

**University of Limerick**

**FRAMEWORK FOR REMISSION OF FEES FOR CHILDREN OF STAFF WITH CONTINUOUS SERVICE SINCE BEFORE 30TH SEPTEMBER 1992**

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**1 Introduction**

* 1. **Purpose**

This sets out the University of Limerick Framework for Remission of Fees for Children of staff, and the associated procedure.

**1.2 Scope**

***1.2.1 To whom does the framework apply?***

This Framework applies to all current staff employed in a full-time permanent capacity on or before 30th September 1992. Temporary full-time staff who were made permanent after continuous employment commencing before 30th September 1992 are also eligible. There must be no break in service between 30th September 1992 and now to be eligible. This framework does not apply to retired staff.

***1.2.2 In what situations does the Framework apply?***

This Framework applies where current members of staff, who meet the eligibility criteria outlined in 1.2.1 above, have children attending an undergraduate programme at UL or at an institution where reciprocity applies.

***1.2.3 Who is responsible for ensuring that the Framework (and any associated procedure) is implemented and monitored?***

It is the responsibility of the HR Division to ensure that the Framework is implemented as approved. Responsibility for this lies with the Head, Learning and Development.

The Fees Office will have responsibility for ensuring that this is implemented following instruction from the HR Division.

**2. Framework Statements**

**2.1 Principles**

***2.1.1 One Undergraduate Programme***

This Framework applies for one undergraduate programme per child subject to a maximum of four years for that particular programme. Any repeat years will not be covered by this Framework.

This applies for:

1. One continuous undergraduate programme.
2. Where there is a leave of absence in the middle, returning to that same course of study. The total benefit for this one programme cannot exceed four years.
3. Internal transfers may be considered provided that it is continuous and no additional costs are incurred by the University.

This does not allow for transfer to another course following a leave of absence.

***2.1.2 Fee Remission***

At the time of writing, remission of fees covers the annual student contribution. It does not cover the student centre levy.

The implication for this Framework of any changes to fee structures at national and/or local level will need to be considered and may not apply automatically.

***2.1.3 Reciprocity***

Existing reciprocity will continue.

**3. Procedure**

***3.1 Procedural Steps***

**Step 1.** Staff member to complete the relevant form (attached). Form is to be submitted to the Learning and Development unit of the HR Division. This must be completed for each year of study and approval is required each year as outlined below.

For students other than first year students, the fully complete form must be received by the University no later than 10th August in the year preceding the next year of study. For first year students, the form must be submitted within 10 working days of confirmation of offer. Back dated applications for prior years will not be accepted

**Step 2.** HR Division confirms eligibility and authorise in line with relevant University procedures.

**Step 3.** HR confirm the details to the Fees office.

**Step 4.** Fees office implement the Remission of Fees.

**4 Related Documents**

Form TF009 - Staff Family Remission of Fees Approval Form.

**5. Document Control**

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| **Document Version** | Version 1 |
| **Document** Owner HR Director | |
| **Approved by** | Executive Committee |
| **Date** | 13th November 2019 |
| **Effective Date:** | 13th November 2019 |
| **Scheduled Review Date:** | 3 years |