



University College Dublin
University for All

Money Management Guide



UCD Access & Lifelong Learning, Level 1, James Joyce
Building, Belfield, Dublin 04 V1W8

Glossary of Terms

A quick guide to help you understand the terms in this booklet.

ALL

Access & Lifelong Learning Centre.

Bursary/Scholarship

A sum of money given to a person by an organisation, such as a university, to help cover costs at university.

Budget

An estimate of income and expenditure for a set period of time.

Fees

Fees are the costs students may have to pay towards their tuition.

SUSI

Student Universal Support Ireland is the funding body that awards grants to eligible students.

Student Contribution

The portion of fees that is not covered by the Free Fees Initiative, which all UCD students pay.

Student Levy

UCD students are liable for this Levy. The Levy fee provides you with the opportunity, support & facilities to enjoy your college experience outside of your studies & includes access to the Sports Centre.

Reckonable Income

SUSI regards reckonable income as the gross income from all sources. Some social welfare payments & financial support payments are excluded from reckonable income see www.susi.ie

Spending Tracker

A tool to record your expenses.



University College Dublin
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Money Management Guide

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Welcome Message

Congratulations on securing your place in UCD. We are delighted to welcome you. Now that you have secured your seat, it is our job to guide you to that seat and to help you keep it!

The Access and Lifelong Learning Centre can offer you advice and guidance on how to successfully transition to higher education.

One very important aspect of this is making sure that you are aware of the costs you are likely to have while at college, then you can start to budget.





Getting Started

This **Money Management Guide** offers you advice and guidance on the costs that you may have.

It also lists the financial supports that are available to help cover those costs. The advice and common sense shared in this guide, will give you a head start in planning your finances.

Please read this handbook, review the tips and advice and use the budget template to help plan your finances for the coming year.



Don't forget that if you want help or advice around your finances, you can email all@ucd.ie to arrange a meeting with one of the support team.



Establish Expenses

These costs are **monthly** estimates to help guide you. You can fill in your own costs in the green box below.

Rent

€650 - €900



Remember that you may have to pay a deposit, admin fees and cleaning costs. Sharing can be cheaper.

Your cost

€

Food

€70 - €200



Plan your meals. Cooking in bulk can save on takeaways & bought lunches. Know where your closet supermarket is.

Transport

€44 - €64



Getting to/from lectures, nights out, trips home. Biking or walking would be cheaper & remember to get a student LEAP card.

Bills

€80 - €100



Gas, electricity, phone, wifi, TV licence, or anything else not included in rent. Consider additional costs like childcare if relevant.

Your cost

€

€



Other Expenses

Remember there can be other costs to consider, unexpected or less frequent expenses.

Study Costs

€20 - €30



Books, lab kit, stationery, printing and photocopying, field trips or placements.

Entertainment

€20 - €100



Gym, sports, societies, film and music and anything else you like to do. Remember that the Student Centre Levy allows you to use the UCD gym.

Your cost

€

€

Personal Costs

€20 - €30



Toiletries, medical expenses, clothes or shoes. You'll need to set money aside for these expenses as well.

Gifts & One off costs

€10 - €200



It is important to plan for birthdays and Christmas. Don't forget once off costs such as moving house or your bike needing repair work.

Your cost

€

€



University Fees

When studying a full-time undergraduate course there are three possible costs to consider:

- **Tuition Charge**
- **Student Contribution**
- **Student Centre Levy**



The good news is that there is a **Free Fees Scheme** & undergraduate students are generally automatically eligible for “free” fees. This scheme has qualifying criteria including that you are a first time undergraduate.

Nationality and residency are also considered. Visit the Free Fees Scheme for details.

Part-time and postgraduate programmes are not covered under the Free Fees Initiative. UCD students can check their UView record in SISWeb, which will show whether HEA Free Fees apply to your student account.



Fees

Students who are eligible for the Free Fees Scheme are still required to pay the Student Contribution Charge and the Student Centre Levy.

The Student Levy fee provides you, as a student of UCD the support and facilities required to strive at life outside of the lecture theatre. This includes the use of the UCD Sports Centre.



REMEMBER:

If you are SUSI eligible the grant may cover the student contribution charge depending on which grant level you are awarded but you must still pay for the student levy.



Cost of Living

Useful Resources to help establish your cost of living

- Daft.ie rental price report 2023
UCD Belgrove/Merville
Residence rates
- Money Guide Ireland
- UCD Global Cost of Living
- TU Dublin Cost of Living
- Zurich - The Cost of
College in Ireland 2022



Don't forget that if you want help or advice around your finances, you can email all@ucd.ie to arrange a meeting with one of the support team.



Financial Supports

To be eligible for these supports your household income must be below a certain threshold, please follow the links in each section for more details.

UCD has a range of financial supports to help with expenses you may have while studying.

