



Application for Refund of Compulsory Field Trip Expenses

Form 1

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

Academic Year

SUSI Applicant Name	<input type="text"/>
SUSI Application No.	<input type="text"/>
Email	<input type="text"/>

Section II Course and College Details

College	Title of Course	Year of Study(e.g. 2 of 4)
		Year of

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 _____ (Student Grants Officer)	Official Stamp
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 <input type="radio"/> No <input type="radio"/>
If No, Please Clarify	
Signed _____ (Head of Department)	Official Stamp
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