



UNIVERSITY COLLEGE DUBLIN
STAFF FEE CONCESSION
 ~ APPLICATION FOR **STAFF MEMBER** ONLY ~

Personal Details

Surname		First Name	
Phone No		Student No	
E-mail		Programme/ Year	

Employment Status

Personnel No.:	P	
	Date of Appointment	Hours per Week
Current Staff		
Retired		
Other/Comments		

Full-time permanent staff employed pre-1992 only - please indicate University where registering:

UCD	
TCD	
UCC	
NUIG	
NUIM	

Applicant Declaration / Signature

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

Signature of Staff Member _____
 Date _____

To be completed by Head of School / Unit

I confirm the information provided and approve of the above-named claiming a UCD Staff Fee Concession.

Name of Head of School/Unit _____

Signature of Head of School/Unit _____ Date : _____

Approved :		Date :		Banner:	
Comments :					
Years of Concession Claimed	1:				
	2:				
	3:				
	4:				

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

Please read and understand the Policy on Staff Fee Concessions before completing this form.

Return to: Administrative Services - Student Records, Tierney Building, UCD

Web: www.ucd.ie/registry/adminservices/records/records.html#Concessions

Policy: http://www.ucd.ie/hr/t4cms/Staff_Fee_Concessions_Policy.pdf