion of the Foundation and are subject to available funding. All personal details will be kept strictly confidential.

3. Before completing your application

The online AHF Bursary application form opens October 1st.

1. Before you Apply – are you eligible?

- TCD registered student
- Studying BSc Nursing at TCD, under the following course codes; TR093, TR091, TR911
- Attached to Tallaght University Hospital.

2. Before you start your application

- It is recommended you create a free Jotform account, this will allow you to save and return to your application prior to submitting it for assessment.
- Select one of the following options on the application form;
 - Under 23 years, depending on parents – apply as a Dependent Applicant.
 - Over 23 depending on parents – apply as a Mature Dependent Applicant
 - Over 23 years independent of parents – apply as a Mature Independent Applicant.
- Required documentation
 - Proof of ALL Income, for the previous year to entering your course. Refer FAQ for types of acceptable evidence
 - TCD Registration letter
- Use personal email contact address that IS NOT '@TCD'

3. Submitting your Application

- Check out our guide on how to complete our Bursary application form
- Ensure you provide complete and accurate information.
- Incorrect information will lead to your application being rejected.

4. Return Requested Documents

- You may be asked to send us additional information to support your application.



Return the documents or information within specified timeframe, otherwise your application will be rejected.

5. Grant Decisions

AWARDED



- An award letter is issued via email [do not use @TCD email address] offering you an AHF Bursary.
- This will outline the further steps you need to take to draw down your payment.
- Failure to respond within specified timeframe will lead to the award being cancelled.

REFUSAL



- A refusal letter is issued to you.
- Appeals may be directed to esther@adelaide.ie
- AHF decision is final.

4. Tips for Applicants

- ☐ Apply as early as possible after the opening date. Submit prior to closing date. Late applications will not be accepted.
- ☐ The AHF Bursary must be applied for each year of study. 1st, 2nd and 3rd year students are eligible to apply.
- ☐ DO NOT USE @TCD email address for Bursary correspondence.
- ☐ Make sure the information you supply in relation to proof of income is correct. Incorrect evidence will lead to your application being rejected.
- ☐ Remove passwords from any protected documents. Evidence supplied that is not readable/accessible by AHF Bursary administrator will lead to your application being rejected.
- ☐ It is important that you supply AHF with all the documentation requested, correctly first time and on time.
- ☐ Respond to any AHF emails in a timely manner or within specified date frame, if you fail to do so, your application will be rejected.
- ☐ Check your SPAM/JUNK mail in case our correspondence is routed this way by your email settings.
- ☐ AHF will acknowledge receipt of your application. If you do not receive an acknowledgement from AHF, first check your SPAM/JUNK Mail folders.
- ☐ Due to heavy server traffic on the closing day, applicants are strongly advised to submit applications well in advance of the deadline.

5. 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