

## 1. Policy Summary

This policy deals with a staff member being funded by their school/unit, to complete an academic or professional qualification. These qualifications should be linked to the staff member's professional development. The school/unit covers the cost of these courses out of the local budget at the discretion of the Head of School/Unit.

The course of study should be requested by the staff member as opposed to a qualification the school/unit has requested the staff member to complete.

In the case of resignation/contract ending, a fee claw back will apply within certain timeframes.

## 2. Purpose of Policy & Definitions (Payment Conditions)

The purpose of the policy is to ensure the school/unit is refunded any monies paid on behalf of a staff member who resigns/contract ends within the timeframe set out in the policy.

**Payment of fees** – This is at the discretion of the Head of School/Unit. Available budgets, relevance of the course of study etc. should be considered. If the Head of School/Unit approves a staff member to complete a relevant academic or professional course, half of the fees will be paid upfront by the staff member and will be reimbursed by the school/unit on an annual basis or when the course is completed. The other half of the fee will be paid upfront by the school/unit. As agreed at school/unit level this provides for payment of registration fees, exemption fees, course fees and examination fees.

Relevant documentary evidence must be presented to the Head of School/Unit in support of any request for payment of fees. The staff member must pass the modules successfully to be reimbursed. Repeat exams will not be paid for by the school/unit.

### **Fee claw back –**

- i. If the staff member resigns/contract ends while completing the course they must refund all such expenditure.
- ii. If the staff member resigns/contract ends within one year of completion\*; they must refund two-thirds of such expenditure.
- iii. If the staff member has not finished the course after 3 years of when it was scheduled to be completed, they will be required to refund fees to their school/unit; unless there are extenuating circumstances for non-completion.

*\*Completion refers to the date of notification of passing final exams and of the final result from the college/institution with which the staff member is studying.*

## 3. Scope of the Policy

All staff who are financially supported by a UCD school/unit to complete an academic or professional course outside of the *Staff Fee Concessions Policy*.

## 4. Policy & Procedures

Staff being financially supported to complete academic and professional qualifications, outside of the *Staff Fee Concessions Policy*, must complete a repayment of fees form, which provides for a fee claw back if the staff member resigns/contract ends during a certain period.

### Repayment of Fees

The repayment of fees form must be signed by the staff member and the Head of School/Unit in advance of any payments made, with the understanding that the staff member will repay fees as per terms and conditions of this policy. It is important that the Head of School/Unit discuss repayment options with the staff member before the form is signed off on.

### Procedure

- All staff who have been approved within their school/unit to complete an academic or professional qualification outside of the *Staff Fee Concessions Policy* and are being financed (all or part payment) by the school/unit, must complete the repayment of fees form.
- Before any payments are made the Head of School/Unit should go through the form with the staff member explaining how repayments would be made if the staff member resigns/contract ends within the timeframe set out in this policy.
- If a staff member, who has been financially supported by a school/unit, resigns from UCD, within the time set out in the fee claw back above, they fall under the scope of this policy.
- The staff member should be aware any monies owed under this policy will be deducted from their final salary payment and this may mean a nil final payment.
- If the money owed is larger than the net amount in the staff member's final salary payment, a repayment plan must be agreed between the Head of School/Unit and the staff member **before** the staff member leaves employment with UCD. The staff member will be able to inform the Head/Unit of approximately what this outstanding balance will be based on previous net salary payments. All outstanding monies must be repaid. If you need advice please email [staffdevelopment@ucd.ie](mailto:staffdevelopment@ucd.ie)
- The repayment of fees form should be sent to UCD Payroll by the 14<sup>th</sup> of the intending month. The December deadline is 5<sup>th</sup> of that month
- UCD Payroll will confirm by email to the Head of School/Unit what the outstanding balance is (if there is one) after the payroll is run for that month. The staff member will have left the employment of UCD at this

stage. This is why it is important that all conversations and agreements on repayment of monies are had when the staff member hands in their resignation from UCD.

- Any refunds will be transferred to the designated cost centre on section 2 of the form. This should be from where the money was originally debited.
- If a staff member is moving to another school/unit within UCD financial support from their previous school/unit will cease and they will have to request further financial support from their new school/unit based on local arrangements there.

## 5. Roles & Responsibilities

Head of School/Unit is responsible for:

- ensuring the staff member completes the repayment of fees form before any payments are made by the school/unit.
- agreeing with the staff member how repayment will be made if there is an outstanding balance after net final salary.
- completing section 2 on the repayment of fees form and sending it to UCD Payroll by the 14<sup>th</sup> of the intending month. The December deadline is 5<sup>th</sup> of that month. These dates are very important to ensure monies owed are deducted from the final salary payment. (The letter of resignation continues to go to UCD HR Compensation & Benefits)

UCD Payroll is responsible for:

- confirming by email with the Head of School/Unit how much was taken from the final salary payment and how much is outstanding.

## 6. Any other relevant information

Repayment of Fees Form: [www.ucd.ie/hr/forms](http://www.ucd.ie/hr/forms)

General policy queries: UCD Training & Development  
[staffdevelopment@ucd.ie](mailto:staffdevelopment@ucd.ie)

## 7. Review

It is recommended that this policy is reviewed every two years.

## 8. Policy Revision History

Version	Date	Description	Author
1.0	17/06/2011	Creation of Policy	UCD HR
2.0	22/03/16	Removed reference to PMDS	UCD HR L&D