Type of support	Eligibility	How to Apply
<p>PATH 1916 Bursary</p> <p>This scholarship is not counted as reckonable income by SUSI</p>	<p>To be eligible to apply, applicants must meet financial, priority group and college entry eligibility criteria. For more details email: ucd1916bursary@ucd.ie</p>	<p>Follow this link: https://www.ucd.ie/all/cometoucd/scholarshipsandfinancialsupport/scholarships/1916bursary/</p>
<p>Cothrom na Féinne Scholarship</p> <p>This scholarship is not counted as reckonable income by SUSI</p>	<p>Students coming to college for the first time who are completing an undergraduate course and who are experiencing socio-economic barriers.</p>	<p>Follow this link: https://www.ucd.ie/all/cometoucd/scholarshipsandfinancialsupport/scholarships/cnf-undergraduate/</p>



Financial Supports

You may be eligible for all or some supports even if getting SUSI.

Applications open in early September.

Apply Early

Support	Eligibility	How to Apply
UCD Laptop Loan Scheme	Must be registered as a full or part time student. Have household income below €50,840.	Follow this link: https://www.ucd.ie/all/cometoucd/scholarshipsandfinancialsupport/ucdlaptopscheme/
Student Support Fund	This is a means-tested fund for students experiencing financial challenges due to ongoing low income. It is open to registered full or part-time students who have a household income below €50,840.	Follow this link: https://www.ucd.ie/all/cometoucd/scholarshipsandfinancialsupport/studentassistancefund/
Parenting Support Fund	Means-tested annual funding for Irish / EU students who are parenting and have an annual income below €50,840.	Follow this link: https://www.ucd.ie/all/ucdstudents/financial/studentassistancefund/



Plan Ahead

Top tips for successful budgeting

- Track money in & out and create a budget that works for you.
- Identify reliable sources of income. This is money you can depend on weekly or monthly.
- Reliable income includes the UCD Cothrom na Féinne Scholarships, the Student Support Fund and the SUSI grant. Some students may be eligible to receive a social welfare payment while studying such as the Back to Education Allowance.
- Be realistic about the amount of part-time work you will be able to do especially during exams. There are part-time job opportunities on campus including being part of the Access Leader Programme, working with the SU or being a UCD Residential Assistant. Check out ucdsu.ie/jobs
- Be mindful that SUSI or other scholarships, may not issue the first payments until the term has started. This means you will have to have some money to pay for a deposit on accommodation, your travel expenses & other living costs including food and materials for your course.

**Are you
financially
ready?**

Sample Budget Planner

These costs are indications of the costs you may have.

DATE 01/09/2024

YEAR 2023/2024

ENDING BALANCE _____

+€1,646

INCOME

INCOME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	AMOUNT
SUSI	408.50	408.50	408.50	408.50	408.50	408.50	408.50	408.50	408.50	3677
STUDENT SUPPORT FUND		500								500
SCHOLARSHIP			750			750				1500
WORK	400	400	400	400	400	400	400	400	400	3,600
SAVINGS										1,000
€10333										
TOTAL										10,277

* The rent is based on private rental estimates, UCD Belgrove Residence is €898.45 (including bills except laundry). You can get a full list of UCD residences prices at the UCD website.

EXPENSES

EXPENSE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	AMOUNT
RENT	550	550	550	550	550	550	550	550	550	4,950
UTILITIES	120	120	120	120	120	120	120	120	120	1,080
TRAVEL	64	64	64	64	64	64	64	64	64	576
GROCERIES	100	100	100	100	100	100	100	100	100	900
SOCIAL LIFE	100	100	100	100	100	100	100	100	100	900
MEDICAL EXPENSES			25				25			50
BOOKS		100				75				175
OTHER										
TOTAL										8631

SUMMARY

TOTAL INCOME	TOTAL EXPENSES	ENDING BALANCE
€10,277	€8,631	+€1,646

NOTES

Budget Planner

Use the template below to create your budget or download a template from UCD Money Management webpage.

DATE _____ YEAR _____

INITIAL BALANCE _____ ENDING BALANCE _____

INCOME

INCOME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	AMOUNT
TOTAL										

EXPENSES

EXPENSE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	AMOUNT
TOTAL										

SUMMARY

TOTAL INCOME	TOTAL EXPENSES	ENDING BALANCE

NOTES



Supports Available

SUSI

Ireland's national awarding authority for further and higher education grants. It offers support to eligible students in approved, full-time courses at undergraduate and postgraduate levels. For more information visit www.susi.ie



Access and Lifelong Learning Support

1 to 1 budgeting support & practical guidance is available from Access & Lifelong Learning, email all@ucd.ie to make an appointment or come to the drop in hour from 11 am - 12 pm, Monday to Thursday. There are a range of other personal, social & disability supports offered through ALL, please visit <https://www.ucd.ie/all/>

UCD Student Supports

There are student advisors attached to every programme along with a range of other supports including health, counselling & many more. Visit UCD website for more info. <https://www.ucd.ie/studentcentre/services/>

Advice from Students



Apply Early:

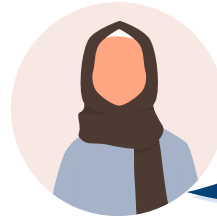
Make enquiries and apply for scholarships in the first two weeks of term.



