This form is to be completed in accordance with the Employee Fee Concessions Policy:<https://www.ucd.ie/registry/staff/registryservices/registration/studentrecords/stafffeeconcessions/>

**Course commencing in September - Completed applications must be submitted by 1 November of year of entry.**

**Course commencing in January - Completed applications must be submitted by 1 March of year of entry.**

**Course commencing in May - Completed applications must be submitted by 1 July of year of entry.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname**  |  | **First Name** |  |
| **Phone No** |  | **Student No** |  |
| **Email** |  | **Programme/ Year** |  |

|  |  |
| --- | --- |
| **Personnel No:**  | **P** |

|  |  |  |
| --- | --- | --- |
|  | **Date of Appointment** | **Hours per Week** |
| **Current Employees** |  |  |
| **Retired** |  |  |
| **Other/ Comments** |  |

|  |  |  |
| --- | --- | --- |
| **Full-time permanent staff employed pre–1992 only, please indicate the university where registering:**  | **UCD** |  |
| **TCD** |  |
| **UCC** |  |
| **NUIG** |  |
| **NUIM** |  |

**Applicant Declaration/ Signature**

Please note that there is a responsibility on employees of the University to ensure claims have been accurately prepared in accordance with the University's policies and guidelines.

I confirm that I am not on Leave of Absence or a Career Break while claiming the concession.

**Signature of Employee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Head of School/Unit**

I confirm the information provided is accurate and that the proposed course is in-line with the employee’s agreed development plan.

I approve of the above-named claiming a UCD Employee Fee Concession

**Name of Head of School/Unit** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Head of School/Unit** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTE: Programmes taken by qualifying employees (pre-1992) in other Universities will be liable for BIK taxation.**

In order to submit the Employee Fee Concession form, please make an [application online](https://www.ucd.ie/students/studentdesk/contact/applicationfortheemployeefeeconcession/).