

UNIVERSITY COLLEGE DUBLIN

Authorisation for Claim of Student Fees from HSE

Section 1 should be completed by the student. Section 2 should be signed and stamped by an authorised employee of the sponsoring HSE Unit. This is to certify that the HSE will take responsibility for all fee payments (even if the student withdraws before completing the programme). On receipt of this authorisation the Fees and Grants Office will invoice the HSE Unit for the programme fee.

This is a valuable document that registers a student's sponsorship details with the UCD Fees and Grants Office. Failure to complete and/or submit Payment Authorisation Forms before the submission deadlines can result in registration and sponsorship delays. Incomplete forms will be returned.

SECTION 1: To be completed by the Student

Student Details:

Date of Birth: _____

UCD Applicant No: _____

UCD Student No. (if known): _____

Has applicant prior UCD attendance? (Please circle one) Yes No

If applicant has prior UCD attendance please include former student number, if known:

First Name: _____ Surname: _____

Academic Year: _____

Year & Title of Programme: _____

PPS No. or Employer Reference No: _____

Name of Employer: _____

SECTION 2: To be completed by HSE Sponsorship Body

I certify on behalf of (*Please insert name of HSE Sponsorship Body*):

that fees will be paid on behalf of the above student to University College Dublin for the academic session: 20_____

Signature: _____

Signature (Block Capital) _____
Post of Signatory: _____
Contact Phone No: _____
Contact Email: _____
Date: _____
Name of Employer: _____
Official Stamp: _____

Contact Details of HSE Sponsorship Body:

HSE Sponsorship Body (see page 3 for full list) : _____

Contact Name: _____

Phone: _____

Email: _____

Address: _____

N.B. Fees must be paid to the University in respect of students who withdraw before completing a programme

SECTION 3:

HOW TO USE THIS FORM:

This form is to be filled out if a student is in receipt of sponsorship from one of the following sponsorship units. Students in receipt of sponsorship from a hospital or non-HSE sponsorship body NOT on the list below must request a giro through their online SIS registration and forward this to their sponsor for payment. If you are unsure about your type of sponsorship or cannot locate the relevant sponsor on the list below please contact the UCD Fee Payments Team for clarification.

DEADLINES FOR SUBMISSION:

September Start Students: Submission Deadline 15 August 2014

January Start Students: Submission Deadline 31 January 2015

CONTACT DETAILS

Please return completed forms to student.payments@ucd.ie

Or Post to: Student Payments Team, Tierney Building, University College Dublin, Belfield, Dublin 4.

Queries to be sent via Student Desk Connector at

<http://www.ucd.ie/registry/adminservices/studentdesk/contact.html> Telephone: 01 716-1555

HSE Sponsorship Units

Adelaide and Meath Hospital
Beaumont Hospital
Children's Hospital, Temple Street
HSE Mid-Western Regional Hospital, Dooradoyle
HSE NMPDU Ardee
HSE NMPDU Cork/Kerry
HSE NMPDU Kilkenny
HSE NMPDU Limerick
HSE NMPDU Palmerstown (Postgraduate)
HSE NMPDU Palmerstown (Undergraduate)
HSE NMPDU Swords
HSE NW Dublin, LHO Rathdown
HSE NW/ CNME Sligo Leitrim
HSE Public Health Nurses
HSE South/ Cork University Hospital
Mater Misericordiae University Hospital
National Maternity Hospital, Holles Street
NMPDU Tullamore, HSE Midland
Our Lady's Hospice, Harold's Cross
Our Lady's Hospital for Sick Children, Crumlin
Rotunda Hospital
St. James' Hospital
St. Luke's Hospital
St. Michael's Hospital, Dun Laoghaire
St. Vincent's Private Hospital
St. Vincent's University Hospital
University Hospital, Galway