

## **Guidance Notes for Completion of F1 Form**

This form is 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.
- You should be registered first before submitting your form for completion by your Department/Research Centre.
- Registration on line - Print your 'Confirmation of Registration' and forward it to relevant person approving your F1 form.
- It is important that the completed F1 form is returned to Fees Office promptly so that funding can be reflected on your fee account. While you or your funding department will return the hard copy, it is advisable to email a copy of same to [fees@ucc.ie](mailto:fees@ucc.ie) as soon as it is complete. Mark it with subject matter 'F1 Form'
- If you are registered you can upload the form at via the web enquiry form here <https://forms.ucc.ie/web-enq-reg-students> - please select "Fees and Funding" then "Fees Enquiry" and then "Add Files".

### **Check Notes for UCC Department /Research Staff.**

- If 'F1' form is not completed **in full**, it will be returned to the department/research centre.
- Please ensure you include a department name and contact number, should there be any queries in relation to the form.
- The student's 'Confirmation of Registration' must be attached to the 'F1 Form' if the hard copy is being returned to Fees.
- **The correct Cost Centre is used and the correct Research Code is active so fees can be charged.**
- All F1 Forms in relation to Tyndall students must be signed by Aidan O'Toole or Anne O'Keefe.
- Please return fully completed form, to [fees@ucc.ie](mailto:fees@ucc.ie) with subject matter "F1 Form".
- Once the form is fully completed please supply a copy to the student for his/her records.
- Should you have any queries, please e-mail [fees@ucc.ie](mailto:fees@ucc.ie).

**Finance Office**

**UCC Postgraduate Research/Support Fees Payment F1 Form for 2020/21**

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Department/school of: \_\_\_\_\_

Please complete one form per student, per year.

**General Information:**

a. Student Name (as per Student ID Card): \_\_\_\_\_

b. Course/year registered for 2020/21: \_\_\_\_\_ Student Number \_\_\_\_\_

c. No of years funding approved \_\_\_\_\_  
Student & funding Start Date \_\_\_\_\_ Student & funding End Date \_\_\_\_\_

d. Funding (Fees): Full: \_\_\_\_\_ Part: \_\_\_\_\_  
Research Code for Fees (Cost Centre/Project): \_\_\_\_\_ %

Please specify if research funding is IRC Funding: Yes \_\_\_\_\_ No \_\_\_\_\_

Departmental 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 \_\_\_\_\_

g. Signed by:

Head of Department: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Principal Investigator OR  
Research Account Holder: \_\_\_\_\_ Print Name: \_\_\_\_\_

(This signature line mark 'NA' for Department funding)

Date: \_\_\_\_\_ Dept Contact & Ext no: \_\_\_\_\_

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**For Finance Office Use Only**

Registration Date: \_\_\_\_\_ Bursary Code: \_\_\_\_\_

Fees € : \_\_\_\_\_ Yr & Block Code: \_\_\_\_\_

All queries on this document to be sent to: fees@ucc.ie

Form F1 1 - Issued by Fees Office, North Wing, University College Cork