|  |  |  |
| --- | --- | --- |
| **Fees Status** | **Years to Claim** | **Progress** |
| **N** |  | **1** |  | **Excel Updated** |  |
| **E** |  | **2** |  | **ITS Updated** |  |
| **NE** |  | **3** |  | **Scanned** |  |
|  |  | **4** |  | **Emailed** |  |
| **IO Assessment** |  |  |  |

**Dublin City University For office use only:**

**STUDENT FEE DECLARATION FORM**

**(HIGHER EDUCATION FREE TUITION FEE SCHEME)**

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:**

* Employed post-Leaving Cert or Equivalent to present (Employment History Req.)
* 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 PLC/College/University previously attended by you:***

**PLC/College/University 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:**

**Data Protection Notice**

**Personal information that you submit to DCU Fees Office in connection with any service provision will be dealt with in accordance with the DCU Data Protection Policy, which can be viewed at the following website address:** <https://www.dcu.ie/sites/default/files/policy/25_-_data_privacy_policy_v3.pdf>