**Postgraduate Certificate (PGCert) in Learning, Teaching and Assessment in Higher Education:**

**Programme Fees: Further Study Policy AY2024/25**

**UL employees:** Applicants from UL **who are employed for the full duration of the programme can avail of a fee waiver**

**(N.B. there is no charge to a Faculty cost centre):**

***To apply for a fee waiver:***

* Please complete the **Further Study Form** below
* Forward to the **Human Resources Division (Alison O’Regan;** [**alison.oregan@ul.ie**](mailto:alison.oregan@ul.ie)**)**
* A copy of the form should also be **included with your programme application**.

1. **Non-UL employees:** External applicants and UL PhD Students:
   * **Liable for Full Fees (see Fee Table below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Code** | **Description** | **MOA** | **24/25 EU** | **24/25 Non-EU** |
| GCLTASTPA | PGCert in Learning, Teaching and Assessment in Higher Education | TP | € 2,198 | €4,350 |

For further details, please contact:

**Dr. Michael Wride**

**Course Director**

Centre for Transformative Learning

**[E]** [michael.wride@ul.ie](mailto:ide.osullivan@ul.ie) **[W]** [www.ul.ie/ctl](http://www.ul.ie/ctl)

**Postgraduate Certificate (PGCert) in Learning, Teaching and Assessment in Higher Education**

**Programme Fees: Further Study Application Form AY2024/25**

UL employees can apply for a fee waiver (Non-UL employees: external applicants and UL PhD Students are liable for full Fees). The fee waiver applies to UL staff **who are employed for the full duration of the programme.**

**This waiver means that there is no charge to a Faculty cost centre.**

* **Full-time employee:** \_\_\_\_\_\_\_\_\_\_
* **Part-time employee:** \_\_\_\_\_\_\_\_\_\_

*Please tick as appropriate*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | **Staff ID Number:** |  |
| **Department:** | | | | |
| **Division/Faculty:** | | | | |
| **Which course are you applying for?**  *Tick to confirm* **🗸** | | **PGCert in Learning, Teaching and Assessment in HE**  **[ ] (Year 1)** | | |
| **Cost of Course (from the Fee Table):** | | | | |
| **Expected Registration Date:** | | | | |

**Staff Member’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB Only employees of UL who are employed for the full duration of the programme can avail of a fee waiver. When approving, please ensure that this is the case.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Approved:** | **Yes** |  | **No** |  | *Tick as applicable* **🗸** | **Date:** |
| *Department Head Signature:* | | | | | |
| **Approved:** | **Yes** |  | **No** |  | *Tick as applicable* **🗸** | **Date:** |
| *Dean/Division Head Signature:* | | | | | |
| **Reason for non-approval (if applicable):** | | | | | | |
| **Faculty/Department/Division Cost Centre Details (for writers’ retreat):** | | | | | | |
| **HR Use Only:** *Tick as applicable* **🗸** | | | | | | |
| **Approved:** | **Yes** |  | **No** |  | *Tick as applicable* **🗸** | **Date:** |
| *Human Resources Officer Signature:* | | | | | |  |
| **Reason for non-approval (if applicable):** | | | | | | |