



# **University of Limerick**

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

Approved 4<sup>th</sup> February 2025

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# 1 Introduction

## 1.1 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 30 September 1992. Temporary full-time staff who were made permanent after continuous employment commencing before 30 September 1992 are also eligible. There must be no break in service between 30 September 1992 and now to be eligible. This benefit also applies to retired staff who were employed in a permanent capacity on or before 30th September 1992, and to those who were employed in a temporary capacity on or before 30th September 1992 and subsequently appointed in a permanent capacity. There must be no break in service between 30th September 1992 and now (other than retirement) to be eligible for a fee concession for a beneficiary.

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

This Framework applies where current members of staff or retired members of staff, who meet the eligibility criteria outlined in 1.2.1 above, have biological or adopted 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.

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. Any repeat years will not be covered by this Framework.

This applies for:

- a) One undergraduate programme.
- b) Where there is a leave of absence in the middle, the total benefit for this one programme cannot exceed four years.
- c) Internal transfers may be considered provided that no additional costs are incurred by the University and the total benefit cannot exceed four years.

#### **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 Talent Development unit of the HR Division. This must be completed for each year of study and approval is required each year.

For students other than first year students, the fully complete form must be received by the University upon acceptance of the course for the relevant year of study. Back dated applications for prior years will not be accepted.

**Step 2.** HR Division confirms eligibility and this is authorised by the HR Director 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.

## Document Control

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