



Applying for a SUSI-Funded Part-Time Programme at TUS

Welcome to the application process for SUSI-funded part-time programmes at Technological University of the Shannon (TUS). This comprehensive guide will walk you through each step of the application journey, from submitting your initial programme application to receiving your final offer. Understanding this process is crucial for prospective students seeking financial support through the Student Universal Support Ireland (SUSI) scheme.

SUSI-funded part-time programmes offer an excellent opportunity for students who need to balance their studies with work or other commitments whilst receiving financial assistance. These programmes are delivered through a blended learning approach, combining online study via our virtual learning environment with mandatory in-person days at the TUS Athlone Campus each semester. This flexible delivery method allows you to pursue your educational goals whilst maintaining your current responsibilities.

Before beginning your application, it's important to understand that applying for a SUSI-funded programme involves two separate but interconnected processes: applying directly to TUS for your chosen programme and applying independently to SUSI for part-time funding. Both applications are essential, and coordination between them is key to a successful outcome. The timeline can vary depending on SUSI processing times and programme capacity, so early preparation and prompt submission of required documentation will help ensure a smooth application experience.

This guide outlines the complete journey from initial application through to programme commencement, including what happens in various scenarios and important considerations you should keep in mind throughout the process.

The Five-Step Application Process

Successfully applying for a SUSI-funded part-time programme requires careful attention to each stage of the process. Follow these five essential steps to ensure your application progresses smoothly and efficiently.



1. Apply to TUS

Begin by applying online via the programme page on the TUS website. You'll find comprehensive details about programme duration, delivery methods, SUSI funding requirements, and the specific SUSI course code where applicable. Take time to review all programme information carefully to ensure it aligns with your educational goals and schedule.



2. Apply to SUSI

Submit a separate application to SUSI for part-time funding at www.susi.ie/funding-for-part-time-undergraduate-courses. Before applying, use the online eligibility checker on MyGov.ie to get an estimate of your potential eligibility. Remember, this is only an estimate — you must still complete a full SUSI application for a final decision.



3. Send Your SUSI Number

Once SUSI issues your application number, submit it promptly to the relevant faculty at TUS. This crucial step allows us to track your funding application and progress your programme application accordingly. Without this number, we cannot move forward with processing your application.



4. Eligibility Check

TUS will review your application to confirm whether you meet the eligibility criteria to continue in the process. This review stage assesses your academic qualifications and programme requirements. Please note that confirmation of eligibility at this stage is not a final offer of a place on the programme.



5. Provisional Offer

If you're deemed eligible, you'll receive a Provisional Offer Letter from TUS. This letter indicates that you can continue in the application process whilst funding decisions and programme numbers are being confirmed. A provisional offer is an important milestone but is subject to final confirmation.

What Happens Next: Important Information

Possible Outcomes

After receiving your provisional offer, several scenarios may unfold. Understanding these possibilities will help you prepare for different outcomes and make informed decisions about your educational journey.

Key Timeline

SUSI approvals are checked after two weeks of programme commencement. Final decisions are required by Week 3.

Programme Proceeds as SUSI-Funded

The ideal outcome — your programme goes ahead as a SUSI-funded programme with sufficient enrolment numbers and your funding is approved. You can commence your studies with financial support in place.

Programme Does Not Proceed

If the programme doesn't attract sufficient numbers to run as a SUSI-funded option, TUS will offer you alternative programmes or delivery options that may suit your needs and circumstances.

Programme Starts with Pending SUSI Decisions

In some cases, the programme may commence whilst some SUSI funding decisions are still being processed. If your funding hasn't been approved after two weeks, we'll discuss alternative options with you. You must make a final decision by Week 3.

Critical Points to Remember



Funding Refusal

If SUSI funding is refused, you'll need to apply again for a fee-paying place. This is a separate application process with different terms and conditions.



No Deferrals

Deferrals are not permitted on SUSI-funded programmes. If you cannot commence when offered, you'll need to reapply in a future intake.



Blended Delivery

All SUSI Part Time Fee Scheme programmes use blended delivery: online learning plus mandatory in-person days per semester at TUS Athlone Campus.



No Programme Transfers

TUS delivers similar programmes as fee-paying options with different delivery, duration, credits, modules, and fees. Students cannot transfer to an equivalent programme after semester one.

- Important:** The mandatory in-person days at TUS Athlone Campus are a requirement of both your programme structure and SUSI funding conditions. Ensure you can commit to attending these sessions before applying.