

Dublin City University Fee Status Assessment Form

First Name		Last Name	
<input type="checkbox"/> Male <input type="checkbox"/> Female	ERP ID /CAO Number		
Date of Birth		Country of Birth	
Nationality			
Current Address:			
Programme Title			
Telephone No		Email Address	

Fee Assessments are conducted in Dublin City University by the **Fee Status Assessment Committee**. We regret that it is not possible to complete an assessment by phone, in person or general email correspondence.

1. Applicants must have a **Full Offer** from Dublin City University prior to the assessment to determine the fee status.
2. Applicants must gather *copies of original documentation* (as specified overleaf) to support their application and send by email to feestatus.assessment@dcu.ie (please note: applicants may be requested to provide certified hard copies of their applications at a later stage)
3. Complete applications will be processed within 2 weeks of receipt of the application and relevant documentation. Candidates will be notified of the outcome by email. **This email should be retained and presented to the Registry at the time of registration.**
4. Incomplete applications cannot be processed; applicants may be contacted and requested to submit any additional documentation where required. DCU is not responsible for delays in the fee assessment process if an applicant provides incomplete applications.

Entitlement to free fees for non-EEA nationals who acquire EEA citizenship during the course of their third level studies with effect as announced by the HEA on the 1st of August 2013, a **‘Change of Nationality’** clause will form part of the Free Fees Schemes. As is currently the case students, who do not meet the nationality criteria of the scheme, will continue to be ineligible for free fees, however if such students subsequently acquire EEA citizenship during their third level studies they may be entitled to free tuition fees for the remainder of their course of study as follows:

- Students who acquire EEA citizenship up to **30th of September** in an academic year may be entitled to free tuition fees **for the full academic year.**
- Students who acquire EEA citizenship up to **31st January** in an academic year may be entitled to free tuition fees from the **second half of the academic year.**
- Students who acquire EEA citizenship from **1st February** may be entitled to free tuition fees from the **commencement of the next academic year.**

In order to be eligible under this ‘Change of Nationality’ clause students must have met all other criterion of the Free Fees Schemes, apart from nationality, at date of entry to their course of study.

To qualify for EU fees, you must satisfy the following tests which are:

- The Nationality Test
- The Residency Test

Applicants for **undergraduate programmes** must meet the additional **‘Previous Study’** criteria to be eligible for ‘free fees’. If you have been accepted for a full-time undergraduate programme, please answer question 3 on this form.

Criteria for Determining Fee Status of Applicant. Please answer all sections:

Question 1 : Nationality Criteria	Yes	No	
Do you hold an EU/EEA/Swiss/UK Passport or Nationality Identity Card?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please enclose a copy of Passport/National Identity Card
Do you hold a Non-EU Passport and have you resided in an EU/EEA member state Swiss confederation/UK state for 3 of the last 5 years for the purpose of full-time employment.	<input type="checkbox"/>	<input type="checkbox"/>	If yes – please enclose copy of passport and valid work permit or Irish Residence Permit to cover 3 years of last 5 years. .
Have you been awarded Refugee Status in Ireland?	<input type="checkbox"/>	<input type="checkbox"/>	If yes – please enclose copy of original letter from Department of Justice
Have you been awarded Humanitarian Leave to Remain?	<input type="checkbox"/>	<input type="checkbox"/>	If yes – please enclose copy of original letter from Department of Justice
Are you a holder of a Irish Residence Permit Stamp “ 4EUFam ” card [card must display stamp 4EUFam not Stamp 4]	<input type="checkbox"/>	<input type="checkbox"/>	If yes - please enclose copy of Irish Residence Permit Stamp “ 4EUFam ” card and a copy of the original letter issued by Department of Justice
Have you been granted Subsidiary Protection to reside in the state.	<input type="checkbox"/>	<input type="checkbox"/>	If yes – please enclose a copy of the original letter issued by Department of Justice .
Have you been granted permission under the International Protection Act, 2015	<input type="checkbox"/>	<input type="checkbox"/>	If yes – please enclose a copy of the original letter issued by International protection Office/Department of Justice
<p><i>When presenting letters from Department of Justice please refer to the HEA regulations.</i> https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/</p>			
<p>Proof of residence is required in all categories; please see the required documentation listed under question 4.</p> <ul style="list-style-type: none"> Any period of residence as a non-European student who entered Ireland for the purpose of study, on a Student Visa (Stamp 2) is not included in the assessment of years of residence (if under 23 years of age students will be assessed using Parents’ records). 			
Question 2: Applicants Residency Requirement (Under 23 years of age)	Yes	No	
Have you been in full-time post-primary education within an EU /EEA member state/ Swiss Confederation, UK for three of the five years prior to your application to DCU?	<input type="checkbox"/>	<input type="checkbox"/>	CAO Applicants Under age of 23 If yes, please provide copy of passport and letter from Secondary School indicating dates of attendance in Irish/EU/EEA/Swiss/UK education system.
Question 3: Previous Study (Undergraduate Student)	Yes	No	
Have you ever attended a 3 rd level College/Institution?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please submit letter from 3 rd level College/Institution indicating dates of attendance and the qualification attained. This letter must include full title of the degree / qualification achieved, duration of study and institution you attended.

		<input type="checkbox"/> proof of social welfare allowances for 3 of last 5 years (Letter from department of Social Protection outlining duration of claim) or <input type="checkbox"/> Evidence of self-employment F11 for 3 years of past 5 years
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Question 5: Special Exemptions (Applies EU Status Fees)	Yes	No	
Previous Studies Test	<input type="checkbox"/>	<input type="checkbox"/>	
Do you hold an EU/EEA/Swiss/UK Passport?			
Have you resided in a Non-EU country for 3 of the 5 years, prior to entry to the University?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you receive ALL your full time post-primary education within the EU?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes - you must submit a letter from your school indicating your dates of attendance</i>

Please note: Non-EU Passport holders whose parents have been naturalised do not qualify as an EU National until the applicant themselves has been issued with an Irish / EU naturalisation certificate.

Supporting Evidence (certified copies) should be emailed with this form to feestatus.assessment@dcu.ie When presenting documents in their original language, an English language translation is required.

Please note: we do not accept P60, P45 or payslips as valid documentation

Declaration:

I declare that the above information is correct and that I can produce evidence to support my fee status application. I understand that it is my responsibility to be in good financial standing with the University. I confirm that I have read and understood the terms and conditions from the DCU web site before I completed this form,

DCU Fee Assessment: <https://www.dcu.ie/registry/fees-and-scholarships>

HEA Free Fees Initiative: <http://hea.ie/funding-governance-performance/funding/student-finance/course-fees/>

Name (Print) _____ ERP ID/CAO Number _____

Signature _____ Date: ____/____/____