

**TRINITY COLLEGE DUBLIN  
FINANCIAL ASSISTANCE COMMITTEE**

**Application for permission to pay commencement Fee in two instalments or to defer payment.**

Students who are facing serious financial difficulties may apply for permission to pay the Commencement Fee in 2 instalments or to defer payment (to 31st January at the latest). The first instalment is due prior to registration and the second by 31<sup>st</sup> January. Failure to meet the September deadline (unless given permission to defer payment of the fee) means that you will be unable to register. Failure to meet the January deadline will incur a fine of up to €358. In addition, your examination results will be withheld until all sums due are paid.

Undergraduate students must get the form signed by their College Tutor (check [my.tcd.ie](http://my.tcd.ie) or <https://tcdlocalportal.tcd.ie>) or the Undergraduate Student Support Officer in the Senior Tutor's Office, House 27 ([helen.richardson@tcd.ie](mailto:helen.richardson@tcd.ie), Tel: 01 896 1095) before returning it to The Senior Tutor's Office.

Postgraduate students must get the form signed by the PAS Student Support Officer, 2<sup>nd</sup> Floor, House 27 ([Pgsupp@tcd.ie](mailto:Pgsupp@tcd.ie), tel 01 896 1417). You may be required to provide back-up documentation.

Students in receipt of a 3<sup>rd</sup> Level Student Grant should note that the commencement fee is not paid for by the grant authorities.

**SECTION A - to be completed by the applicant. (USE BLOCK CAPITALS)**

Name: Mr/Ms ..... Student No. ....

Telephone ..... Email Address .....

Tutor's Name .....

I am requesting permission (tick the relevant box)

A. to pay the commencement Fee in two instalments, the first one prior to registration and the second one by 31<sup>st</sup> January at the very latest.

B. to defer payment of the Commencement Fee until 31<sup>st</sup> January at the very latest.

	YES	NO	Amount
1. Are you in receipt of a 3 <sup>rd</sup> Level Student Grant or a stipend? If YES, what is the amount?			
2. Were you admitted to College via one of the TAP foundation courses or through the HEAR Programme?			
3. Are you a medical card/GP visit card holder?			
4. Have you applied for or did you receive Financial assistance from the Senior Tutor's Office or the GSP?			
5. Have you any outstanding loans or overdrafts?			

Date: \_\_\_\_\_

Please turn over

I declare that all the information given is true, complete and accurate in every particular. Please tick appropriate box.

If I granted permission to pay Commencement Fee in two instalments, I hereby confirm that I undertake to make the second payment by the 31<sup>st</sup> January.

If I am granted permission to defer payment of the Commencement Fee, I hereby confirm that I undertake to pay the fee in FULL by the 31<sup>st</sup> January.

I am aware that I will incur a fine (up to €358) and that my examination results will be withheld if I do not meet the deadline of 31<sup>st</sup> January.

Signed..... Date.....

**SECTION B - to be completed by your College Tutor or the relevant Student Support Officer, Senior Tutor's Office, House 27 (USE BLOCK CAPITALS)**

I have discussed the student's financial situation and confirm that they currently have financial difficulties. As a result, I recommend that:

A. they are given permission to pay the Commencement Fee in two instalments. The first one prior to registration and the second one by 31<sup>st</sup> January at the very latest.

B. they are given permission to defer payment for the Commencement Fee until 31<sup>st</sup> January at the very latest.

I have informed the student that they will incur a fine of up to €358 if they do not pay by the agreed deadline and that their examination results will be withheld until the payment is made.

Signature..... Date.....

Name Tutor/Student Support Officer: .....

**For Completion by Student**

**Privacy Statement**

This form together with all supporting documentation are submitted on the understanding that the data contained therein are used solely for the purposes of the consideration of Innovation Waiver fee. The data will be retained in a secure location for the period of a student's registration in College, together with an additional period of thirteen months following graduation. Thereafter, all data will be erased.

Further details on the data protection regulations pertaining to these materials can be found at <http://www.tcd.ie/privacy/> You are asked to read these carefully and indicate your consent below to the submission of all documentation relevant to your appeal subject to these regulations.

Signed:.....

Date:.....