



Polasáí agus Nósanna Imeachta/Policies and Procedures

Code	QA309
Title	Fee Concession Scheme Family Members
Policy Owner	Director Financial Accounts
Date	18 th December 2024
Approved By	Údarás na hOllscoile

1.0 Purpose

Describes the fee concessions available to family members of qualifying serving and retired University staff together with attendant conditions.

2.0 Description

University of Galway may grant fee concessions to spouses and children of qualifying staff as detailed below. The scheme also applies to retired qualifying staff members themselves.

The fee concessions available for existing staff are outlined under policy QA130 Further Education Policy.

3.0 Definition of a qualifying staff member who can avail of fee concessions for family members:

- Employees who held permanent full-time appointments on or before 30 September 1992 and who continue to work for the University.
- Employees who held permanent full-time appointments on or before 30 September 1992 and who are now retired from the University.
- Employees who held permanent full-time appointments on or before 30 September 1992, who have since voluntarily left their employment but who retained a right to a University of Galway deferred pension. These former employees must have worked in the University for a minimum of 20 years and be in receipt of University of Galway pension to qualify for the fee concessions.

4.0 Concession Classifications

4.1 Children of qualifying staff member

- 100% concession
- Available on a rolling four-year basis i.e. the concession is for a maximum of four years* at either undergraduate and/or postgraduate level.
- Full time registration only.
- Children must be financially dependent on the qualifying staff member.
- A single repeat year may qualify for concession at 50% of the applicable fee.



- The value of the concession may not exceed €8,000 p.a. per student and is normally equal to the fees¹ and charges applicable to the course excluding levies. The student levy is payable by the student in all cases.
 - The value of the concession is reduced to 50% of the fees plus charges i.e. not exceeding €4,000 p.a., per student for the following:
 - students over 25 years of age at time of admission for undergraduate course
 - students over 30 years of age at time of admission for postgraduate course
 - The concession applies to those attending University of Galway or one of the other Irish Universities where similar arrangements are in place (i.e. UCC, UCD, TCD, and NUIM only).
- * An exception is made for Medicine where the concession allows for up to 6 years at undergraduate level only.

4.2 Spouse/Partner of qualifying staff member

- A concession of 50% of the applicable EU fee (excluding any levies payable) is granted for courses leading to a primary degree or diploma.
- Any levies in force are payable by the student in all cases.
- 'Primary' is understood to mean 'first undergraduate degree / diploma' hence the concession will not apply to a spouse who holds a third level degree or diploma at time of application.

4.3 Retired staff member

- Fee concessions may be granted to University of Galway retired staff to cover the tuition fee of part time courses run in University of Galway, subject to the following terms and conditions:
- The part time course in question must have attained its break-even quota of fee-paying students for the year of participation of the former staff member.
- Non-degree/non-diploma courses run by the CALPD do not come within the terms of this scheme.
- There is no limit to the number of part time courses which may be taken, subject to a maximum of one course per annum.

The value of the concession is normally the waiver of the tuition fee (or a portion thereof) subject to a maximum of €8,000 p.a., per student. Any levies in force must be paid and cannot be funded under this concession.

5.0 Conditions

- Concessions are applicable only in cases where other funding schemes are not available to qualifying applicants to cover the cost of fees (e.g. Local Authority or Government Schemes etc).
- In all cases, the attached application form must be completed, signed by the applicant and authorised as appropriate, within 3 calendar months of the course commencement date – see Appendix 1 (attached).
- Where the number of places on a course is limited, participation (by fee concession) is subject to availability of places, after full fee-paying places have been allocated.

¹ Fees include both tuition and student contribution, exclude levies.



- This does not preclude qualifying children under 2 above who have been awarded places via competitive entry e.g. C.A.O.
- The fee concession, if granted, is based on the applicable E.U. fee, excluding levies. The fee includes both the tuition fee and student contribution.
- Concessions are only available to students who have been awarded places on foot of having satisfied the academic entry requirements.
- A second or subsequent concession may not be availed of until all fees (or balance thereof) pertaining to a course taken under this concession scheme, by the claimant or their spouse/child, are paid in full.

6.0 Taxation

The payment of course fees by University of Galway for staff members, the children and spouses of qualifying staff members may give rise to a taxable benefit in kind.

No taxable benefit will arise if the course undertaken by the child or spouse of a qualifying staff member is an internal University of Galway course as the marginal cost is deemed to be nil. Where the course fee is paid to another university, where a reciprocal arrangement exists (UCC, NUIM, TCD & UCD), a taxable benefit will arise equivalent to the course fee paid.

Retirees who apply for and are awarded a fee concession, are advised that it will be taxed as a benefit in kind.

7.0 Responsibilities

Name	Responsibility
Director Financial Accounts	Policy Owner
Serving/Retired Staff Applicant	Complete and sign all relevant forms and submission of same to the Fees Office.
Fees Office	Process application and liaise with applicant as required.
Payroll Office	Process BIK if applicable.
Human Resources Office	Confirm necessary details about applicants appointment to their University post.

8.0 Related Documentation

QA130 Further Education Policy

Appendix 1 University of Galway Staff Fee Concession Application Form

*Visit the **P&P Repository** on the **Quality Office website** for other policies, procedures, regulations and guidelines*