



## Fee Remission Scheme

### Frequently Asked Questions

Please refer to the [Fee Remission Scheme Policy](#) available on the HR website

#### Fee Remission

**Q.1 What are the criteria for approval for the Fee Remission Scheme?**

A.1 The applicant must be:

- A Maynooth University employee, who was employed on a permanent full-time basis on or before the 30th of September 1992 and is still employed by Maynooth University; their spouse and children.
- A Maynooth University employee, who was employed on a permanent full-time basis on or before the 30th of September 1992, who is now retired; their spouse and children.
- The spouse and children of a Maynooth University employee, who was employed on a permanent full-time basis on or before the 30th of September 1992, who died in service.
- The course must be held in Maynooth University (MU), Saint Patrick's College Maynooth (SPCM), University College Dublin (UCD), University College Cork (UCC), National University of Ireland Galway (NUIG) and Trinity College Dublin (TCD).
- Fee remission will not apply to any employee, their spouse or children in receipt of Local Authority Grants or financed from any other external source.
- Maynooth University will not be liable for any other charge whatsoever arising from fee remission or payment of fees to other Universities including repeat fees, books, etc.
- A maximum of four years full-time or a maximum of 6 years part-time will be paid for any applicant attending courses in any University other than Maynooth University

**Q.2 If the employee left Maynooth University before they retired, are they eligible for the Fee Remission Scheme?**

A.2 If the employee left Maynooth University before they retired and meet all other criteria, they are not eligible for the Fee Remission Scheme. The employee must have been an employee of MU when they retired, in addition to meeting the other criteria outlined.

**Q.3 If I am eligible for the Fee Remission Scheme, what is the duration of study permitted and is there a limit?**

A.3 Funding for a **maximum** of four years full-time or a maximum of 6 years part-time will be paid for any applicant attending courses in any University listed on the Fee Remission Scheme criteria.

- Up to 4 year means 1 undergraduate course full time (or part time up to 6 years) in total.
- If someone who meets the terms and conditions of the policy completes a 3-year full time undergraduate qualification, under the policy, they can also complete a 1-year full time postgraduate qualification under the policy provided that the qualification is demonstrating progression, such as undergraduate to postgraduate.

**Q.4 How do I apply for Fee Remission?**

A.4 The Fee Remission Application Form must be completed in full and signed. The form is submitted to Learning & Development, Human Resources and must be accompanied by a copy of the fees receipt.

**Q.5 Where will I find the Fee Remission Application Form?**

A.5 The form is available on <https://www.maynoothuniversity.ie/human-resources/policies/fee-remission>

**Q.6 When can I apply for Fee Remission?**

A.6 It is recommended to ensure your application is processed on time that you complete the Fee Remission application form and return it to [learning.development@mu.ie](mailto:learning.development@mu.ie) accompanied by the relevant receipts, 6 weeks before the course begins.

**Q.7 Where do I send my application for Fee Remission?**

A.7 Email your Fee Remission Application Form along with your fees receipt to [learning.development@mu.ie](mailto:learning.development@mu.ie)

**Q.8 Does Benefit in Kind apply under the Fee Remission Scheme?**

A.8 In cases where the spouse/child attends Maynooth University, no benefit-in kind taxation (BIK) arises, and the remission is currently paid without any tax implications.

In cases where the spouse/child attends a university other than Maynooth University, the fee reimbursed by Maynooth University, for the spouse/child generates a BIK liability for the Maynooth University employee, which is processed through payroll. Any queries regarding this should be made directly to payroll.

It is also useful to check the most up to date BIK rules at [revenue.ie](http://revenue.ie)

**Q.9 I am a current employee of Maynooth University. Can I apply for Fee Remission if I meet the criteria, or should I apply under Education Support?**

A.9 If you are a current employee and you meet the Fee Remission Scheme criteria in full, then you should apply under Fee Remission rather than under the Education Support policy.

If you do not meet the criteria under the Fee Remission scheme, please review our [Education Support Policy](#)

**Q.10 Can a course be completed in the UK under the Fee Remission Scheme?**

A.10 The course must be held in Maynooth University (MU), Saint Patrick's College Maynooth (SPCM), University College Dublin (UCD), University College Cork (UCC), National University of Ireland Galway (NUIG) and Trinity College Dublin (TCD).

**Q.11 I am currently on a .5 FTE contract at Maynooth University. Can I apply for Fee Remission?**

A.11 If you were a full-time (1 FTE) employee of Maynooth University who was employed on a permanent full-time basis on or before the 30<sup>th</sup> of September 1992, you are eligible to apply for Fee Remission.