

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

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. Please note you will not be permitted to register until we have received the completed form and our assessment has been completed.**

First Name _____ **Surname** _____

Please select a category from the list below:

- Went into employment post-Leaving Certificate (please attach a brief history of employment from Leaving Certificate to present)
- Repeated the Leaving Certificate immediately prior to joining DCU (attach copy)
- Already hold a Degree/Diploma/Certificate qualification – Please complete **all** sections below.
- Previously a **registered** student at another institution (worldwide) – Please complete **all** sections below. If you have attended more than one institution, please use separate forms for each institution.

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

Name of Institution attended: _____

Title and Level of Programme: _____

Reason for Leaving: _____

Note for level of course:

- Please refer to, http://www.nfq.ie/nfq/en/FanDiagram/nqai_nfq_08.html to get further information on the level of programmes as per the National Framework of Qualifications (NFQ).

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

Student Signature: _____ **Date:** _____

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 4 Year 3 Year 2 Year 1

Percentage of fees claimed: 0% 50% 100%

Signature: _____ **Date:** _____

Official College Stamp: