

VOCATIONAL EDUCATION COMMITTEES' SCHOLARSHIP SCHEME, 2010

Name of Vocational Education Committee: _____

CLAUSE 1: DEFINITIONS

In this scheme:

1.1 "approved course"

- (a) means a **full-time** undergraduate course of not less than two year's duration pursued in one of the approved institutions listed in Appendix 1.1, 1.2 and 1.3.
- (b) a **full-time** postgraduate course of not less than one year's duration pursued in one of the approved institutions listed in Appendix 1.1 and Appendix 1.3 (i to ix).
- (c) a **full-time** undergraduate course of not less than one year's duration pursued in one of the approved institutions listed in Appendix 1.1 which represents progression from a Level 7 (Ordinary Bachelor Degree or National Diploma) course to an "add-on" Level 8 (Honours Bachelor Degree) course.

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

"**candidate dependent on parents or legal guardian**" 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 of January of the year of entry or re-entry to an approved course;

"**mature candidate dependent on parents or legal guardian**" means a mature candidate who was ordinarily resident with her/his parents or legal guardian from 1 October 2009;

"**independent mature candidate**" means a mature candidate who was not ordinarily resident with her/his parents or legal guardian from 1 October, 2009;

"dependent children" means children, including foster children, of a candidate's parents or legal guardian or children of an independent mature candidate, as the case may be, who, on 1 October 2009, 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 legal guardian,

or

(b) are medically certified as permanently unfit for work;

"lecture fee" means the amount invoiced by an institution up to such limit as is approved by the Minister for Education and Skills;

"normal residence" means the permanent or home address of the candidate's parents or legal guardian. In the case of an independent mature candidate, his/her normal residence means the permanent or home address of the independent mature candidate.

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

"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 EU 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) (where paid to the candidate);
- Guardian's Payment (Previously known as Orphan's Pensions);
- 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 guidance notes].

“re-entering” means entering as a mature candidate following a break of at least three years, having previously been a candidate dependent on parents or legal guardian, and having previously attended a course approved for the purposes of either the Higher Education Grants [HEG] Scheme or the Vocational Education Committees' [VEC] Scholarship Scheme

"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.

“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 SCHOLARSHIPS

The Vocational Education Committee shall award scholarships for higher education to eligible candidates in accordance with the terms of this scheme.

2.1 A candidate shall not be eligible to hold a grant under this scheme if s/he holds:

- (i) a scholarship/grant awarded by another local authority, a Vocational Education Committee or the Department of Education and Skills, or
- (ii) any other award payable from public funds, or
- (iii) the equivalent of (i) or (ii) from another EU Member State

The provisions at (ii) or (iii) do not include:

- (a) awards such as scholarships, prizes or bursaries, made by the institution being attended or;
- (b) postgraduate research awards where the stipend portion of the award does not exceed a specified amount, which for the 2010/11 academic year, is specified to be €16,000 or;
- (c) awards to candidates under the Student Assistance Fund or the Fund for Students with Disabilities.

Candidates in receipt of any award which includes a provision for fees will not be eligible for payment of fees under this scheme.

2.2 Notwithstanding clause 2.1 above holders of the following scholarships, if eligible, may also hold a maintenance grant:-

- Easter Week Scholarship Holders
- Donogh O'Malley Scholarship Holders
- The new All Ireland Scholarship
- Science Foundation Ireland/Dell Scholarship for Young Women in Engineering

2.3 A candidate shall not be eligible to hold a grant under this scheme if she/he holds the Back to Education Allowance. The cost of the student service charge and any fees payable to higher education institutions will continue to be met, for eligible students, by the Exchequer on their behalf. Students must apply to their assessing authority to have their eligibility assessed.

