

## Fee Status Assessment Form

| Student Information  |  |   |  |                            |  |
|--|--|---|--|----------------------------|--|
| First Name   |  | Surname Name  |  |                            |  |
| <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs |  | <input type="checkbox"/> Male <input type="checkbox"/> Female |  | PAC/CAO Application Number |  |
| Date of Birth:   |  | Country of Birth:   |  | Nationality                |  |
| Title of the DCU Degree for which you have been accepted:  |  |   |  |                            |  |
| Current Address  |  |   |  |                            |  |
|  |  |   |  |                            |  |
|  |  |   |  |                            |  |
| Contact Telephone No.  |  | Email Address   |  |                            |  |

The assessment of your fee status is processed by the Finance Committee. To qualify for EU fees<sup>1</sup>, you must satisfy the following tests which are:

- The Nationality Test
- The Residency Test

Applicants for undergraduate programmes must meet the additional 'Previous Study' criteria to be eligible for 'free fees'. If you have been accepted for a full-time undergraduate programme, please answer the questions below. Applicants for Postgraduate programmes should proceed to the next section.

Is this your 1<sup>st</sup> undergraduate degree?  YES  NO

If you have answered NO, please provide details of your previous degree here (include degree title, duration of degree, country where you took the degree)

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Do you hold a postgraduate qualification?  YES  NO

To complete this assessment you must:

1. Tick the box appropriate to your circumstances and sign the declaration at the bottom of this form.
2. Gather ORIGINAL DOCUMENTATION or *certified photocopies of original documentation* (as specified below) to support your request. Bring this documentation with you or submit certified photocopies of it with you in advance along with this form.

**Please note: In all categories, student is required to provide evidence of meeting all eligibility criteria.**

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1. I am a national of an EU/EEA member state/Ireland, I hold an EU/EEA passport and I have been ordinarily resident in an E/EEA member state for three of the five years prior to the commencement of the programme.
  2. I am a national of an EU/EEA member state/Ireland and have received all my post-primary education within an EU/EEA member state/Ireland, and I **HAVE RESIDED** in an EU/EEA member state for three of the five years prior to the commencement of the programme.

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<sup>1</sup> Where a candidate qualifies as an EU candidate they may be further entitled to qualify under the "Free Tuition" Scheme in operation .

3. I am a NON EU Passport holder and I have been in full-time employment in an EU/EEA member state/Ireland for three of the last five years, prior to the commencement of the first year of the course. This applies to candidates over the age of 23 (Before 1st January in the year prior to commencement of programme.)
4. I am a NON EU Passport holder and I have been ordinarily resident in an EU/EEA member state/Ireland for three of the five years prior to the commencement of the programme and MY PARENTS have been in full - time employment in an EU/EEA member state/Ireland for three of the five years prior to the commencement of the programme. This applies to candidates under the age of 23 (Before 1st January in the year prior to commencement of programme).
5. I am a NON EU Passport holder and I have been ordinarily resident in an EU/EEA member state/Ireland for three of the five years prior to the commencement of the programme and MY SPOUSE has been in full - time employment in an EU/EEA member state/Ireland for three of the five years prior to the commencement of the programme.
6. I am a NON EU Passport holder and I have been ordinarily resident in an EU/EEA member state/Ireland for three of the five years prior to the commencement of the programme and I am the holder of a Garda National Immigration Bureau [GNIB] Stamp 4 EU Family card
7. I have been a full time Non-EU student in DCU for the entire duration of an undergraduate programme and I now intend to complete a Masters programme in DCU.  
DCU undergraduate ID.....

**Tick the above category under which you are applying for EU fees**

1.  2.  3.  4.  5.  6.  7.

**For Categories 1-2 above, submit the following: (indicate the document include with a )**

- EU/EEA passport; or
- Original EU/EEA Nationality Identity Card; or
- Official Irish Refugee Status (requires the appropriate original letter from the Department of Justice, Equality and Law Reform indicating that the appropriate status has been granted)
- Proof that you **HAVE RESIDED** in an EU/EEA member state for three of the five years prior to the commencement of the programme.

