



Administrative Services – Fees & Grants

Academic Session:	200 / 200
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INTERNAL TRANSFER FORM

Authorisation for Payment of Student Fees by Internal Transfer from a UCD Research Account

	Surname :	
Programme Registration :	First Name :	
School:	Student No.:	

On receipt of this authorisation the Administrative Services - Fees and Grants will arrange to debit the designated account with the amount specified.

Please note: If student is awarded a Local Authority grant then Administrative Services - Fees and Grants will claim fees on his/her behalf from the Authority.

FORMS WITH INCORRECT COST CENTRES /ACCOUNT NUMBERS & FORMS FOR ACCOUNTS ON STATUS 8 CANNOT BE PROCESSED AND WILL BE RETURNED TO THE ACCOUNT HOLDER FOR CORRECTION.

PAYMENT DETAILS (ALL BOXES MUST BE COMPLETED)

COST CENTRE:	
RESEARCH ACCOUNT NO.:	
AMOUNT* (to be deducted)	€

* If paying half fees for an approved Tutor/Demonstrator, please include an additional €75 to cover Student Centre Levy.

I authorise payment of fees on behalf of the student named above for session:

Name of Account Holder:			
Telephone No.:		e-mail :	
School:			
Signature of Account Holder :			
Date:			

For Office Use only :

UCD Fees & Grants Office	Accounts Office
Entered on Banner:	Amount claimed : €
Date:	Date:
Signed :	Signed :

Please return completed form to Administrative Services - Fees & Grants, UCD Registry, Tierney Building.