



lyit

Institiúid  
Teicneolaíochta  
Leitir Ceanainn

Letterkenny  
Institute  
of Technology

# Guidelines for determining Tuition Fee Status

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For fee purposes full-time undergraduate students are classified as one of the following:

1. **Free Fees Scheme:** Student is liable for the Student Contribution charge only.
2. **EU Fees:** Student is liable for the Student Contribution charge, and the EU Tuition Fees.
3. **Non EU Fees:** Any student who does not meet the conditions for Free Fees or EU Fees will be liable for Non-EU Fees, regardless of nationality or citizenship.

It is important that you read and clearly understand the criteria that apply for each fee classification and the various documentation that is required.

This document should be used as a general guideline only. For full regulations in relation to fees, applicants are advised to consult [www.studentfinance.ie](http://www.studentfinance.ie).

Questions arising from information contained in these guidelines should be addressed to the Admissions Office at 074 9186125 or [admissions@lyit.ie](mailto:admissions@lyit.ie)

# 1. Free Fees Scheme

In order to qualify for the Free Fees Scheme, applicants must satisfy (a), (b) and (c) below:

## (a) Nationality

Students must belong to one of the following categories:

- are EU/EEA or Swiss Nationals
- have **official refugee status** in the Republic of Ireland.
- are **Family members of a refugee** who are granted permission by the Minister for Justice and Law Reform to enter and reside in the State
- have **permission to remain** in the State as a family member of an EU/EEA/Swiss citizen and have the classification “4EUFam” on their GNIB card
- have been granted **Humanitarian Leave to Remain** in the State under any enactment
- be a person in respect of whom the Minister for Justice and Law Reform has granted **permission to remain** following a determination not to make a deportation order
- have been granted **permission to remain** under section 49 of the International Protection Act 2015
- are a **programme Refugee** as defined in section 59 of the International Protection Act 2015
- are granted **subsidiary protection status** under section 47(4) of the International Protection Act 2015

**AND**

## (b) Residency

- Students must have been ordinarily resident in the EU/EEA/Swiss Confederation for a minimum of 3 of the 5 years prior to commencing a programme in LYIT.
  - Students who have **Official Refugee Status** will have the time spent from date of official lodgement of application papers included for the purpose of meeting the 3 years requirement
  - Residency for **Family members of a Refugee** commences from the date of issue of their GNIB card

**AND**

## (c) First Time Undergraduate

Degree/Postgraduate Graduates	Persons who hold an undergraduate Honours Degree or Postgraduate Qualification do not qualify for Free Fees
Students who have completed and been awarded a Level 6 Higher Certificate or Level 7 Ordinary Degree	If a student has been awarded a level 6 or level 7 qualification and wishes to progress to a higher level, they may be entitled to free fees for their first attempt at the ‘add on’ years necessary to complete the higher level qualification.
Students who have attended a Level 8 programme	Persons who have attended a Level 8 course in the past five years, and have not completed the course, will be liable for all fees for the equivalent period that they attended, in respect of a further programme of study.
Students who have attended but have not completed a Level 6 or 7 programme	Persons who have attended more than the first year of a Higher Certificate (Level 6) or Ordinary Degree (Level 7) in the past five years, and have not completed the course, will be liable for all fees for the equivalent period that they attended in respect of a further programme of study.

### Notes

- (i) Students who qualify for free fees under the Free Fees Scheme will receive funding for their tuition fees, upto the default number of credits for the award of the degree (e.g. 180 or 240 credits)
- (ii) Repeat fees are not covered under the Free Fees Scheme, unless in exceptional circumstances e.g certified serious illness.
- (iii) Part-time programmes are not covered under the Free Fees Scheme
- (iv) Applicants may apply for a “Change of Nationality” during the course of their studies. See section 5 below.

## 2. EU Fees

If a student does not qualify for free fees, they may be eligible for the EU fees. Applicants must satisfy (a) and (b) below:

### (a) Nationality

Students must belong to one of the following categories:

- are EU/EEA or Swiss Nationals
- have **official refugee status** in the Republic of Ireland.
- are **Family members of a refugee** who are granted permission by the Minister for Justice and Law Reform to enter and reside in the State
- have **permission to remain** in the State as a family member of an EU/EEA/Swiss citizen and have the classification “4EUFam” on their GNIB card
- have been granted **Humanitarian Leave to Remain** in the State under any enactment
- be a person in respect of whom the Minister for Justice and Law Reform has granted **permission to remain** following a determination not to make a deportation order
- have been granted **permission to remain** under section 49 of the International Protection Act 2015
- are a **programme Refugee** as defined in section 59 of the International Protection Act 2015
- are granted **subsidiary protection status** under section 47(4) of the International Protection Act 2015

