



# Free Fees Checklist for Students Who Have a Non-EU Place of Birth and/or Citizenship



## Student who has been absent from education for 3 or more years

### 1. Proof of residency:

One or more of the following documents to cover 3 of the 5 years prior to starting the course:

- Letter from school based in EU/EEA/UK/Swiss Confederation confirming attendance or
- A P21 tax form/Statement of Liability (or local equivalent) or
- Self-employed evidence ( Notice of Assessment) F11
- Social Welfare letter indicating duration of claims made

**Please note: we do not accept P60, P45 or payslips as valid documentation within Free Fees assessment process. Application where these documents are submitted in place of a P21/F11 will be rejected.**

### 2. To confirm identity

- For EU/EEA/UK/Swiss Confederation citizens – a copy of passport
- For non-EU citizens :
  - A copy of GNIB card/ Residency Permit with **4EUFam** stamp only
  - A copy of letter confirming Refugee status
  - A copy of letter confirming permission to remain following a determination not to make a deportation order
  - A copy of letter confirming permission to remain on humanitarian grounds
  - A copy of letter confirming family members of a refugee
  - A copy of a letter confirming naturalisation

### 3. Declaration regarding Previous Third Level

- If you have previously attended, or were accepted to but did not attend, a 3rd level institution, please complete the [HEA Free Fees Initiative – Fee Declaration form](#) for each third level institution in question

## Student who has been absent from education less than 3 years

### 1. To confirm identity

- For EU/EEA/UK/Swiss Confederation citizens – a copy of passport
- For non-EU citizens :
  - A copy of GNIB card/ Residency Permit with **4EUFam** stamp only
  - A copy of letter confirming Refugee status
  - A copy of letter confirming permission to remain following a determination not to make a deportation order
  - A copy of letter confirming permission to remain on humanitarian grounds
  - A copy of letter confirming family members of a refugee
  - A copy of a letter confirming naturalisation

### 2. Declaration regarding Previous Third Level

- If you have previously attended, or were accepted to but did not attend, a 3rd level institution, please complete the [HEA Free Fees Initiative – Fee Declaration form](#) for each third level institution in question

**Please note: For determination of eligibility for free tuition fees the place of residence of a student is deemed to be their place of education. This means that if a student receives their full-time education in a non-EU/EEA/ Swiss jurisdiction they will not be eligible for free fees.**