



---

## Fee Remission Regulations

### A. Provisions for TCD Member of Staff:

#### 1. Purpose

To define College policy and procedures regarding eligibility for fee remission.

#### 2. Scope

- 2.1. There are several references to fees on a pro rata basis – the calculation (a percentage) is based on the number of hours per annum that a non-full time staff member works in comparison with their full time equivalent e.g. 50% / 75%.
- 2.2. The scheme applies to Part Time courses including Part Time Online courses. It does not apply to attendance at short courses or conferences.
- 2.3. The fee remission will cover only the approved percentage of the tuition Fees.
- 2.4. Fees will not be remitted in respect of repeat years. (A repeat year is defined in levels as per the Dept. of Educations fees framework).
- 2.5. In the case of Taught Master's Degree courses, fee remission will be for a maximum of the 'normal' course duration as specified in part 2 of the College Calendar and must be a Part Time Course.
- 2.6. In the case of Research Master's Degree courses, fee remission will be for a maximum of two years.
- 2.7. In the case of Research Doctorate Degree courses, fee remission will be for a maximum of six years.
- 2.8. No fee is levied on eligible members of staff submitting for Higher Doctorates.



- 2.9. All Staff in receipt of fee remission benefit, who leave College during the course for which the benefit was paid or within two years of completion, shall be liable to repay such fees on the following basis (the College will take into account individual circumstances):

Leaving date:	Refund
within 12 months of completing course	100%
12 – 24 months of completing course	50%

### 3. Provisions for Staff

- 3.1 Eligible staff are staff with not less than 2 years continuous service who are:

- Permanent members of staff,
- Staff on contracts of indefinite duration or
- Staff on fixed term contracts (as defined by the Protection of Employees (Fixed Term work) Act 2003) extending at least two years from the date of commencement of the course

Such staff are exempt from fees (on a pro rata basis), excluding student levies, in Trinity College Dublin, subject to the limits and conditions set out in these regulations

- 3.2 Qualifying part-time members of staff will receive pro-rata benefits under the scheme.

- 3.3 Eligible staff may be granted remission of annual fees for their chosen course.

For Fee Remission on Part time MBA there is a maximum fee (€9,263.00)\*\*.

The maximum fee shall be abated on a pro rata basis.

- 3.4 Staff who do not complete the course for which they have received fee remission are liable to repay fees remitted. The College will take into account individual circumstances.



**B Provisions for Children, Spouses or Civil Partners**

- 4.1. Eligibility for fee remission for children, spouses or civil partners of staff only applies to children, spouses or civil partners of permanent staff appointed on or before 30th September, 1992, and to children, spouses or civil partners of temporary staff appointed prior to that date who have subsequently been made permanent, following a period of continuous employment in the College.
- 4.2 The College will remit the annual fees (on a pro rata basis & up to the EU value of Fees) for the period of one full time primary undergraduate degree course (including professional degree courses), in respect of children of all eligible permanent members of staff (see 4.1 above) whose children and/or spouses or civil partners enter College as full-time undergraduates.
- 4.3 Where children, spouses or civil partners of eligible permanent staff (see 4.1 above) qualify for the Government's free fees initiative or a higher education grant, the entitlements listed at paragraph 4.2 above will be limited to the student charge/contribution (on a pro rata basis) providing this is not funded under the grant.
- 4.4 The remission of fees to eligible staff (see 4.1 above), in respect of their children and/or spouses/ civil partners does not cover any student levies payable to the College.
- 4.5 Children, spouses and civil partners of eligible permanent staff (see 4.1 above) who have not availed of their entitlement for the remission of annual fees for a full-time undergraduate degree course may be granted remission of annual fees (on a pro rata basis) for the normal duration of one full time postgraduate degree or diploma course up to a maximum fee (€9,263.00)\*\*.

The remission of the student charge only for an undergraduate course will not preclude entitlement to avail of fee remission (on a pro rata basis) for one full time postgraduate course subject to the above fee limits.



