



UCD Registry – Student Records 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 €254.00 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.

| | | | |
|----------------------|--|-------------|--|
| | | Student No: | |
| Degree Registration: | | Surname: | |
| School: | | First Name: | |

I confirm that the above student tutors/demonstrates in the School for a minimum of six hours per week in term in the Academic Session 20__/20__ **e.g.** 2019/2020.

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

| | |
|------------------------------|--|
| School: | |
| Name of Head of School: | |
| Signature of Head of School: | |
| Telephone No: | |
| Email: | |
| Date: | |

Please note: If student is awarded a Local Authority grant then UCD Registry will claim fees on his/her behalf from the Local Authority.

For Office Use only:

| Student Records | | Accounts Office | |
|--------------------|--|-----------------|---|
| Entered on Banner: | | Amount claimed: | € |
| Date: | | Date: | |
| Signed: | | Signed: | |

Please return the completed form to: student.records@ucd.ie

<https://www.ucd.ie/registry/staff/registryservices/registration/studentrecords/stafffeconcessions/>