



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)	

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: <ul style="list-style-type: none">• 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 _____ (Student Grants Officer) Official Stamp	Date _____

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 <input type="checkbox"/> No <input type="checkbox"/>	
If No, Please Clarify	
Signed _____ (Head of Department) Official Stamp	Date _____

Section 5 Declaration

I hereby declare that in accordance with my statutory obligations pursuant to Article 36 of the Student Grant Scheme all of the information that I provide with this application together with all other information I may provide is full, complete and accurate in every respect.

Applicant's Signature: _____

Date: _____