



Code	QA309
Title	Fee Concessions
Policy Owner	Director of Financial Accounting
Date	13/10/2014
Approved By	UMT

1.0 Purpose

Describes the various fee concessions available to qualifying serving and retired University staff together with attendant conditions.

2.0 Description

This policy aims to support the continuing education of staff by granting fee concessions in accordance with the University's Further Education Policy (FEP). The scheme details are available at http://www.universityofgalway.ie/stafftraining/policies_publications.html#FEP. Staff are defined as employees and their comparators as defined in relevant legislation.

The University may also grant fee concessions to spouses and children of qualifying serving and retired staff as detailed below, and the scheme also applies to spouses and children of qualifying retired staff as well as to retired staff members themselves. The maximum benefit claimable under the concession scheme is €8,000 p.a. per student.

3.0 Concession Classifications

3.1 CHILDREN OF QUALIFYING SERVING/RETIRED STAFF

- a) The concession applies only to children of qualifying serving/retired staff who were appointed to a permanent post in the University prior to 1/10/1992 and who continue to work for the University. Former employees who voluntarily left to work elsewhere but who retained a right to an University of Galway deferred pension must have worked in the University for a minimum of 20 years, AND be in receipt of an University of Galway pension, in order to qualify for concession.
- b) The concession is available to children of qualifying serving/retired staff on a rolling four-year basis i.e. the concession is for a maximum of four years* at either undergraduate or postgraduate level and is subject to waiver of child allowance, if applicable.
- c) A qualifying serving/retired staff member who claims four years of concession at either undergraduate or post graduate levels for his/her qualifying child, may not subsequently 'trade' these in favour of concession for later years.
- d) Subject to the age limits below, the value of the concession may not exceed €8,000 p.a. per student and is normally equal to the fees and charges applicable to the course excluding levies. Any levies in force are payable by the student in all cases. The value of the concession is reduced to 50% (of the fees plus charges i.e. not exceeding €4,000 p.a., per student for the following:

- students over 25 at time of admission for undergraduate course
 - students over 30 at time of admission for postgraduate course
- e) A single repeat year may qualify for concessions at 50% of the applicable fee.
- f) The concession applies to degree courses taken in University of Galway, UCC, UCD, TCD, and NUIM only.

* An exception is made for Medicine where the concession allows for up to 6 years at undergraduate level only.

3.2 SPOUSES OF QUALIFYING SERVING/RETIRED STAFF

- a) A concession of 50% of the applicable EU fee (excluding any levies payable) is granted for courses leading to a primary degree or diploma.
- b) Any levies in force are payable by the student in all cases.
- c) 'Primary' is understood to mean 'first undergraduate degree / diploma' hence the concession will not apply to a spouse who holds a third level degree or diploma at time of application.

3.3 PART TIME COURSES TAKEN BY RETIRED (former) STAFF

Fee concessions may be granted to University of Galway retired staff which defray part of the tuition fee of part time courses run in University of Galway, subject to the following terms and conditions:-

- a) The part time course in question must have attained its break-even quota of fee-paying students for the year of participation of the former staff member.
- b) Non-degree/non-diploma courses run by the Adult Education office do not come within the terms of this scheme.
- c) There is no limit to the number of part time courses which may be taken, subject to a maximum of one course per annum.
- d) The value of the concession is normally the waiver of the tuition fee (or a portion thereof) subject to a maximum of €8,000 p.a., per student. Any levies in force must be paid, and cannot be funded under this concession.

3.4 GENERAL

- a) Concessions are applicable only in cases where other funding schemes are not available to qualifying applicants to defray fees (e.g. Local Authority or Government Schemes etc).
- b) In all cases, the attached application form must be completed, signed by the applicant and authorised as appropriate, within 3 calendar months of the course commencement date – see Appendix 1 (attached).
- c) Where the number of places on a course is limited, participation (by fee concession) is subject to availability of places, after full fee paying places have been allocated.

This does not preclude qualifying children under 2 above who have been awarded places via competitive entry e.g. C.A.O.

- d) No concession is granted for repeat years of a course, other than as specified in 2 (e) above.
- e) The fee concession, if granted, is based on the applicable E.U. fee, excluding levies.
- f) Concessions are only available to students who have been awarded places on foot of having satisfied the academic entry requirements.
- g) Qualifying Serving/retired Staff who apply for and are awarded a fee concession, are advised that it will be taxed as a Benefit in Kind, unless there is no marginal cost to the University arising from the beneficiary's participation in the course which is the subject of the concession.
- h) A second or subsequent concession may not be availed of until all fees (or balance thereof) pertaining to a course taken under this concession scheme, by the claimant or their spouse/child, are paid in full.

4.0 Responsibilities

Name	Responsibility
Policy Owner	Director of Financial Accounting
Serving/Retired Staff Applicant	Complete and sign all relevant forms and submission of same to the Fees Office.
Fees Office	Process application and liaise with applicant as required.
Human Resources Office	Confirm necessary details about applicants appointment to their University post.

5.0 Related Documents

Appendix 1 University of Galway Staff Fee Concession Application Form

Appendix 1

 OLLSCOIL NA GAILLIMHE UNIVERSITY OF GALWAY	University of Galway – Staff Fee Concession <i>Please return to: Fees Office, University of Galway, Ireland</i>
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This form must be completed each year when making an application for fee concession under this policy. This scheme does not apply to attendance at short courses or conferences. Each qualifying serving/retired staff member (or legal representative), rather than the beneficiary must sign this form. As Fee Concessions are charged to the relevant staff member's pay budget [without reducing it], serving staff are required to have this form signed by their Head of Unit / Discipline (application forms from Retired staff are authorised/confirmed by Pensions Office) prior to submission to Fees Office. Completed applications must be submitted to the Fees Office within 3 months of course commencement.

Name of Applicant	
University of Galway Address	
Telephone Extension	
Cost Centre	
Staff Payroll Number	
Pay Grade	
Date of Appointment to University of Galway	Concession applies to full-time permanent staff employed pre 01/10/92
Hours per week	If your employment is part time, job share or less than full-time, please state the number of hours you are contracted to work in the University in the year for which you are applying for the concession.
Name of Student claiming Concession	
ID Number of Student	
Name of Course AND academic year which is the subject of THIS application	
University of Registration: (tick appropriate box)	<input type="checkbox"/> University of Galway <input type="checkbox"/> UCD <input type="checkbox"/> TCD <input type="checkbox"/> UCC <input type="checkbox"/> NUI Maynooth

To be completed by Head of School / Unit:

Name of Head of School / Unit	
Signature of Head of School / Unit	
Date	

Fees Office Use Only:

Years of Concession Already Claimed	1. _____ 2. _____ 3. _____ 4. _____
Concession processed on foot of this application	Tuition - 100% <input type="checkbox"/> or 50% <input type="checkbox"/> <input type="checkbox"/> Registration only Amount € _____