CLAUSE 3: PERSONS TO WHOM THIS SCHEME APPLIES

The scheme applies to:

- 3.1** Candidates who are entering an approved course for the first time in the 2010/11 academic year;
- 3.2** Mature candidates, who in the 2010/11 academic year, are:
- (a) re-entering in order to complete an approved course at undergraduate level for the first time; or
 - (b) re-entering in order to pursue or complete an approved course at postgraduate level for the first time; or
 - (c) with reference to clause 7.7, mature candidates who already hold a postgraduate qualification and are re-entering to progress to a further postgraduate course which represents progression;
- 3.3** Candidates, who having attended but not successfully completed an approved course, are returning following a break in their studies of at least five years in order to pursue an approved course at the same level in the 2010/11 academic year (i.e. Second Chance Students);
- 3.4** Subject to clause 7.6, candidates who have entered an approved course in Ireland prior to the 1996/97 academic year and are now entering an approved course outside Ireland for the first time in the 2010/11 academic year.

CLAUSE 4: ELIGIBILITY OF CANDIDATES

To be eligible to apply for a scholarship under this scheme, a candidate shall fulfil the following conditions as to residence, age, academic attainment, means and nationality. A candidate's status in relation to these conditions, as determined at the point of entry to an approved course, will continue to apply for the duration of their studies with the exception of the residency provisions of Clause 4.1 and the change in circumstances provision of Clause 8.1. A candidate's means will be subject to review on a yearly basis.

4.1 Residence

- 4.1.1** The candidate shall have been ordinarily resident in the State for at least three out of the last five years immediately preceding the date on which a year of study on an approved course in an approved institution commences. If not so resident, the candidate shall have been temporarily resident outside of the State by reason of pursuing a course of study or postgraduate research at an approved institution outside of the State but within an EU

Member State, and was resident in the State for at least 3 out of the 5 years immediately preceding the date on which they commenced such course of study or postgraduate research.

4.1.2 Candidates who are EU, EEA or Swiss nationals and who do not satisfy the residency requirement are eligible to apply for a means-tested **fees only** grant in respect of approved courses in the State, provided they have been ordinarily resident, for a purpose other than wholly or mainly to receive full-time education, in an EU Member State, the EEA or Switzerland for at least 3 of the 5 years immediately preceding the date on which a year of study on an approved course in an approved institution commences. Such candidates shall apply to the Vocational Education Committee in which the college they propose to attend is situated.

4.1.3 A candidate shall not be eligible to apply for, or be in receipt of, a scholarship/grant in the administrative area of more than one Vocational Education Committee or local authority.

4.2 Age

A candidate shall be at least 17 years of age on 1 January, 2011.

4.3 Academic Attainment

Any candidate who secures a place on an approved course shall be deemed to fulfil the academic attainment condition for the purposes of this scheme.

4.4 Means

4.4.1 For the award of a scholarship in respect of the 2010/11 academic year, a candidate's reckonable income shall conform to the income limits set out in Appendix 2. 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 Guidance Notes. The 2010/11 Application Form and Guidance Notes form part of this scheme.

4.4.2 For the award of a special rate of maintenance grant in respect of the 2010/11 academic year, a candidate's reckonable income shall conform to the income limits set out in

Appendix 4. The reckonable income shall be determined by the Vocational Education Committee on the basis of information supplied in the Application Form.

4.4.3 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 legal guardian, 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 D of the accompanying Guidance Notes for criteria to be applied by the Vocational Education Committee in establishing separation.]

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

4.4.5 A candidate's reckonable income shall be the income for the period 1 January, 2009 to 31 December, 2009, (the tax year 2009).

4.4.6 For the award of a special rate of maintenance grant a candidate's reckonable income must, as at 31 December 2009, include one of the payments listed in Appendix 4.

4.5 Nationality

4.5.1 Candidates must be a national of:

- (i) an EU Member State,
 - (ii) a state which is a contracting state to the EEA Agreement,
 - (iii) the Swiss Confederation; or
- a refugee or other person entitled for the time being to the rights and privileges specified in section 3 of the Refugee Act 1996; or
- be a person, pursuant to the European Communities (Eligibility for Protection) Regulations 2006 (S.I. No. 518 of 2006) –

- (i) who the Minister for Justice, Equality and Law Reform has determined is eligible for the time being for subsidiary protection pursuant to Regulation 4 of those Regulation; or
 - (ii) to whom the Minister for Justice, Equality and Law Reform has granted permission for the time being in writing to enter and reside in the State pursuant to Regulation 16 of those Regulations; or
- have permission to remain in the State as a family member of a Union citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council; or
 - have permission to remain in the State by virtue of marriage to an Irish national residing in the State, or be the dependent child of such person, not having EU nationality, 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.

