

<b>Academic Session :</b>	<b>2016/17</b>
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## Administrative Services – Fees & Grants

### **TUTOR / DEMONSTRATOR FEE CONCESSION FORM**

**Research students, who are registered, and who work as demonstrators or tutors for a minimum of six hours per week for the academic session, may be awarded a concession by the University.**  
*(The concession does not cover the Student Centre Levy of €247.00 which must be paid by the student)*

***Please note this concession applies to students only, not to any category of staff, including Special Lecturers, Teaching Assistants or Language Assistants.***

***This Concession does not apply in the College of Arts and Celtic Studies.***

		<b>Student No:</b>	
<b>Degree Registration :</b>		<b>Surname:</b>	
<b>School:</b>		<b>First Name:</b>	

I confirm that the above student tutors / demonstrates in the School for a minimum of six hours per week in term for Academic Session **2016/17**.

I also confirm that s/he is not employed as a Special Lecturer, Teaching Assistant or Language Assistant.

<b>School:</b>			
<b>Name of Head of School</b>			
<b>Signature of Head of School:</b>			
<b>Telephone No.:</b>		<b>e-mail :</b>	
<b>Date:</b>			

**Please note:** If student is awarded a Local Authority grant then the Administrative Services – Fee Payments will claim fees on his/her behalf from the Authority.

***For Office Use only:***

<b>Fee Payments</b>		<b>Accounts Office</b>	
Entered on Banner:		Amount claimed :	€
Date:		Date:	
Signed :		Signed :	

**Please return completed form to Student Records, Administrative Services, UCD Registry, Tierney Building.**