

## FURTHER EDUCATION BURSARY SCHEME APPLICATION FORM ACADEMIC YEAR 2023/2024

**(PLEASE USE BLOCK CAPITALS)**

<b>Union ID</b>	<b>Union Division</b>
<b>Surname:</b>	<b>Forename:</b>
<b>Home Address:</b>	<b>Employer:</b>
	<b>Employment Location:</b>
<b>Telephone No.</b>	<b>Email Address</b>
<b>Details of Your Union Activity:</b>	<b>Shop Steward</b> <input style="width: 50px; height: 20px; border: 1px solid orange;" type="text"/> <b>House Committee</b> <input style="width: 50px; height: 20px; border: 1px solid orange;" type="text"/> <b>Other</b> <input style="width: 50px; height: 20px; border: 1px solid orange;" type="text"/>
<b>Title of Course for Which You Have Enrolled</b>	<b>Course Fee €</b> _____  <b>Receipts/s Attached for Fees Paid</b> <b>€</b> _____
<b>I have read the conditions and agree to be bound by same.</b>  <b>Signed:</b> _____ <b>Date:</b> _____	

**Applications with receipts for fees paid attached should be marked for the attention of Louise Foy and received by our Mandate Head Office by the closing date of Friday 17<sup>th</sup> November 2023. No correspondence or discussion will be entered into in connection with any application after this date.**

### Office Use Only

<b>Local Official Signature:</b>			
<b>Comments</b>			
<b>Application No.:</b>	<b>Last Payment Date</b>	<b>Granted 2022/2023</b>	<b>Granted 2023/2024</b>

### 1 Mandate Head Office

O'Lehane House  
9 Cavendish Row  
Dublin 1

t (01) 8746321 / 2 / 3  
 f (01) 8729581  
 e [mandate@mandate.ie](mailto:mandate@mandate.ie)  
 w [www.mandate.ie](http://www.mandate.ie)

**General Secretary: Gerry Light**  
**Registered Number: 604T**

### ***Terms and Conditions***

1. Applicants must be a current full member of Mandate Trade Union for a minimum of six months prior to the closing date for applications. In addition, if successful in their application, they must be a full member of Mandate when the payment of the bursary is due.
2. Preference will be given to applicants with a record of union activism at the various committee levels and who have enrolled in courses covering trade union, industrial relations or related studies e.g. legal studies. Members should provide details of union activism in the relevant section on the application form.
3. The Bursary;
  - 3.1 Will apply to course fees for a maximum of one academic year for any approved course/module(s)
  - 3.2 Will only cover course/tuition fees
  - 3.3 May not be used to fund materials, travel, equipment or any other costs associated with your studies
  - 3.4 Is non-transferable
  - 3.5 Cannot be used in conjunction with any other union funding of a course of studies
4. Applications for grants for courses or classes on leisure activities will not be considered.
5. Applications for CAO courses will not be considered.
6. Fees for the courses in question must be paid and the receipt attached. No application will be considered in the absence of a receipt. It is the responsibility of the applicant to ensure the appropriate documentation is attached to their application.
7. Retrospective applications for courses completed in previous years other than the current academic year will not be accepted.
8. Once applicants meet the eligibility requirements above and depending on the number of applications they may be entered into a draw. The number of successful applicants drawn will be based on the designated size of the bursary fund made available by the National Executive Council.
9. All or any payments made will be at the discretion of the National Executive Council.
10. To ensure the continued participation by members who are awarded grants in the courses selected, the National Executive Council reserve the right to pay any grant sanctioned in two or more instalments or as may be decided. It is expected that successful applicants will agree to stay in membership of Mandate Trade Union for twelve months after the bursary is paid.
11. Consideration of applications will be confined to those with receipts for fees paid which are received by our Mandate Head Office marked for the attention of Louise Foy by the **closing date Friday 17<sup>th</sup> November 2023**. No correspondence or discussion will be entered into in connection with any application after this date.
12. The decision of the National Executive Council on all matters relating to this Bursary Scheme will be final.