CLAUSE 5: VALUE OF SCHOLARSHIPS

5.1 The value of scholarships shall be in accordance with the annual rates specified by the Minister for Education & Skills. The rates so specified for the 2010 financial year are set out in Appendix 3.

5.1.2 The value of the special rate of maintenance grant shall be in accordance with the annual rates specified by the Minister for Education and Skills. The rates so specified for the 2010 financial year are set out in Appendix 5.

5.1.3 Students pursuing approved courses in other EU Member States (including Northern Ireland) should be paid the value of the scholarship in the currency of the country in which they are studying unless they indicate that they wish to have their scholarship paid in Euro.

In the case of a non-euro currency, the conversion rate shall be that prevailing on the date of conversion.

5.2 Maintenance Grants

- 5.2.1** 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 5.2.3 to 5.2.6 below.
- 5.2.2** 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 5.2.3 to 5.2.6 below.
- 5.2.3** 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.
- 5.2.4** 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.
- 5.2.5** Where a maintenance grant is payable in accordance with Clause 7.3 (in respect of compulsory study abroad), the non-adjacent rate of maintenance grant shall be payable for the duration of the scholarship-holder's study abroad.
- 5.2.6** Scholarship-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 scholarship-holder in receipt of the adjacent rate of grant to re-locate from her/his 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.

5.3 Lecture Fee Grants

- 5.3.1** Where a candidate is not eligible for free tuition under the Free Fees Initiative and is pursuing an approved course at undergraduate level in an institution listed in Appendix 1.1 and Appendix 1.3 (i to vii), the Vocational Education Committee may award a full or part

grant in respect of the candidate's lecture fee, as defined in Clause 1, subject to the terms of this scheme.

5.3.2 Where a candidate is pursuing an approved course at post-graduate level in an institution listed in Appendix 1.1 and Appendix 1.3 (i to ix only), the Vocational Education Committee may award a full or part grant in respect of the candidate's lecture fee, as defined in Clause 1, subject to the terms of this scheme.

5.3.3 Where a candidate is pursuing an approved course in another EU Member State no tuition fees shall be payable except in the case of candidates attending post-graduate courses in an institution listed in Appendix 1.3 (viii and ix only).

5.4 Grant in respect of Student Services Charge

5.4.1 Where a candidate qualifies for a maintenance grant and is pursuing an approved course to which the Free Fees Initiative applies, or would have qualified for a lecture fee grant but for the Free Fees Initiative, the Vocational Education Committee shall award the candidate a grant in respect of the charge for student services of up to **€1,500**. This grant shall be paid directly to the college / institution by the Vocational Education Committee.

Where a candidate qualifies for a maintenance grant and is pursuing an approved course at postgraduate level the Vocational Education Committee shall, where applicable, award a grant in respect of the charge for student services of up to **€1,500** provided the charge and the tuition fee does not exceed the maximum fee limit. This grant shall be paid directly to the college/institution by the Vocational Education Committee.

5.5 Field Trips

5.5.1 Compulsory field trips may be funded for eligible scholarship-holders provided the tuition fee, registration fee and the cost of the field trip does not exceed the maximum fee limit.

CLAUSE 6: ACCEPTANCE OF SCHOLARSHIPS

6.1 Where a Vocational Education Committee offers a candidate a scholarship under this scheme, the 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 scholarship as the Vocational Education Committee may stipulate.

- 6.2 Where a candidate is offered a scholarship under this scheme, but does not pursue an approved course in the 2010/11 academic year, the offer of a scholarship shall be deemed to have lapsed.

