

## SETU (WATERFORD CAMPUS) FEES OFFICE

### Student Fee Declaration Form (Higher Education Free Tuition Fee Scheme)

**Please complete and return to the SETU Waterford Campus, Fees Office, Finance Office, Cork Road, Waterford** On the basis of information available it would appear that you have previously attended a Third Level Institution. This may affect your eligibility for the Free Fees Initiative. To enable a decision to be made as to your eligibility for the Free Fees Initiative, please complete the form below and have the form certified by the institution attended. In the absence of the completion and return of this form, you will remain liable for full tuition fees at this College. If you have attended more than one Institution, please request another form from the Student Fees Office or download the form from our website at: <http://www.setu.ie/>

|                                       |               |                    |                |               |
|---------------------------------------|---------------|--------------------|----------------|---------------|
| <b>Student Name:</b>                  |               |                    |                |               |
| <b>Previous Student No:</b>           |               |                    |                |               |
| <b>Current CAO No:</b>                |               |                    |                |               |
| <b>Name of Institution Attended:</b>  |               |                    |                |               |
| <b>Year Level at Exit:</b>            | <b>Year 1</b> | <b>Year 2</b>      | <b>Year 3</b>  | <b>Year 4</b> |
|                                       |               |                    |                |               |
| <b>Course Type:</b>                   | <b>PLC</b>    | <b>Certificate</b> | <b>Diploma</b> | <b>Degree</b> |
|                                       |               |                    |                |               |
| <b>Award Title Received (if any):</b> |               |                    |                |               |
| <b>Reason for leaving:</b>            |               |                    |                |               |

I hereby declare that the foregoing particulars are correct and understand that I will be liable for fees if found otherwise.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| <b>To be completed by the College/University previously attended by you</b>       |                   |               |                 |               |
|---|-------------------|---------------|-----------------|---------------|
| <b>Period of Attendance:</b>  | <b>Date from:</b> |               | <b>Date to:</b> |               |
| <b>Fees were claimed from the HEA in respect of the above student as follows:</b> | <b>0%</b>         | <b>50%</b>    | <b>100%</b>     |               |
|   |                   |               |                 |               |
| <b>Please tick year level at exit:</b>  | <b>Year 1</b>     | <b>Year 2</b> | <b>Year 3</b>   | <b>Year 4</b> |
|   |                   |               |                 |               |
| <b>Signature:</b> _____ <b>Official College Stamp:</b>                            |                   |               |                 |               |
| <b>Date:</b> _____  |                   |               |                 |               |

**Free Fees:**

Students are generally automatically assessed for “free fees” for undergraduate programmes. However if you are not a current school leaver or have attended another Third Level Institution, this may affect your eligibility for the Free Fees Initiative. Please fill out the attached form and submit it as soon as possible to:

**Fees Department Finance Office (Waterford Campus)**  
**Tourism & Leisure Building**  
**Cork Road**  
**Waterford**