Application for Refund of Compulsory Field Trip Expenses  

Sections I, II and V are to be completed by the Student. Section III to be completed by the Students Grants Officer in the College/Institution. Section IV to be completed by the Head of Department in the College/Institution. Use Block CAPS only and 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 I: Personal Details

SUSI Applicant Name

SUSI Application No.

Email

Section II Course and College Details

<table>
<thead>
<tr>
<th>College</th>
<th>Title of Course</th>
<th>Year of Study(e.g. 2 of 4)</th>
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Section III (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 furnished

Note: Car fuel is not an allowable expense as only expenses incurred on public transport are allowable.

Address of Accommodation: Estimated cost of Accommodation: €

Signed ___________________________ Official Stamp

(Students Grants Officer) Date ___________________________

Section IV (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 ___________________________ Official Stamp

(Head of Department) Date ___________________________

Section V 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