



Free Fees Checklist for Students Who Have Previous Third Level



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 only accept Statements of Liability (P21)/ F11 documents as valid documentation within the Free Fees assessment process. Applications where other documents are submitted (e.g., P60, P45, payslips or Tax Credit Certificates) will be rejected.

2. To confirm identity:

- A copy of EU/EEA/UK/Swiss Confederation passport

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:

- A copy of EU/EEA/UK/Swiss Confederation passport

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.