CLAUSE 7: TENURE OF SCHOLARSHIPS

- 7.1 A scholarship awarded under this scheme shall be provisional for the 2010/11 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.
- 7.2 A scholarship is tenable for the normal duration of the approved course and is renewable annually subject to satisfactory attainment and to the conditions of this scheme and the approval of the Vocational Education Committee. Scholarships may not be paid in respect of a repeat year of study on the same course. A Vocational Education Committee shall have discretion to waive this provision in exceptional circumstances, such as certified serious illness.
- 7.3 Where scholarship-holders, as part of their approved course, are required to attend foreign university courses for a period of up to one year, a maintenance award may continue to be paid where the period abroad does not affect the normal duration of the approved course.
- 7.4 Scholarships awarded under this scheme shall be tenable only in respect of attendance at approved courses.
- 7.5 A scholarship under this scheme shall not be tenable in respect of a course, or part of a course, to which the Third Level Maintenance Grants Scheme for Trainees 2010 applies.
- 7.6 Apart from the special provisions for second chance students in Clause 3.3, candidates who have previously pursued an undergraduate course approved for the purposes of the Higher Education Grants Scheme, the Vocational Education Committees' Scholarship Scheme or the Third Level Maintenance Grants Scheme for Trainees (formerly ESF

Scheme) shall not receive a grant under this scheme until they have completed an equivalent period of study at undergraduate level, irrespective of whether or not a grant was paid previously. A Vocational Education Committee shall have discretion to waive this provision in exceptional circumstances, such as certified serious illness. Grants shall not be paid to candidates who already hold a postgraduate qualification and are pursuing an undergraduate qualification, irrespective of whether or not a grant was paid previously. In addition, grants shall not be paid to candidates who already hold a Level 8 (Honours Bachelor Degree qualification or equivalent qualification) and are pursuing a second such qualification. However, notwithstanding this condition the following candidates may be deemed eligible for grant aid:

- (i) Candidates who already hold a Level 6 qualification (Higher Certificate or National Certificate) or Level 7 (Ordinary Bachelor Degree or National Diploma) or BTEC Higher National Diploma and are progressing to a Level 8 (Honours Bachelor Degree) course, without necessarily having received an exemption from the normal duration of the course;
- (ii) Candidates who have satisfactorily completed two years of a Level 7 (Ordinary Bachelor Degree or National Diploma) course, and gain admission through exemption, to year two of a Level 8 (Honours Bachelor Degree) course.

7.7 Candidates who have previously pursued a postgraduate course approved for the purposes of the Higher Education Grants Scheme or the Vocational Education Committees' Scholarship Scheme shall not receive a grant under this scheme until they have completed an equivalent period of study at postgraduate level irrespective of whether or not a grant was paid previously. A Vocational Education Committee shall have discretion to waive this provision in exceptional circumstances, such as certified serious illness. Scholarships shall not be paid to candidates who already hold a postgraduate qualification and are pursuing a second postgraduate qualification. However, notwithstanding this condition candidates who: -

- (i) on completion of a one year post-graduate course which has not led to the conferral of a qualification, gain admittance to the second year of a post-graduate course; or

- (ii) already hold a postgraduate qualification and are progressing to a further postgraduate course which represents progression may be deemed eligible for grant aid.

For the purposes of this clause, post-graduate courses at Level 8 are deemed to be progression from an Honours Bachelor Degree course.

Grant aid for postgraduate students shall be limited to a maximum of four years.

- 7.8** A scholarship-holder who, during the course of his/her studies, wishes to change course or faculty or defer his/her scholarship must obtain the prior approval of the Vocational Education Committee.

CLAUSE 8: CHANGE IN CIRCUMSTANCES

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

- (a) the candidate's reckonable income, within the meaning of Clause 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.

- 8.2** The income limits applicable under this scheme in cases under clause 8.1 (a) or (b) or (c)

above shall be those of the scheme of the year in which the change of circumstances occurs.