**AND**

### (b) Residency

Students must belong to one of the following categories:

- have been ordinarily resident in the EU/EEA/Swiss Confederation for a minimum of 3 of the 5 years prior to commencing a programme in LYIT.
  - Students who have **Official Refugee Status** will have the time spent from date of official lodgement of application papers included for the purpose of meeting the 3 years requirement
  - Residency for **Family members of a Refugee** commences from the date of issue of their GNIB card
- have received a least five academic years of study (primary or post-primary) in the EU/EEA/Swiss Confederation and have no previous third level attendance.

### Notes

Where a student does not meet the Nationality or Residency requirement they may be deemed eligible for EU Fee status if their principal residence for tax purposes was in the EU/EEA/Swiss Confederation as follows:

- (a) **Applicants aged 23 or over on 1 September of year of entry to a programme:** Applicants must have been resident as a tax-payer (that is - principal residence for the purpose of taxation) in the EU/EEA/Swiss Confederation for three of the five years prior to commencing a programme
- (b) **Applicants aged under 23 on 1 September of year of entry to a programme:** Parent(s) must have been resident as tax-payer(s) (that is - principal residence for the purpose of taxation) in the EU/EEA/Switzerland for three of the five years prior to the applicant commencing a programme **AND** the applicant must have been ordinarily resident in the EU/EEA/ Swiss Confederation for three of the five years prior to commencing a programme

## 3. Non EU Fees

If a student does not qualify for EU fees, they will be liable for Non EU fees.

## 4. Documentation

### Nationality

The following documentation is required to prove Nationality eligibility:

- Irish Birth Certificate or EU Passport **OR**
- Original letter from the Department of Justice, Equality and Law Reform declaring that the person is a Refugee under Section 17 of the Refugee Act, 1996. **OR**
- Original letter from the Department of Justice, Equality and Law Reform confirming the family member status of the refugee under Section 18 of the Refugee Act, 1996. A GNIB Residence Card must also be produced. **OR**
- Original family member's letter from the Department of Justice, Equality & Law Reform, a copy of passport and GNIB Residence Card bearing the title '4EUFAM'. It should be noted that a 'Stamp 4' is not sufficient for a student to qualify for Free Tuition Fees. The card must bear the title '4EUFAM'. **OR**
- Original letter from the Department of Justice, Equality and Law Reform stating that the person has Humanitarian Leave to Remain in the State, or Permission to Remain in the State following a determination not to make a deportation order. A copy of Passport and a GNIB Residence Card is also required. **OR**
- Letter from the Officer of the Promotion of Migrant Integration confirming Programme Refugee Status

**AND**

### Residency

The following documentation is required to prove Residency eligibility:

#### **If applicant aged Under 23 on 1<sup>st</sup> September on year of entry to programme**

- Letter from School based in EU/EEA/Swiss Confederation confirming attendance for a minimum of three of the five years prior to entry or other proof of residence (e.g. P21) **AND**
- P21 tax certificates (or EU/EEA/Swiss equivalent) and/or Social welfare documentation for **parent(s)** of applicant must be submitted for a minimum of three of the five years prior to entry

#### **If applicant aged 23 or over on 1<sup>st</sup> September on year of entry to programme**

- P21 tax certificates (or EU/EEA/Swiss equivalent) and/or Social welfare documentation for **applicant** must be submitted for a minimum of three of the five years prior to entry **OR**
- Letter from School based in EU/EEA/Swiss Confederation confirming attendance for a minimum of three of the five years prior to entry

## **5. Change of Status**

Students may apply during the academic year for Change of fee Status as follows:

### **Change of Nationality – Free Fees Scheme**

A 'Change of Nationality' clause forms part of the Free Fees Schemes. As is currently the case students, who do not meet the nationality criteria of the schemes, will continue to be ineligible for free fees, however if such students subsequently acquire EEA citizenship during their third level studies they may be entitled to free tuition fees for the remainder of their course of study as follows:

- Students who acquire EEA citizenship up to 31st January in an academic year may be entitled to free tuition fees from the second half of the academic year.
- Students who acquire EEA citizenship from 1st February may be entitled to free tuition fees from the commencement of the next academic year.