**Appendix 1**

|  |  |
| --- | --- |
|  | ***University of Galway – Staff Fee******Concession****Please return to: Fees Office, University**of Galway , Ireland* |

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 UoG** | 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 inthe 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)** | [ ] University of Galway [ ] UCD[ ] TCD[ ] UCC[ ] 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% [ ] or 50% [ ] [ ] Registration onlyAmount €  |

4