- 8.3** Where an adverse change in 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.
- 8.4** 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 scholarship-holders shall be re-assessed before the scholarship is renewed for the following academic year.
- 8.5** The amount of the lecture fee, student services charge and maintenance elements of the scholarship payable in respect of a college term shall be one-third of the annual rate.

CLAUSE 9: POSTGRADUATE COURSES

- 9.1** A scholarship-holder who was in receipt of a Vocational Education Committee scholarship to pursue an undergraduate course may have the scholarship continued in order to pursue an approved course at postgraduate level subject to the terms and conditions of this scheme.

CLAUSE 10: PAYMENT OF SCHOLARSHIP

- 10.1** The lecture fee grant, payable to scholarship-holders in accordance with Clause 5.3.1, shall be paid, subject to the maximum lecture fee approved by the Minister for Education and Skills, by the Vocational Education Committee to the college concerned on receipt of an invoice from the college for the lecture fee for the scholarship-holder. This shall be subject to the refund in full of the lecture fee if the scholarship-holder does not register or take up a place or is in receipt of assistance towards the lecture fee from any other source.
- 10.2** Subject to the maximum fee limit approved by the Minister for Education and Skills of €6,270, no lecture fee grant shall exceed the EU rate of fee payable in respect of any approved course.

The maximum fee limit for 2010/11 is €6,270 and shall apply to:

- (i) All Undergraduate courses not approved under the terms of the Free Fees Initiative

and

- (i) all Post-graduate courses.

In regard to the Professional Practice Course I and the Professional Practice Course II (formerly known as the Professional and Advanced Course) at the Law Society of Ireland the following arrangements shall apply:

Professional Practice Course I:

- (i) The tuition fee payable will be subject to 2/3 of the maximum fee limit applicable on commencement of the course.
- (ii) Two instalments of the maintenance grant will be payable at the current rate.

Professional Practice Course II:

- (i) The tuition fee payable will be 1/3 of the maximum fee limit applicable on commencement of the advanced course.
- (ii) One instalment of the maintenance grant will be payable at the current rate.

- 10.3** The Vocational Education Committee shall pay the grant-holder's maintenance grant (if any) in three equal instalments, as early as possible in each term, and the individual payable orders shall be addressed to the grant-holder c/o the Bursar's Office of the College.

The Vocational Education Committee participating in Phase Two of the test phase migration of student maintenance grant payments to Electronic Fund Transfer (EFT) in the 2010/11 academic year may select a cohort of students and shall pay the grant-holder's maintenance grant (if any) either in three instalments, as early as possible in each term or nine monthly instalments as early as possible in each month, by EFT directly into the student's bank account, on receipt of verification of attendance for the relevant period from an institution selected to participate in Phase Two of the test phase.

CLAUSE 11: APPLICATION FOR SCHOLARSHIPS

- 11.1** Scholarship applications shall be made on the official application form* which is available from the Vocational Education Committee or www.studentfinance.ie. This form, which

covers applications for both the ordinary and special rates of maintenance grant, duly completed, must be received by the Vocational Education Committee not later than **31st August 2010**. The Vocational Education 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 2010/11 Application Form and Guidance Notes form part of this scheme.

11.2 A candidate whose application is deemed to be late may have her/his application processed and be awarded a scholarship from the commencement of the following year of her/his course.

11.3 It shall be a condition for the award of a scholarship under this scheme that, in connection with the processing of the application, the parents or legal guardian of a candidate or, in the case of an independent mature candidate, the candidate himself/ herself and his/her spouse, if applicable, authorises:

- (i) the Vocational Education Committee and the Department of Education and Skills 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 Protection to supply any relevant information or documents from their records to the Vocational Education Committee and the Department of Education and Skills 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 Skills;
- (iii) the Vocational Education Committee to transfer the application form to the relevant local authority or another Vocational Education Committee should that become necessary;
- (iv) the Vocational Education Committee and the Department of Education and Skills to transfer information from the grant application to a central database which may be accessed by the Revenue Commissioners and the Department of Social Protection.