- 4.6 The College will pay the annual fees (on a pro rata basis) of children, spouses and civil partners of all eligible full-time permanent members of staff (see 4.1 above) who enter the following Universities (or University Colleges) in the Republic of Ireland subject to the limitations as set out these regulations: University College Dublin, University College Cork, NUI Galway, NUI Maynooth.
- 4.7 For eligible staff as defined in 4.1, fee remission (on a pro rata basis), or payments to other Universities (or University Colleges) in the Republic of Ireland, will also be made in respect of children, spouses or civil partners of pensioners, children and spouses or civil partners of members of eligible permanent staff who died in service and children and spouses or civil partners of members of eligible permanent staff who are on Long-term disability from College, subject to the same limitations as set out herein.
- 4.8 **Undergraduate Degree:**
- Covers one **full-time** UG degree for student contribution and tuition fee (if not HEA funded) annually. These fees will only be paid for one attempt at years 1,2,3 and 4 of a full-time undergraduate degree. The cap of €9,263.00 in 2020/21 (2021<sup>1</sup>) does not apply to the cumulative value for undergraduate fees.
  - If an undergraduate student completes a year or two on a degree programme at another university and subsequently decides to start a new course either at TCD or another college, their fees will not be covered by TCD for the equivalent period they attended on their first course.
  - If the student subsequently becomes HEA eligible, then their fee remission will require subsequent review/amendment also.
  - Approved medical repeat years only will be covered by this fee remission.

---

<sup>1</sup> The limit shall be reviewed annually by the Finance Committee.



#### 4.9 **Postgraduate Degree:**

- A Child /Spouse/Civil Partner can progress from an eligible Full Time Undergraduate course to a Full Time Postgraduate course and still be eligible for fee remission for both. However, a separate application must be approved and submitted for the Postgraduate Course for the normal duration of the course with a cap of €9,263.00 (the cap is reviewed on an annual basis).

4.10 The fee remission available for those covered by the section above will be restricted to E.U. fee levels (on a pro rata basis).

4.11 Child Allowance is not payable in respect of children of staff when fees are being remitted.

#### 5. **Others**

5.1 Fee Remission for full time permanent staff members of Colleges of Education is available for research degree courses for those staff who commenced their course prior to 30th September 2010. Application forms are available from the Academic Affairs Office, School of Education, College.

#### 6. **Benefit In Kind Regulations**

6.1 Fee Remission in respect of child / spouse / civil Partner of Trinity qualifying Staff member studying at Trinity is not treated as giving rise to a taxable benefit.

6.2. Payments to other NUI Universities in the Republic of Ireland under the Fee Remission Scheme, in respect of children, spouses or civil partners of staff are deemed to be an employer provided benefit, liable to PAYE & PRSI, and taxed through the College Payroll. However Child / Spouse / Civil Partner of TCD Qualifying Retired are responsible for submitting their own Benefit in Kind declaration directly with Revenue.

For qualifying deceased member of Staff while in service, this benefit will transfer to their Child / Spouse / Civil Partner of TCD and are responsible for submitting their own Benefit in Kind declaration directly with Revenue.



6.3. Fee Remission in respect of Staff is not treated as giving rise to a taxable benefit where the course undertaken either leads to the acquisition of knowledge or skills necessary for the duties of the employment, or are directly related to increasing the effectiveness of the performance of the employee's present or prospective duties in the office or employment.

## **7. Procedure**

7.1. All applications for fee remission should be made to Human Resources using the form provided (see overleaf).

## **8. Fee Remission Queries**

8.1 It is the responsibility of the Head of Department submitting the Fee Remission request on behalf of their staff member, to ensure that a course is eligible and meets the Remission programme criteria. Queries on Fee Remission eligibility are therefore to be referred to the Head of Department in the first instance.

Queries on Fee Remission payments e.g. regarding timing of payment, can be referred to Student Finance in Academic Registry.



## Fee Remission Form for Staff Members of Trinity College Dublin

This application form should be completed by the staff member and Head of School / Head of Administrative & Support Area before emailing to [hr@tcd.ie](mailto:hr@tcd.ie).

HR will review and approve the application, advise the applicant and will then forward the application to the Student Finance Team.

Student Finance will contact the staff member and request the student number of the prospective student. Please ensure you have the student number in advance of this contact.

### Section 1: To be completed by the Staff Member (Please tick relevant boxes)

<b>Name:</b>	<b>Staff Number:</b>
<b>Date of Appointment to College:</b>	<b>Are you:</b> Permanent <input type="checkbox"/> Fixed Term contract <input type="checkbox"/> Retired <input type="checkbox"/> Contract of Indefinite Duration <input type="checkbox"/>
<b>Department:</b>	<b>Do you work:</b> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
<b>Contact Phone:</b>	<b>Email:</b>
<b>Part Time Course Applied for in TCD:</b>	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>
<b>If Online Course, please specify</b>	Full time <input type="checkbox"/> Part Time <input type="checkbox"/>
<b>How may ECT credits does the Course carry?</b>	

I acknowledge that should I terminate my employment having received fee remission support under this policy, I will be liable to refund such monies in accordance with the following schedule.

Leaving date:	Refund
within 12 months of completing course	100%
12 – 24 months of completing course	50%

The College may deduct such monies owed before any final payment of salary.

