

Policy Name: Staff Fee Waiver Scheme – Tuition Fees/Student Contribution

Policy Title:	Staff Fee Waiver Scheme – Tuition Fees/Student Contribution
Description:	Policy providing details of the fee waiver which may be granted to staff who undertake part-time or full-time programmes of study offered by Marino Institute of Education at undergraduate level or at postgraduate level.
Author (Position):	Chief Financial Officer
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Approved By:	MIE Governing Body
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Date of Next Policy Review:	June 2027 (or as necessary)

Staff Fee Waiver Scheme – Tuition Fees/Student Contribution

1. Policy

The maximum benefit claimable under the scheme is €5,000 per academic year, per student.

Fee waiver may be granted to staff* who undertake part-time or full-time programmes of study offered by Marino Institute of Education (MIE) at undergraduate level or at postgraduate level.

The value of the fee waiver is normally the waiver of the tuition fee and/or student contribution, subject to a maximum of €5,000 per academic year, per student. Any other costs, such as material or related costs must be paid by the applicant and cannot be funded under this fee waiver scheme.

Part-time staff may be granted a fee waiver with the limit valued pro-rata to their contracted hours of work, relative to full time staff (e.g. the maximum claimable for someone working 17.5 to 18.75 hours per week is €2,500 per academic year).

Where a son/daughter of a staff member attends a degree or diploma course at MIE, where neither parent has been to college, and it is the son's/daughter's first college course, the fee waiver may also be applied, at the discretion of the President.

There is no limit to the number of courses which may be taken, except that funding will not be provided in respect of an individual taking two courses concurrently.

The fee waiver is only applicable in cases where other funding schemes are not available to qualifying applicants (e.g. Local Authority or Government Schemes, etc).

No fee waiver is granted for repeat years of a course.

The Staff Fee Waiver Scheme Application Form ([Appendix 1](#)) must be completed when making an application for fee waiver to pursue a MIE course.

In the case of a successful applicant leaving the employment of MIE during or following completion of the course of their study, they will be liable to repay fees in accordance with MIE's [CPD policy](#).

**For staff appointed prior to 29 November 2018, MIE may also grant concessions to the immediate family of staff (spouse and children only).*

This document will be reviewed at three yearly intervals. It may be reviewed more frequently in the event of legislative or other relevant developments.

2. Related Documents

- 2.1 [CPD Policy](#)
- 2.2 [Staff Fee Waiver Scheme Application Form](#)

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Appendix 1: Staff Fee Waiver Scheme Application Form

This form must be completed when making an application for fee waiver to pursue a MIE course.

Name of applicant: _____

Department: _____

Please confirm that you are not eligible for external funding (e.g. from SUSI):

Course Title: _____

Is the Course:

Full-time Part-time

Undergraduate Postgraduate

Cost of course: € _____

Signature of Staff Member*: _____ Date: _____

Signature of Head of Department: _____ Date: _____

*I acknowledge that I will be liable to repay fees in the event of my leaving MIE's employment during or following completion of the course, in accordance with MIE's [CPD Policy](#).