**For Categories 3 & 4 submit all of the following: (Evidence of Tax Residence / Full-Time Employment)**

- 3 x P21 forms /or support documentation if in receipt of social welfare benefits for 3 of the last 5 years/ or if self-employed evidence that you have paid your tax bills resulting from your F11
- Work permit for 3 years, valid for the years of full employment or GNIB card with Stamp1 or 4 and evidence of date when Stamp 4 was granted and
- Contact details of employer(s) where full-time work was engaged in for 3 of the last 5 years
- For CAO applications (under the age of 23) must provide a birth certificate and a letter from their Secondary School stating the number of years that they have been in the Irish Education system.
- Passport and GNIB card

**For Category 5 & 6 submit all of the following: (Evidence of Tax Residence / Full-Time Employment)**

- 3 x P21 forms of Spouse /or support documentation if in receipt of social welfare benefits for 3 of the last 5 years/ or if self-employed evidence that tax bills resulting from your F11 have been paid. In this case all these apply to your spouse.
- Spouse's work permit for 3 years, valid for the years of full employment or GNIB card with Stamp 1 or 4 and evidence of date when Stamp 4 was granted and
- Contact details of spouse's employer(s) where full-time work was engaged in for 3 of the last 5 years
- Marriage Certificate as evidence that marriage took place at least 3 years previously
- Passport and GNIB card of Student and spouse

**For Category 7**

- Student must be a DCU student progressing to Masters programme (please include your current DCU student number).

March 2011

Student Support and Development, International Office, Henry Grattan Building, Dublin City University, Glasnevin, Dublin 9.  
(Tel +353-1-7007411), Email [international.office@dcu.ie](mailto:international.office@dcu.ie) Web: <http://www.dcu.ie/international>

**Footnotes**

<sup>1</sup> A person is deemed to be a 'national' of an EU/EEA member state where they have: a Passport *or* National ID Card from an EU/EEA member state *or* an Official Letter confirming Refugee Status in *Ireland*

**Students must qualify for category 1 or 2 to be eligible for the subsidised rate for ESF-funded programmes**

**Special Categories:** The following categories are eligible for EU/EEA fees or free fees (i.e. the 3-year rule is waived, all other criteria apply and candidates will need to be assessed)

- Foreign Diplomats / employees of foreign embassies resident in Ireland and their spouses and children (eligible for EU fees, not free fees)
- A child of the Irish Department of Foreign Affairs Official on assignment outside the EU (EU fees or Free Fees)
- A child of an Irish Semi-State Agency Official on assignment outside the EU (EU fees or Free Fees)
- Irish volunteer development workers or their family who have been on assignments outside the EU. The eligibility of each such workers must be validated by the volunteer agency (EU or Free Fees)
- Certain UN Officials as approved by the Department of Foreign Affairs (EU or Free Fees)

**Supporting Evidence (original documentation or certified copies) to be posted or handed in to the International Office:**

*Please Note:* Upon receipt of an offer/confirmation letter applicants have 2 weeks to accept an offer of their place.

**Applications for fee status review should be submitted as soon as you receive an offer of a place in DCU.**

**Declaration:**

I declare that the above information is correct and that I can produce evidence to support my fee status. I understand that it is my responsibility to be in good financial standing with the University.

Name (Print) \_\_\_\_\_ Student ID \_\_\_\_\_

Signature \_\_\_\_\_

| For Office use only  |                    |                           |                    |
|--|--------------------|---------------------------|--------------------|
| Student Information Staff Checklist (please tick each box) |                    |                           |                    |
| Original Documentation Received                            |                    |                           |                    |
| IITS Status  | N = EU (Free Fees) | NE= (Non-EU)              | E = EU (Full Fees) |
| Signatures Finance Committee 1                             |                    | Date:                     |                    |
| Signature Finance Committee 2                              |                    | Date:                     |                    |
| Student Status changed on IITS                             |                    | Note inserted on account? |                    |
| Student informed of outcome                                |                    | Date:                     | Staff Initials:    |