<b>Signed: Member of Staff</b>	<b>Date</b>



**Section 2: To be completed by the Head of School/Head of Administrative & Support Area**

Fee Remission may be granted to the above staff member and it is charged to the relevant pay code.

According to College Regulations, if the staff member meets the criteria for Fee Remission, it may not be refused)

Fee Remission is granted on a pro rata basis in line with the individual contract.

***If a Staff Member leaves Trinity employment within the 24-month period of course completion, the Head of School/Head of Administrative & Support Area is to specify on their Leaver Form that the Staff Member received Fee Remission. (Please ensure the most up-to-date version of the Leaver form on the TCD website is completed) An arrangement will then be made with the Staff member to recoup this amount and the Department's budget line is to be adjusted accordingly.***

Confirm Course is Part Time	Yes <input type="checkbox"/>
Pay Cost Code of Member of Staff <i>(Fee Remission will be charged to this account. This should be in the format and number of digits shown here)</i>	10.xxxx.xxxxxxx.xxxx.xxxxx
Signed by Head of School / Head of Administrative & Support Area	
PLEASE PRINT NAME:	
Date:	

(Please note for a member of staff, fee remission will only go to the equivalent value of EU fees)

**Section 3: To be completed by Human Resources**

Contract Status of Staff Member:	Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Job Sharer <input type="checkbox"/> Retired <input type="checkbox"/>
Percentage worked of Full-Time Hours (if part-time or job sharer)	
Signed	Date

**Section 4: To be completed by the Student Finance Section, Academic Registry**

Amount of Fee Remission Granted	€
Signed	Date





## Fee Remission Form for Spouse/Civil Partner or Child of an Employee of Trinity College Dublin

(This application form should be completed by the staff member and Head of School/ Head of Administrative & Support Area before emailing to [hr@tcd.ie](mailto:hr@tcd.ie).)

HR will review and approve the application, advise the applicant and will then forward the application to the Student Finance Team.

Student Finance will contact the staff member and request the student number of the prospective student. Please ensure you have the student number in advance of this contact.

### Section 1: To be completed by the Staff Member (Please tick relevant boxes)

<b>Name of TCD Employee:</b>	<b>Staff Number:</b>
<b>Date of Appointment to College:</b>	<b>Are you:</b> Permanent <input type="checkbox"/> Fixed Term contract <input type="checkbox"/> Retired <input type="checkbox"/> Contract of Indefinite Duration <input type="checkbox"/>
<b>Department:</b>	<b>Do you work:</b> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
<b>Contact Phone:</b>	<b>Email:</b>
<b>Name of the person Fee Remission is applied for:</b>	<b>What relationship is this person to you (e.g. daughter/son)</b>
<b>Residential Status of the Student:</b>	EU <input type="checkbox"/> NON EU <input type="checkbox"/>
<b>University Applied to:</b>	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>
Fulltime course applied for: <i>(Part Time Courses are not eligible for Fee Remission)</i>	
<b>How may ECT credits does the Course carry?</b>	
<b>Have TCD previously covered any fees for the prospective student? If yes, please detail where, when, value etc.</b>	

I acknowledge that should I terminate my employment having received fee remission support under this policy, I will be liable to refund such monies in accordance with the following schedule.

Leaving date:	Refund
within 12 months of completing course	100%
12 – 24 months of completing course	50%

The College may deduct such monies owed before any final payment of salary.

<b>Signed: Member of Staff</b>	<b>Date</b>



**Section 2: To be completed by the Head of School/Head of Administrative & Support Area**

Fee Remission may be granted to the above staff member and it is charged to the relevant pay code.

According to College Regulations, if the staff member meets the criteria for Fee Remission, it may not be refused)

Fee Remission is granted on a pro rata basis in line with the individual contract.

<b>Signed by Head of School / Head of Administrative &amp; Support Area</b>	
<b>PLEASE PRINT NAME:</b>	
<b>Date:</b>	
<b>Pay Cost Code:</b> <i>(Fee Remission will be charged to this account. This should be in the format and number of digits shown here)</i>	10.xxxx.xxxxxxx.xxxx.xxxxx

(Please note for a member of staff, fee remission will only go to the equivalent value of EU fees)

**Section 3: To be completed by Human Resources**

<b>Contract Status of Staff Member:</b>	Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Job Sharer <input type="checkbox"/> Retired <input type="checkbox"/>
<b>Percentage worked of Full-Time Hours (if part-time or job sharer)</b>	
<b>Signed</b>	<b>Date</b>

**Section 4: To be completed by the Student Finance Section, Academic Registry**

<b>Amount of Fee Remission Granted</b>	<b>€</b>
<b>Signed</b>	<b>Date</b>