Student Offers: Utilise your student card, get your student leap card & look out for other student deals at the cinema or the hairdressers. You can get discounts with UNiDAYS and by presenting your card in certain shops.



Increase Income: Have you considered getting a part time job while you're in college? Consider being a UCD Access Leader or a UCD Residential Assistant.



Tap into supports: Avail of the services that UCD offers which include health, counselling, sports etc. It is important to be mindful of your physical and mental health.



Ways to Cut Costs: Cook meals at home, make your own lunches, refill your water bottle & bring your own tea/coffee. Use a meal planner, set money aside for social activities.



Build Money Management Skills

Attend Workshops

Access and Lifelong Learning hold money management workshops at the beginning of the first trimester and as part of the Academic Skills series run by the Access & Lifelong Learning Centre. This is an opportunity to identify the expenses you will have and also learn about the financial supports available.



Use Resources

Read this guide, use the budget template, spending tracker & meal planner to get organised. Apply for the financial supports at the start of the first trimester & if you have any questions a member of the ALL team is here to help.



Meal Planner



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Grocery Shopping List



Closest Supermarkets

There is a Centra on campus. Supervalu & Tesco are within walking distance of the campus, Lidl & Aldi are a short bus journey away.

Description	Adress	Eircode
Tesco	The Merrion Centre Dublin 4	D04 H2H4
SuperValu	The Rise Mount Merrion	A94HP90
Lidl	Main St Dublin 14	D14A1K9
Aldi	Rockbrook, Sandyford	D18VW81

Use Google maps to figure out which bus to get.



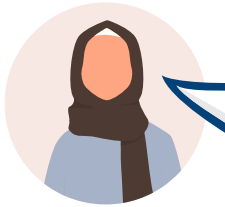
Can I apply for a scholarship if I receive a SUSI grant?

Yes, you can.



Can I apply for the Student Support Fund if I receive SUSI and /or a scholarship?

Yes, you can.



When do the scholarship applications open?

Applications usually open at the beginning of the first trimester and remain open for about 3 weeks.



Do I have to return the laptop from the UCD Laptop Loan Scheme during the holidays?

It is on loan for the duration of your degree, you return it when finished. You must remain a registered UCD student.



Can I get some help with a budget?

Yes, you can meet with a member of the ALL team who will work with you to create a budget.



Further Supports

This is a guide to other supports that may be available. Further information can be found on the individual websites.

Description	Information	Contact
Citizens Information	Provides information on your rights and entitlements.	Website: www.citizensinformation.ie Tel: 0818 074000
Intreo Office	This is a single point of contact for the Irish Public Employment Service offering advice on employment and income supports.	Website: www.gov.ie
Irish Refugee Council	Offers free and confidential advice and information to international protection applicants.	Website: www.irishrefugeecouncil.ie Tel: 01 764 5062



Further Supports

Description	Information	Contact
MABs - Money Advice & Budgeting Service	MABs is the Irish money advice service. It is a free, independent and non-judgemental service. MABS also have a useful budgeting app.	Website: www.mabs.ie MABS app: https://apps.apple.com/ie/app/mabs/id1408590141 Tel: 081807200
Threshold	Threshold provide free, independent, confidential advice to anyone in Ireland with tenancy problems.	Website: www.threshold.ie Tel: 1800 454 454
Vincent de Paul Education Bursary Fund	The SVP Bursary fund has been established to help undergraduate students stay in higher education.	Website: www.svp.ie Tel: 01 884 8200



Other Services

Description	Information	Contact
An Post Money App	An Post Money Manager links your accounts and keeps tabs on your spending in one place.	Website: www.anpost.com
Back on Track	Calculate your household's monthly reasonable living expenses.	Website: www.backontrack.ie
Childcare	Ireland's National Childcare Directory, includes information on available funding for childcare.	Website: www.childcare.ie
Minimum Essential Standard of Living (MESL)	MESL produces detailed household budgets which establish what is needed for an acceptable minimum standard of living.	Website: www.budgeting.ie



Other Services

Description	Information	Contact
Olio App	App to share more, care more and waste less – neighbourhood sharing.	Website: https://olioex.com/en/
Sustainable Energy Ireland (SEAI)	Sustainable energy Ireland has tips on how to reduce your energy use and info on grants that are available.	Website: www.seai.ie
Too Good to Go App	App linked with businesses which lets customers buy & collect surprise bags of surplus food at a great price.	Website: www.toogoodtogo.ie/en-ie



Contact List

The list below contains contact details for some of the supports listed in the guide.

Name	Email Contact details	Telephone Contact details
UCD Access & Lifelong Learning	Email: all@ucd.ie	Tel: 01 716 7123
Vincent de Paul	Contact your local office	Tel: 01 884 8200
Cothrom na Féinne	Email: all@ucd.ie	Tel: 01 716 7123
UCD Laptop Loan Scheme	Email: all@uce.ie	Tel: 01 716 7123
PATH 1916 Bursary	Email: ucd1916bursary@ucd.ie	Tel: 01 716 7123
SUSI	Email: support@susi.ie	Tel: 081 888 8777



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