CLAUSE 12: DISCLOSURE OF INFORMATION

12.1 Details of the amount of scholarship payable under this scheme in respect of a scholarship-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 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 13: DECLARATION OF INCOME AND OTHER INFORMATION

- 13.1** A declaration of reckonable income shall be made by the candidate and the candidate's parents or legal guardian 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 candidates to ensure that the statement of income and other details sought is full and complete in every respect. **If a candidate's failure to provide this full and complete information be the result of a deliberate material omission or inaccuracy, the candidate(s) shall be liable to prosecution, loss of scholarship and repayment, with interest, of any portion of a scholarship already received.**

CLAUSE 14: DETERMINATION OF DISPUTES

- 14.1 Where an applicant has been refused a grant under this scheme by a Vocational Education Committee, s/he may appeal that decision to that Vocational Education Committee not later than 30 days after receipt of the decision. This period may be extended by the Vocational Education Committee (at the request in writing of the applicant) for a further period not exceeding 30 days.
- 14.2 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, s/he may submit his or her question or dispute as to that interpretation or construction to the Minister, whose determination thereon shall be final, not later than 30 days after receipt of the appeal decision from the Vocational Education Committee. This period may be extended by the Minister (at the request in writing of the applicant) for a further period not exceeding 30 days.

**INSTITUTIONS APPROVED FOR VEC SCHOLARSHIPS
SCHEME 2010/11**

FULL-TIME UNDERGRADUATE AND POSTGRADUATE COURSES

- 1. Institutes of Technology at Athlone, Blanchardstown, Carlow, Cork, Dublin, Dundalk, Galway - Mayo, Letterkenny, Limerick, Sligo, Tallaght, Tipperary Rural and Business Institute, Tralee, Waterford**
- 2. Crawford Municipal School of Art, Cork**
- 3. National College of Art and Design**
- 4. Dun Laoghaire Institute of Art, Design and Technology**
(for HETAC approved courses only)
- 5. University of Limerick**
- 6. Dublin City University**
- 7. The Law Society of Ireland, Blackhall Place**
(for Professional Practice Course 1 & Professional Practice Course 2 only)
- 8. National College of Ireland**
(for HETAC approved courses only)

APPROVED COURSES IN NORTHERN IRELAND COLLEGES

1. Business and Technology Education Council (BTEC) approved Higher National Diploma (HND) courses at the following Colleges/Institutions:

Belfast Metropolitan College

College of Agriculture, Food and Rural Enterprise

Southern Regional College

South West College

Northern Ireland Hotel & Catering College, Portrush

South Eastern Regional College

Northern Regional College

North West Regional College

2. The following courses at the Colleges/Institutions specified:

Belfast Metropolitan College:

- (i) HCIMA Professional Diploma
- (ii) European Executive Assistant Certificate
- (iii) Diploma in Marketing
- (iv) Associateship of the Clothing and Footwear Institute

APPENDIX 1.2 (continued)

College of Agriculture, Food and Rural Enterprise:

- (i) BSc (Hons) in Food Technology
- (ii) BSc (Hons) in Supply Management (Food)
- (iii) BSc (Hons) Equine Studies (with Diploma in Industrial Studies)

Northern Ireland Hotel and Catering College:

- (i) BA (Hons) Hotel & Tourism Management
- (ii) BA (Hons) Travel & Tourism Management
- (iii) BA (Hons) Culinary Arts
- (iv) BA (Hons) Hospitality Management

North West Regional College:

- (i) LCC Private Secretaries Certificate - 2 years
- (ii) LCC Private and Executive Secretarial Diploma - 2 years
- (iii) European Executive Assistant Certificate - 2 years (formerly RSA Bilingual Secretarial Certificate)

APPENDIX 1.3

1. INSTITUTIONS APPROVED FOR VEC SCHOLARSHIPS SCHEME, 2010/11, FOR STUDENTS WHO HAVE BEEN AWARDED A LEVEL 6 (HIGHER CERTIFICATE OR NATIONAL CERTIFICATE) QUALIFICATION, A LEVEL 7 (ORDINARY BACHELOR DEGREE OR A NATIONAL DIPLOMA) QUALIFICATION, OR BTEC HIGHER NATIONAL DIPLOMA:

