***The Scheme is normally limited to the fees payable in respect of one undergraduate and one postgraduate programme only for each staff member. The Scheme does not apply to attendance at short courses or conferences.***

***This form must be completed ANNUALLY and sent to Human Resources, in advance of the course start date each year, when making an application for approval of funding to pursue an external course.***

**PART A** *(To be completed by applicant)*

**Name (Staff Member) …………………………………..........................................................................**

(Block Capitals)

**School\Department\Office** ………………………………........................................................................

**Staff No. ………… Date of Appointment:** ........................................ **Email**………………..………………

**Appointment**: Permanent Fixed-Term Tenure B CID

**Post:**  Full-Time Part-Time Job-Sharing

##### **Name of College\University with which you have registered**: ………............................................................

##### **Course Title:...........................................................................................................................................**

##### **Course Type (e.g. degree\diploma\PhD etc.):** .............................................................................................

(*Must be NFQ Level 7 or above)*

**Current Year of Study (e.g. 1st, 2nd,3rd year etc.) …………….. Course Duration:** …………………………………..

**Date started:………………………………………**……………………..**Date completed**..........................…………………….

**Cost per year:** ………………................ **Total Cost:** ....................................................................

##### **Relevance of course to work of Unit:……………………….** ..............................................................................

##### ………………………………………………………............................................................................................................

.....................................................................................................................................................................

Will the commitment required to fulfil this course of study reduce your current FTE (working

hours)?

Yes No

***In order to be eligible for a Fee Concession, the following criteria must be met.***

1. *A staff member cannot be on Unpaid Leave, Leave of Absence or a Career Break when claiming a concession*
2. *A staff member must not have exceeded the entitlement to two programmes of study*
3. *The applicant must provide evidence with an application of the pre-approval of the course by the Head of Department/School/Unit and successful completion of the relevant course of study.*

Have you availed of a staff fee concession previously for an undergraduate or postgraduate programme

of study for the above named beneficiary?

Yes No

If yes, please provide details….....................................................................................................................

…………………………………………………………………………………………………………………………………………………………………

***I confirm that I understand the tax implications of the payments of courses by UCC to staff or family members. I am also aware that a tax lability may arise on certain courses. Should a tax liability arise I hereby authorise the deduction of this liability from my net pay/pension in equal weekly/monthly instalments in the relevant tax year commencing the week/month in which the liability arise.***

***I certify that the foregoing information supplied by me is correct and I agree to the terms and conditions set out in the Fee Concession Scheme Policy.***

**Signature of applicant:** ………………………………………………..…. **Date**: ...................................

**PART B - Authorisation of external course** (To be completed by Head of School/Department/Unit).

The criteria to be used by the Head of School/Department/Unit in determining the suitability of an external course for approval for a Fee Reimbursement are:

1. the relevance of the course of study to the work of the School/Department/Office,
2. the availability of a similar course internally,
3. the upper limit contributed by the University towards the fees of external courses is set

at €5000. If costs exceed this upper limit such excess costs are borne by the student unless pre approval in writing is received from the Head of College/Bursar authorising the Unit to pay higher amounts on behalf of the applicant. [***See Section D***]. Following discussion with the above member of staff, I approve his/her attendance at the course specified above. (Please note that eligible part-time staff pursuing pre-approved external courses may avail of a fee reimbursement on a pro-rata basis).

**Name of Head of School\Department\Office:………………………………………………...............**......

(Block Capitals)

**Signature of Head of School\Department\Office:** ………………………………………...........................

**Date:** …………………………..................................................................................................................

**PART C - Authorisation of full time registration**

In the **unusual circumstance** where a **full time staff** **member** is undertaking a course requiring **full time registration**, the Head of School/Department/Unit is required to sign below in recognition that they have discussed this with the staff member and agree the workload will not be affected during the period of study being undertaken.

**Signature of Head of School/Department/Office:** ………………………………………...............................

**PART D - Authorisation of excess payment**

In the unusual circumstance where the host unit has agreed to pay excess costs [above €5,000] on behalf of the applicant, the signature of the Head of College/Bursar [central unit staff] is required authorising payment of excess costs by host unit.

**Signature of Head of College:** .........................................................................................................

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Completed application forms together with supporting documentation (i.e. evidence of pre-approval of the course of study by department/school head & evidence of successful completion of course) should be emailed to [traininganddevelopment@ucc.ie](mailto:traininganddevelopment@ucc.ie) or forwarded to ***Staff Welfare & Development, HR, 1st Floor, Block E, Food Science Building, UCC***

For **eligibility** queries, contact Staff Wellbeing & Development at (021) 490 3591.

For **financial** queries (excl. tax), contact Fees Office at (021) 490 3747 & for **tax** queries, contact Accounts (021) 490 2678.

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Date Received:..................................... Date sent to Finance:...............................................

Fee Concession Entitlement: Approved Rejected

Applicant’s FTE: ............................................ Employment Status: ..............................................

Comments (if applicable): ..........................................................................................................................................................

..........................................................................................................................................................

**FINANCE OFFICE USE ONLY**

Date Received: .......................................... Cost Code: …………………………………….....

Fee Concession Entitlement: 50% Pro-rata (please specify amount) ...........................

Comments (if applicable): …………............................................................................................................