

Date Received: _____

BTEA Applicant

Cork Institute of Technology SUSI Grant/BTEA Installment Application Form 2014-15

Section A: Applicant Details

Student ID No.	Name:
Date of Birth:	Phone No.
Term Address (used for college year):	Home Address:
Course:	Stage of Course:

Section B: Grant Information

Grant Awarding Body: SUSI <input type="checkbox"/> Other <input type="checkbox"/> If other please give the name of the Local Authority: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
SUSI Grant Application Reference* _____

Section C: Fee Payment Schedule

I understand that pending the outcome of my grant application, any fees due must be paid in full by the end of each semester, and I agree to the following schedule of payments.

Semester 1 Schedule

Payment 1	€282	September 2014
Payment 2	€275	October 2014
Payment 3	€275	November 2014
Payment 4	€275	December 2014
Payment 5	€275	on or Before January 15 th 2015

Semester 2 Schedule

Payment 1	€275	February 2015
Payment 2	€275	March 2015
Payment 3	€275	April 2015
Payment 4	€275	May 2015
Payment 5	€275	on or Before June 15 th 2015

I certify that the information provided on this form is true, complete and accurate in every particular.

Signature of Applicant: _____

Date: _____

Please return completed forms to:

Accounts Office, Cork Institute of Technology, Bishopstown, Cork.

Tel: 021 4335440

Email: fees@cit.ie

Explanatory Notes:

Please read carefully before completing the installment application form

- Students should only complete this application form if they have applied for a grant and are awaiting approval. Students are liable for the fees until such time as their grant is finalised and they receive a letter from SUSI or their local authority stating the amount awarded.
- Students are advised to make monthly installments to avoid severe financial difficulties should their grant application be unsuccessful. Often students assume that they will get a grant only to find they cannot provide the necessary documentation or they do not meet certain criteria required under the grant scheme.

Procedure to become “Registered to pay in Installments”:

Students will be enrolled as “Registered to pay in installments” once they return the completed application form and pay the first Installment. Students should retain a copy of the completed form for their own records.

Monthly installments should be paid online at www.cit.ie/pay and receipts will be sent to your CIT e-mail Account once each payment is made. You may also query your current outstanding balance from this link.

By completing the application form you are agreeing to pay the monthly installments therefore failure to do so will result in late fees and access to exam results will be restricted.

Once we receive notification that your grant has been approved any fees paid will be refunded to your Credit / Debit or Laser Card.

BTEA (Back to Education Allowance). Please note this section only relates to students in receipt of certain Social Welfare payments.

If you have applied for the Back to Education Allowance (BTEA) you will be required to present a letter to your social welfare office stating that you are “Registered” on a full-time course. This letter is only available from your department Secretary once you are registered i.e. you have paid your fees for Semester 1 or registered to Pay in installments i.e. you have completed the installment application form and paid the 1st installment.

The Accounts Office will advise your Department Secretary and the letter of Registration will be posted to your home address. (Please allow 3-4 working days).