



### **St. Nicholas Montessori Administrative Scheme 2023**

This scheme has been established by the Minister for Further and Higher Education Research Innovation and Science to allow students of the B.A. Hons Psychology Course at St. Nicholas Montessori who received a maintenance and/or fee grant from the awarding authority to attend this course in the 2021/22 and/or 2022/23 academic year, and any student who was refused a maintenance and/or fee grant in 2022/23 on the basis of the course not being an approved course under the 2022 Student Support Regulations but who otherwise fulfilled all other eligibility criteria of the Student Grant Scheme for the 2022/23 academic year, to continue to receive the equivalent of grant assistance for the remainder of the course.

**The scheme is temporary in nature and is only available to the aforementioned students.**

**The scheme is being administered by the awarding authority, Student Universal Support Ireland (SUSI) on behalf of the Department of Further and Higher Education Research Innovation and Science and both parties are joint data controllers.**

#### **Definitions**

1. In this scheme –

“awarding authority” means the City of Dublin Education and Training Board that is known for the time being as Student Universal Support Ireland (SUSI) or such other body as may be otherwise designated by the Minister for the purposes of this scheme;

“the course” means the three-year B.A. Hons Psychology Course carried out at St. Nicholas Montessori;

“Minister” means the Minister for Further and Higher Education, Research Innovation and Science;

“the Scheme” means the St. Nicholas Montessori Administrative Scheme 2023;

“student” means

- (a) a person who, at the time of making an application under this scheme, is attending the B.A. Hons Psychology course (“the course”) at St. Nicholas Montessori and who received a maintenance and/or fee grant from the awarding authority to attend this course in the 2021/2022 and/or 2022/23 academic year, or
- (b) a person who, at the time of making an application under this scheme, is attending the B.A. Hons Psychology course (“the course”) at St. Nicholas Montessori, also attended the course in the 2022/23 academic year and was refused a maintenance and/or fee grant

in 2022/23 on the basis of the course not being an approved course under the 2022 Student Support Regulations but who otherwise fulfilled all other eligibility criteria of the Student Grant Scheme for the 2022/23 academic year;

“support” means monies provided under this Scheme, which may be the equivalent amount to a maintenance grant and/ or fee grant under the Student Grant Scheme but do not constitute a grant awarded under said Scheme;

### **Application process**

2. A student may apply to the awarding authority for the award of support in respect of their attendance on the course at St. Nicholas Montessori.
3. An application under this scheme shall –
  - a) be made in such form and manner and subject to such administrative arrangements as may be required by the awarding authority with the approval of the Minister, and
  - b) include such information as may be required by the awarding authority with the approval of the Minister for the purposes of its functions under the Scheme.
4. An application shall not be accepted by the awarding authority later than in the last calendar month of attendance by a student on the course to which the application relates.

### **Award of support**

5. The Scheme shall apply to students as defined in Clause 1.
6. A student must fulfil all eligibility criteria and submit all required information as set out in the Student Grant Scheme and Student Support Regulations that are in force at the time of making their application (including means test, progression, nationality, residency and all other criteria), with the exception of the requirement to attend an approved course in an approved institution. If they do not fulfil any other eligibility criteria, or do not submit all information required by the awarding authority, they shall not be eligible to receive any support under the Scheme.
7. Support paid under the Scheme shall be awarded for one year only.
8. Support paid may be awarded on a pro-rata basis in line with the attendance of a student on the course.

### **Exclusions**

9. The Scheme is designed to provide support to the students as defined in clause 1 only. It shall not apply to -

- a) any person attending the course who did not receive maintenance and/or fee grant from the awarding authority in respect of this course before the Scheme came into force, with the exception of any student that attended the course and who was refused a maintenance and/or fee grant in the 2022/23 academic year on the basis of the course not being an approved course under the 2022 Student Support Regulations but who otherwise fulfilled all other eligibility criteria of the Student Grant Scheme for the 2022/23 academic year; and
- b) any person attending any other psychology or other course which is not an approved course for the purposes of the Student Support Regulations.

### **Verification of Attendance**

10. St. Nicholas Montessori shall verify to the awarding authority at agreed intervals that a student who has been awarded support under the Scheme is enrolled or registered with the institution and is continuing to attend the course.

### **Payment of Support**

11. Where a student is awarded support equivalent to a maintenance grant, the awarding authority shall pay this support to a student, normally by way of 9 instalments corresponding to the months during which the student's attendance on the course is verified, or in such other amounts and frequency as the awarding authority considers appropriate in the circumstances.

12. Where a student is awarded support equivalent to a fee grant, the awarding authority shall pay this support to the approved institution, in line with the rate awarded, upon receipt of—

- (a) an appropriate invoice from the approved institution in respect of the applicable student contribution fee, or some other confirmation as determined by the awarding authority;
- (b) confirmation of registration, as supplied by the approved institution, and
- (c) confirmation of whether the student is in receipt of, or eligible for, assistance towards the course fees.

### **Provision of Information**

13. The awarding authority may require a student to provide such information as may be reasonably necessary for the performance of its functions under the Scheme.

14. It will be the responsibility of a student to ensure that all information provided in relation to their application is full, complete and accurate in every respect and the awarding authority may require a written declaration to be signed by a student for this purpose.

15. Where a student refuses or is unable to provide information that is required by the awarding authority, the awarding authority may refuse the application to which the information relates.

16. A student who provides information to the awarding authority knowing it to be false or misleading or being reckless as to whether it is false or misleading shall be liable to prosecution, loss of support and repayment of any portion of any support already received.

### **Processing of Personal Data**

17. The awarding authority shall process the personal data of a student or other person for the purposes of the Scheme in accordance with the Data Protection Acts and the General Data Protection Regulation.

18. The awarding authority may process personal data, as directed by the Minister, for the purposes of the proper control and audit of the administration of the Scheme.

### **Notification and Administrative Review of Decisions**

19. The awarding authority may in its discretion decide to either approve or refuse an application made to it under the Scheme and shall notify the student of its decision accordingly.

20. A student who is aggrieved by the decision of the awarding authority on their application may, not later than 30 days following the receipt of the decision, make a request in writing for an administrative review of their application.

21. The period referred to in clause 19 may be extended by the officer carrying out the administrative review (at the request in writing of the student) for a further period not exceeding 30 days if the officer is satisfied that the person has given reasonable cause to so extend.

22. Where an administrative review is requested by a student, it shall be carried out by an officer of the awarding authority other than the officer who originally decided the application and the outcome of the review, which shall be notified to the student not later than 30 days (or in the case of an extension, no later than 60 days) following the receipt of the request, shall be final.

23. A request for an administrative review of an application under the Scheme shall -

(a) be made in such form and manner and subject to such administrative arrangements as may be required by the awarding authority with the approval of the Minister, and

(b) include such information as may be required by the awarding authority with the approval of the Minister for the purposes of its functions under the Scheme.

### **Determination of Issues**

24. Any other doubt, question or dispute or other issue that may arise in relation to the Scheme shall be determined by the Minister whose decision thereon shall be final.

### **Entry into effect**

25. The Scheme comes into force on 11 October 2023.