

# Card Fee Declaration – 2023-24

TO BE SUBMITTED TO GRADUATE STUDIES OFFICE BY

Friday 30<sup>th</sup> June 2023

Student Name: \_\_\_\_\_

ID number: \_\_\_\_\_

Please tick

## FACULTY:

as appropriate

Institute of Education

Faculty of Humanities & Social Sciences

Faculty of Engineering & Computing

Faculty of Science & Health

DCU Business School

Year of study that student will be registering as in 2023-24: \_\_\_\_\_

Registering as a full-time or part-time student: \_\_\_\_\_

Please tick

as appropriate

## Annual progression

I can confirm that to facilitate my registration for 2023-24, the [pgr2online.dcu.ie](https://pgr2online.dcu.ie) Annual Progress Report process will be completed by **Wednesday 28<sup>th</sup> June 2023**

I confirm that (where required) a **PGR14 Request for Extension to Maximum Registration Period** will be submitted to Registry by **Thursday 3<sup>rd</sup> August 2023**

### **PGR4 notification of intention to submit**

a) I can confirm that a **PGR4 Notification of Intention to Submit Thesis for Examination** has been submitted to Registry

or

b) I can confirm that a PGR4 will be submitted to Registry by **Thursday 3<sup>rd</sup> August 2023**

### **Accounting for time away from study: to be signed by student and supervisor**

I confirm that any time out or lost time I (the student) may have had at any time during my study due to any form of illness (recognised by DCU Disability Services or otherwise), personal circumstances, maternity leave etc. **has previously been taken account of as per university regulations** and I declare that as of today's date, any such lost time has no further bearing on my ability to submit the soft bound copy of my thesis by Friday 8<sup>th</sup> December 2023.

Student Signature	
Supervisor Signature	
Date	

### **Card Fee payment: €150 to be paid by Friday 28<sup>th</sup> July 2023**

I confirm that (a) the €150 Card Fee and (b) the Balance should the soft bound thesis not be submitted on or before Friday 8<sup>th</sup> December 2023, is to be paid to the Fees Office as follows:

#### **(a) €150 Card Fee**

Card Fee to be paid by student	Yes / No (please circle as appropriate)  <i>If Yes, student to sign here:</i>
Card Fee to be paid from this cost centre (GSO will arrange for the €150 deduction)	

**(b) Balance should thesis not be submitted by Friday 8<sup>th</sup> December 2023**

Balance to be paid by student	Yes / No (please circle as appropriate)  <i>If Yes, student to sign here:</i>
Balance to be paid from this cost centre <i>(GSO will arrange for deduction of balance)</i>	

*NB: Please complete both (a) and (b) and student to enter their signature as appropriate. Incomplete forms will invalidate an application. Cost centre/subcost codes to be included as appropriate.*

This Card Fee Declaration is submitted by:

STUDENT SIGNATURE:	_____
SUPERVISOR NAME <i>(print name)</i>	_____
SUPERVISOR SIGNATURE	_____
DATE OF THIS APPLICATION:	_____