

Dublin City University
STUDENT FEE DECLARATION FORM
(HIGHER EDUCATION FREE TUITION FEE
SCHEME)

For office use only:

Status	Years to Claim	Progress
N	1	Excel Updated
E	2	ITS Updated
NE	3	Scanned
	4	Emailed

On the basis of information available it would appear that you have previously attended/applied to a third level institution. This may affect your eligibility for the Free Fees Initiative. If progressing from a level 6/7 to a level 8 this must be in the same field to qualify for Free Fees. To enable a decision to be made as to your eligibility for the Free Fees Initiative please complete the form below and have the form certified by the institution attended. In the absence of this form being completed and returned you will remain liable for full tuition fees at this University. If you have attended more than one institution please use separate forms for each institution attended/applied to. **Please return this form to Dublin City University, Student Fees Office, Collins Avenue, Dublin 9, or email a scanned copy to fee.declaration@dcu.ie, within 5 working days.**

Full Name: _____ **Date of Birth:** _____

Please tick a category from the list below:

- Went into employment post-Leaving Cert to present (Brief History Required)
- Repeated the Leaving Certificate immediately prior to joining DCU
- **Registered** at another third level institution/s (Complete section below)

Previous Student No: _____ **Current CAO No:** _____

Name of Institution attended: _____

Title and Level of Programme: _____

Reason for Leaving: _____

I hereby declare that the above details are correct and understand that I will be liable for fees if found otherwise.

Student Signature: _____ **Date:** _____

Please do not register online until you have received confirmation of the outcome of this assessment

To be completed by the College/University previously attended by you:
University / College Certification of Attendance

Period of Attendance: From: _____ To: _____

Fees were claimed from the HEA in respect of the above student as follows:

Level of Programme: Level 5 Level 6 Level 7 Level 8

Year of programme at exit: Year 1 Year 2 Year 3 Year 4

Percentage of fees claimed: 0% 50% 100%

Signature: _____ **Date:** _____

Official College Stamp: