

Application for Remission of Fees

In cases of financial difficulty the University will consider waiving fees for individual students who are finding it hard to meet the costs of the programme they are currently undertaking. All cases are considered on an individual basis once all applications for a year have been received and reviewed. Please note that remission, if granted, is only valid for one year and a new submission must be made for any subsequent years. In order to be eligible to apply for the scheme, students must satisfy the following criteria:

- Have completed one year of their programme
- Be registered on a full time programme of study

This form has been designed to assist us in identifying those students in greatest need. It is in your own interest to assist us with this process by completing the form as **fully** as possible and supplying **supplementary evidence** to support your application. Further evidence will not be sought from students.

Once completed, the form (and supporting documentation) should be returned to **Ms. Celine Geraghty in Student Affairs (Henry Grattan Building)** in an envelope marked 'Confidential – Student Fees'. Applications will be treated in strictest confidence.

Deadline for Receipt of Completed Application: October 15th

Name:	
Student Number:	
Degree Programme and Year:	
Overall Exam Results last year:	
Full Postal Address:	
DCU E-Mail Address:	
Contact Phone Number:	

1. Are you in receipt of, or eligible for, a Higher Education Grant, VEC scholarship or any other such award? If not, please state the reasons. If you are in receipt of any such award, please give full details:

Income	€	Expenditure	€
Allowance	€	Rent	€
Work Earnings	€	Groceries	€
Grant	€	Fuel (e.g. oil)	€
	€	College Books	€
	€	Print Credit	€
	€	Electricity	€
		Transport	€
		Clothes	€
		Mobile Phone	€
		Entertainment	€
			€
			€
			€
			€
Total	€	Total	€

Kindly ensure that the information above is supplemented by any official documentation which may assist us in assessing your application e.g. P60, Statement of Social Welfare, Medical Certificates (if relevant) etc. You may add additional pages if necessary.

I certify that the information given in this form is correct.

Signed:

Date:

Kindly note that students should register for their chosen programme at DCU as normal during the Registration Period but will *not* be given a student card or access to services at the University if the fees have not been paid. Should students decide to *pay* their fees through other means and then be granted a remission or part remission of fees when the Committee meets after the closing date, the fees will be reimbursed. Students will be notified by post / e-mail of the outcome of the Committee.