Progression to Full-Time Level 8 (Honours Bachelor Degree) Courses at

- i National University of Ireland, Cork
- ii National University of Ireland, Dublin
- iii National University of Ireland, Galway
- iv Trinity College Dublin
- v National University of Ireland, Maynooth
- vi Dublin City University
- vii University of Limerick
- viii Queen's University Belfast
- ix University of Ulster

- x University or third-level institution which is maintained or assisted by recurrent grants from public funds in another EU Member State, with the exception of the following:
 - a) Courses in Colleges of Further and Higher Education* (other than courses which are at Higher National Diploma level or higher);
 - b) Courses provided in a college which are offered in private commercial third-level colleges in the State, and which are validated by that College;
 - c) Courses in colleges akin to private commercial colleges in Ireland.

Maintenance grants only may be paid in respect of attendance at approved Institutions.

*Scholarships may be awarded in respect of direct entry to Higher National Diploma courses in these Colleges, subject to the provisions of Clauses 7.6 and 7.7.

APPENDIX 1.3 (continued)

- 2.** Progression to a full-time undergraduate course of a minimum duration of one year in one of the approved institutions listed at Appendix 1.3 which represents progression from a FETAC Level 5 qualification (formerly known as a FETAC (NCVA) Level 2 qualification) and which leads to the award of a qualification of third level standard following a terminal examination.

- 3. Postgraduate:** VEC Scholarships are tenable at full-time postgraduate courses at the institutions listed in Appendix 1.3 (i to ix).

VOCATIONAL EDUCATION COMMITTEES' SCHOLARSHIP SCHEME, 2010

Reckonable Income Limits for the ordinary rates of grant*
for the period 1 January 2009 to 31 December 2009 (the tax year 2009)

Number of Dependent Children	Full Maintenance (100%) and Full Fees	Part Maintenance (75%) and Full Fees	Part Maintenance (50%) and Full Fees	Part Maintenance (25%) and Full Fees	Part Tuition Fees (50%) only**
Less than 4	€41,110	€42,235	€44,720	€47,205	€51,380
4 – 7	€45,165	€46,415	€49,145	€51,880	€56,460
8 or more	€49,045	€50,400	€53,360	€56,320	€61,295

***Full Student Service Charge is paid where income is at or below this level.*

* In the 2010/11 academic year where 2 or more children (or the candidate's parent or legal guardian) are pursuing a course of study listed below the reckonable income limits for Full Maintenance (100%) and Full Fees and Part Tuition Fee (50%) only categories may be increased by €4,980 where there are 2 such children, €9,960 where there are 3 such children and so on, by increments of €4,980.

For the Part Maintenance and Full Fees at 75%, 50% and 25%, 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 years 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.

**VOCATIONAL EDUCATION COMMITTEES' SCHOLARSHIP
SCHEME, 2010****Maintenance Grants Rates**

	Non-Adjacent Rate	Adjacent Rate
Full Maintenance	€3,250	€1,300
Part Maintenance (75%)	€2,435	€980
Part Maintenance (50%)	€1,625	€650
Part Maintenance (25%)	€810	€330

SPECIAL RATE OF MAINTENANCE GRANT

For the award of a special rate of maintenance grant in respect of the 2010/11 academic year, a candidate's reckonable income (for the period 1 January 2009 to 31 December 2009, the tax year 2009) shall not exceed:

- **€22,703**
 - ⇒ 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 Protection

As at 31 December 2009, 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 (where held for 391 days or more)	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 4 (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 (continuous for at least 12 months)	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.

APPENDIX 5

SPECIAL RATE OF MAINTENANCE GRANT FOR 2010/11

Grant	Standard Grant	Special Rate Grant	Total Grant
Non-Adjacent Rate	€3,250	€3,105	€6,355
Adjacent Rate	€1,300	€1,245	€2,545

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	√	√