

Refund of Compulsory Field Trip Expenses Form

- Sections 1, 2 and 5 are to be completed by the student.
- Section 3 is to be completed by the Students Grants Officer in the college/institution.
- Section 4 is to be completed by the Head of Department in the college/institution.
- Use Block CAPITALS only.
- Return completed form to: fieldtrips@susi.ie

This Form should be completed and submitted prior to your field trip

It is important that information submitted by the applicant and parties to the application is full, complete and accurate in every respect, as per Article 36 of the Student Grant Scheme.

- If the information or documents you provide contain a deliberate material omission or inaccuracy you may be liable to prosecution for a criminal offence which may lead to penalties including a fine, imprisonment or both in accordance with section 23 of the of the Student Support Act 2011; and/or
- loss of grant and repayment, with interest, of any grant received in accordance with section 24 of the Student Support Act 2011.

Section 1: Personal Details

SUSI Applicant Name	
SUSI Application Number	
Academic Year	
Email	

Section 2 Course and College Details

College	Title of Course	Year of Study (for	
		example 2 of 4)	
		Year of	

Section 3

(To be completed by the Student Grants Officer in the College/Institution)

Undergraduate Course Tuition Fees	€
Undergraduate Course Student Contribution	€
Post Graduate Course Fees	€
Mode of Transport	



Estimated Cost of Transport	€
Note: Airline Boarding Cards (outbound/Inbound) must be submitted. Only expenses incurred on public transport are allowable. Car fuel is not an allowable expense.	
Address of Accommodation: Estimated cost of Accommodation:	€
Signed	Date
(Student Grants Officer)	
Official Stamp	



Section 4 (To be completed by Head of Department in the College/Institution)

Location of Field Trip				
Dates of Field Trip				
Nature of Field Trip				
Is this a compulsory field trip	Yes □	No 🗆		
If No, Please Clarify				
Signed	Date			
(Head of Department)				
Official Stamp				
Section 5 Declaration				
I hereby declare that in accordance with Article 36 of the Student Grant Scheme provide with this application together approvide is full, complete and accurate it	2023 all of the infowith all other inform	rmation that I		
Applicant's Signature				
Date				