

Guidance Notes for Completion of F1 Form

Outline

This form is only to be used for students in receipt of either department or research funding. Student/Relevant Department/Research Centre can download this form for completion.

Please complete one form per student, per year.

Check Notes for Students

- Ensure an F1 Form is processed each year you register to indicate that your fees are funded.
- Before registering, ensure you have your F1 form fully completed.
- It is important that the completed F1 form is returned to Fees Office promptly so that funding can be reflected on your fee account.
- If you are registered you can upload the form at <https://forms.ucc.ie/web-enq-reg-students> Please select “Fees and Funding” then “Student Enquiry” and then “Upload Documents.”

Check Notes for UCC Department /Research Staff.

- If ‘F1’ form is not completed **in full**, it will be returned to the department/research centre. **Ensure the correct Cost Centre is used and the correct Research Code is active so fees can be charged.**
- Please ensure you include a department name and contact number, should there be any queries in relation to the form.
- **All F1 Forms in relation to Tyndall students must be signed by Aidan O'Toole or an approved member of the Tyndall Finance Office.**
- Once the form is fully completed please supply a copy to the student for uploading.
- Should you have any queries, please e-mail fees@ucc.ie.

Finance Office
UCC Postgraduate Research/Support Fees Payment F1 Form for 2022/23

Department/school of: _____

Please complete one form per student, per year

General Information:

a. Student Name (as per Student ID Card): _____

b. No of years funding approved: _____ Student Number: _____

c. Current funding year: _____

Funding Start Date _____ Funding End Date _____

d. Funding (Fees): Full: _____ Part: _____

Research Funding - Code for Fees (Cost Centre/Project): _____ %

Departmental Funding - Code for Fees (Cost Centre/Project): _____ %

e. Please note if fees are paid through Research Funds, they will form part of the student stipend. However, the fee element will automatically be deducted based on this form

f. I agree to increase the stipend value of the fees in the event of a student being awarded Departmental funding and the fees being subsequently paid by the Higher Education Granting Authority Yes _____ No _____

Note for Head of Dept.
NB – Please ensure all relevant signatures are provided. Where not relevant, mark N/A. Form is invalid where signature is left blank

g. Student Signature: _____ Print Name: _____

 Principal Investigator OR
 Supervisor OR

Research Account Holder: _____ Print Name: _____

Head of Department: _____ Print Name: _____

Date: _____ Dept Contact & EXT no: _____

Copy returned to student (✓)	
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