



UCD STUDENT DESK

A GUIDE TO FREE FEES

INFORMATION LEAFLET FOR STUDENTS

Upon admission to UCD, you will be assessed automatically to determine what fee rate you will be charged. This booklet explains who is eligible to receive Free Fees funding and how to apply to be assessed for Free Fees if necessary.

1. What is the Free Fees Scheme?

Under the terms of the Free Fees scheme, students registered for the first time on qualifying, **full-time, undergraduate degree** programmes may qualify to have the undergraduate tuition portion of their total programme fee paid by the Irish Exchequer. Programmes must be of a minimum duration of **2 years**.

2. What are the criteria?

The below criteria must be met in order for you to qualify for the Free Fees scheme:

- 1) National Status** –You must be a national of the EU/EEA/UK/Swiss Confederation, or have the right of permanent residence/ indefinite leave to remain in the Republic of Ireland (e.g. Stamp 4EUFAM visa).
- 2) Residential Status** –You must have been ‘ordinarily resident’ in the EU/EEA/UK/Swiss Confederation for 3 of the 5 years immediately preceding the start of the first academic year of your course.
- 3) Prior third level attendance** -You must not have previously completed any third level undergraduate or postgraduate course. If you began a previous third level course but did not complete it, you may be eligible for some of the Free Fees funding.

Note: If you have successfully applied through the CAO, you are deemed to meet criteria 1 and 2, but may still need to prove you meet criteria 3. If you successfully applied through the CAO and come to UCD directly from secondary school, you **do not** need to apply for the Free Fees scheme. The funding will automatically be applied to your account.

If you are unsure if you are eligible for Free Fees, use the **Free Fee Assessment Eligibility Reckoner**

3. Do I need to apply?

If you are not currently receiving the Free Fees funding, but think that you are eligible to, you should **submit an application**

You will be asked to submit supporting documentation along with your application. Supporting documentation is as follows:

If you are under 23 years of age

- 1) A **letter from your schools in the EU/EEA/UK/Swiss Confederation** confirming attendance for a minimum of 3 of the 5 years prior to entry in UCD.
- 2) Your parent's **P21 tax certificates** (or EU/EEA/UK/Swiss equivalent) and/or Social Welfare documentation for each year of residence (minimum 3 of the last 5 years)
- 3) Your **EU/EEA/UK/Swiss Confederation Passport or IRP card** with appropriate stamp (excluding Stamp 2 & 3).

If you are over 23 years of age

- 1) Your **P21 tax certificates** (or EU/EEA/UK/Swiss equivalent) and/or Social Welfare documentation for each year of residence (minimum 3 of the last 5 years)
- 2) If you are a non-EU national, you must submit your **work or residence visa** for 3 of the 5 years prior to entering UCD.
- 3) If you are an EU national, you must submit your **EU/EEA/UK/Swiss Confederation Passport or IRP card** with appropriate stamp (excluding Stamp 2 & 3).

Prior Third Level Declaration

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



Where can I find more information?

Details of eligibility criteria and how to apply for Free Fee assessment can be found on our [Free Fees page](#)

UCD STUDENT DESK

OUR OPENING HOURS

| | Student Desk (Tierney Bldg) <i>By appointment only</i> | | Phones (01 716 1555) |
|-----------|---|-----------|----------------------|
| Monday | 10am - 4pm | Monday | 10am - 4pm |
| Tuesday | 10am - 4pm | Tuesday | 10am - 4pm |
| Wednesday | 10am - 4pm | Wednesday | 10am - 4pm |
| Thursday | 10am - 4pm | Thursday | 10am - 4pm |
| Friday | 10am - 4pm | Friday | 10am - 4pm |

WHERE WE ARE



Administrative Services
UCD Registry



+353 1 716 1555

www.ucd.ie/askus

Student Desk, Tierney Building