**The Fee Concession Scheme Policy provides full guidelines in relation to eligibility criteria and is available on the Staff Wellbeing & Development website.**

**It is essential that the form is completed by the staff member/retiree rather than the beneficiary where the fee concession is being availed of by a spouse or child.**

**This form must be completed ANNUALLY for the duration of the programme of study.**

**PART A**

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

(Block Capitals)

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

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

Retirees Only: Contact No. ……………………………………………. Email address: …………………………………..

Name of Beneficiary ………………………..…………………………....... Child Spouse

(Block Capitals)

##### Student Number……………………….......................... Course Code…………………………………………………..…

Course Title: …………………………………………………… Awarding University: …………………………………………

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

(*Must be NFQ Level 7 or above)*

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

Course Start Date………………………. Course End Date………………………………………………………………………….…

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 the answer is yes, please provide details:…....................................................................................................

……………………………………………………………………………………………………………………………………………………………………….

**PART B**

***In order for the beneficiary to be eligible for a Fee Concession:***

1. *The staff member was employed* ***in a full-time permanent capacity on or before 30th September 1992****, and to those who were* ***employed in a full-time temporary capacity on or before 30th September 1992 and subsequently appointed in a permanent capacity****. There must be no break in service between 30th September 1992 and now (other than retirement) to be eligible for a fee concession for a beneficiary.*
2. *The staff member cannot be on Unpaid Leave, Leave of Absence or a Career Break when claiming a concession in respect of their spouse\child.*
3. *The beneficiary must not have exceeded the entitlement to funding for one undergraduate and one postgraduate programme of study*

*I certify that the beneficiary is currently living with\and or dependent on me for maintenance and I undertake to notify the Finance Office of any change in status during the period of concession that would affect their eligibility to the concession. As a public sector body, I understand that applications may be subject to audit by the C&AG who may seek proof that the beneficiary is living with and/or dependent on me and I agree to provide such proof if requested. 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 Policy.*

***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.***

Signature of staff member: ………………………………………………………......... Date: ……………………………………..............

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Please email form to **traininganddevelopment@ucc.ie**or forward to **Staff Wellbeing & Development, to Staff Welfare & Development, HR, 1st Floor, Block E, Food Science Building, UCC**

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

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

**HR USE ONLY**

Fee Concession Entitlement: Approved Rejected

Employment Status: .................................................. Date sent to Fees Office: ...................................................

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

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**FINANCE OFFICE USE ONLY**

Fee Concession Entitlement: Registration Only 50% 25%

Amount: …………………………………………………..…. Cost Code: ……………………………………...............

Date: ................................................................