



FEE REMISSION REGULATIONS

Procedure No: 11
Revision: 5
Sheet of: 1 of 6
Date of Issue:
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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 does not apply to attendance at short courses or conferences.
- 2.3. 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).
- 2.4. In the case of taught Masters Degree courses, fee remission will be for a maximum of the 'normal' course duration as specified in part 2 of the College Calendar. In the case of Research Masters Degrees fee remission will be for a maximum of two years. In the case of Research Doctorate Degrees fee remission will be for a maximum of three years. No fee is levied on eligible members of staff submitting for Higher Doctorates.
- 2.5. 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 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 Eligible staff in job-sharing and part-time positions are entitled to fee remission on a pro rata basis.
- 3.3 Eligible staff may be granted remission of annual fees up to a maximum fee (€7,388 for 2011-12)**.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.

4. 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) 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 (€7,388 for 2011-12)**. 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 The fee remission available for those covered by the section above will be restricted to E.U. fee levels (on a pro rata basis).
- 4.9 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. 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.
- 6.2. 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).

Notes

- ** The limit shall be reviewed annually by the Finance Committee.

UNIVERSITY OF DUBLIN, TRINITY COLLEGE

Fee Remission form for Staff Member of Trinity College Dublin

(This application form should be completed by the staff member and Head of School/Head of Administrative & Support Area before forwarding it to Human Resources, c/o Staff Relations, Human Resources, House 4)

Section 1: To be completed by Staff Member (Please tick relevant box)

Name **Staff Number**

Date of Appointment to College: **Are you:** Permanent Fixed Term contract Retired

Department..... Contract of Indefinite Duration Job Sharer

Contact Phone..... **Email** **Do you work** Full-Time Part-Time

Part Time Course Applied for in TCD.....

Undergraduate Postgraduate

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

Leaving date:	Refund
within 12 months of completing course	100%
12 – 24 months of completing course	50%
Signed: Member of Staff	Date

Section 2: To be completed by the Head of School/Head of Administrative & Support Area (Note: According to College Regulations, if the staff member meets the criteria for Fee Remission, the Department may not refuse it)

Fee Remission may be granted to the above staff member and it is charged to the Department’s pay code. Fee Remission is granted on a pro rata basis in line with the individual contract.

Signed by **Head of School/Head of Administrative & Support Area**

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 Part-Time Job Sharer Retired

Percentage worked of Full-Time Hours (if part-time or job sharer)

Signed..... Date

Section 4: To be completed by the Fees Office:

Amount of Fee Remission Granted.....

Signed Date

UNIVERSITY OF DUBLIN, TRINITY COLLEGE

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 forwarding it to Human Resources, c/o Staff Relations, Human Resources, House 4)

Section 1: To be completed by Staff Member (Please tick relevant box)

Name of TCD Employee **Staff Number**

Date of Appointment to College **Are you:** Permanent Fixed Term Contract

Department..... Contract of Indefinite Duration Job Sharer Retired

Contact Phone..... **Email** **Do you work** Full-Time Part-Time

Name of the person Fee Remission is applied for

What relationship is this person to you? (e.g. daughter/son)

University Applied to:..... **Full Time Course Applied for:**.....

Undergraduate Postgraduate

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

Leaving date:	Refund
within 12 months of completing course	100%
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Signed: Member of Staff	Date

Section 2: To be completed by the Head of School/Head of Administrative & Support Area (Note: According to College Regulations, if the staff member meets the criteria for Fee Remission, the Department may not refuse it)

Fee Remission may be granted to the above staff member and it is charged to the Department’s pay code. Fee Remission is granted on a pro rata basis in line with the individual contract.

Signed by **Head of School/Head of Administrative & Support Area**

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 Part-Time Job Sharer Contract of Indefinite Duration Retired

Percentage worked of Full-Time Hours (if part-time or job sharer)

Signed..... Date

Section 4: To be completed by the Fees Office:

Amount of Fee Remission Granted.....

Signed Date