

# Maynooth University Fee Remission Policy

## Table of Contents

Table of Contents .....	2
Relevant Information .....	2
Contact Details .....	2
Definitions.....	2
Section One .....	3
1. Policy Statement .....	3
2. Policy Scope.....	3
3. Policy Principles .....	3
4. Criteria for Approval .....	3
5. Policy Terms & Conditions .....	3
Section Two .....	4
6. Roles and Responsibilities .....	4
7. Budget Allocation .....	5

## Relevant Information

- Fee Remission Form
- Career Break Policy
- Part-Time Working Policy
- MU Strategic Plan/Department Strategic Plan

## Contact Details

Applications and support documentation to be sent by email to:  
Learning & Development, Human Resources [learning.development@mu.ie](mailto:learning.development@mu.ie)

General queries on the policy can be sent to [learning.development@mu.ie](mailto:learning.development@mu.ie)  
00 353 (0)1 474 7446

## Definitions

**Assigned Working Hours:** For the purpose of this policy are those hours the employee is assigned by the Head of Department or their nominee to work on a particular day. Some employees who work in particular areas may be assigned hours outside the 9.00 - 5.30 typical working hours.

## **Section One**

### **1. Policy Statement**

This policy provides fee remission for qualifications undertaken by Maynooth University employees who were permanent and full-time in Maynooth University pre 30<sup>th</sup> September 1992, their spouses and children.

### **2. Policy Scope**

This policy applies only to Maynooth University employees, who were employed on a permanent full-time basis on or before the **30<sup>th</sup> of September 1992**.

### **3. Policy Principles**

- 3.1 The fee remission may be amended or withdrawn at any time for financial reasons, or for any other reason as determined by Maynooth University authorities.
- 3.2 In cases where the employee is pursuing a course of study, this is not a taxable benefit if the course is relevant to the business of the University. A course is relevant to the business, if it;
  - allows employees to gain knowledge necessary for their role
  - helps employees perform their current or future work duties better.
- 3.3 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.
- 3.4 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.

### **4. Criteria for Approval**

The applicant must be:

- 4.1 A Maynooth University employee, who was employed on a permanent full-time basis on or before the 30<sup>th</sup> of September 1992, and is still employed by Maynooth University; their spouse and children.
- 4.2 A Maynooth University employee, who was employed on a permanent full-time basis on or before the 30<sup>th</sup> of September 1992, who is now retired from the University, their spouse and children.
- 4.3 The spouse and children of a Maynooth University employee, who was employed on a permanent full-time basis on or before the 30<sup>th</sup> of September 1992, who died in service.

### **5. Policy Terms & Conditions**

Having met the criteria for this policy:

- 5.1 Maynooth University will pay the annual tuition fees of the employee, their spouse and children in respect of courses 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).

- 5.2 Maynooth University will pay the annual tuition fees of the retired employee, their spouse and children in respect of courses 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).
- 5.3 Maynooth University will pay the annual tuition fees of children and spouses of members of the full-time employees who died in service in respect of courses 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).
- 5.4 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.
- 5.5 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.
- 5.6 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 above.
- 5.7 Retrospective applications, under this policy, will not be permitted.

## Section Two

### 6. Roles and Responsibilities

#### 6.1. Employee

The employee is responsible for:

- 6.1.1 Deciding what course, they would like to pursue.
- 6.1.2 Examining the courses run by Maynooth University to see if they would be appropriate.
- 6.1.3 Gathering all information regarding the course (fees, course hours, duration, level, fees, etc.)
- 6.1.4 In the case of applying for a course where the course hours are during assigned working hours, agreeing in advance with the Head of Department or their nominee, that it is possible to attend.
- 6.1.5 Completing the Fee Remission application form and returning it to [learning.development@mu.ie](mailto:learning.development@mu.ie), accompanied by receipts, 6 weeks before the course begins.
- 6.1.6 Forwarding confirmation of completion of their final examination results to Human Resources.
- 6.1.7 Being compliant with this policy.

#### 6.2. Human Resources Department

The Human Resources Department is responsible for:

- 6.2.1 Deciding which applications meet the criteria set out in the policy and can be approved,
- 6.2.2 Informing the employee, in writing, if the application has been approved or not,
- 6.2.3 Organising payment of fees through payroll,
- 6.2.4 Updating employee course information on the employee's personnel file, on receipt of final examination results.

### **6.3. Bursar's Office**

The Bursar's Office is responsible for:

- 6.3.1 Ensuring in cases of courses outside Maynooth University, reimbursement will be made to the employee via electronic transfer.

## **7. Budget Allocation**

Fee remission under this policy is charged centrally and not from the department.

Maynooth University  
Human Resources Office  
Maynooth, Co. Kildare, Ireland.

**Oifig Acmhainní Daonna**  
Ollscoil Mhá Nuad  
Má Nuad, Co. Chill Dara, Éire

**T** +353 1 708 3866 **E** [humanresources@mu.ie](mailto:humanresources@mu.ie) **W** [maynoothuniversity.ie](http://maynoothuniversity.ie)