

Returning to College – September 2018.

Things you need to know

We hope your exams went well and you are taking a well-deserved break from your studies. Here is some information you may find helpful on your return to college in September 2018.

START OF CLASSES

- Classes for continuing students will commence on **Monday 17th September 2018**.
- Classes for first year students commence on **Wednesday 12th September 2018**.

You will be contacted by email (to the email address we have been communicating with you during the year) in the coming weeks with details on registering for the academic year 2018-19.

REGISTERING ON YOUR COURSE

Students registering on an IT Tallaght course for the 2018/19 academic year can pay your fees online in full at www.payittdublin.ie as soon as you receive your registration details from us. On receipt of payment, we will register you on your course and you will be entitled to attend classes and have access to all services for your 12th September 2018 start.

Instalment Payment Option Available

We offer all our students the option to pay their course fees by instalment over 6 months.

Here is how it works:

- Students must pay a minimum amount of €650 to get access to the services they will need.
- 50% of the total amount of fees to be paid by 31st October 2018
- Remaining 50% balance of the fee to be paid by 31st January 2019

The €650 payment entitles you to attend classes and will give you access to college facilities and services which include:

- **Attendance at all classes**
- **Accessing moodle your E-learning space – here you can access your lecture notes and submit assignments online, update some of your personal details.**
- **Access your library account – you can borrow up to 10 books and access many online journals.**

The student card issued to you in 2017/18 remains valid and will continue to be your valid student ID until you graduate from that programme. If your card has been lost or misplaced, you may order a replacement online. The cost is €20. A valid student ID card is required to be carried by the student at all times and must be presented at examinations.

Table below gives an indication of typical fee and payment deadlines.

<p>Example of a Full-time Course Fee: Cost for year = €3,000 Minimum payment to Register - €650 50% of Total Amount Due by 31st October 2017 - €850 Remaining 50% Balance Due by 31st January 2018 - €1,500</p>	<p>Example of a Part-time Course Fee: Cost for year = €1,800 Minimum payment to Register - €650 50% of Total Amount Due by 31st October 2017 - €250 Remaining 50% Balance Due by 31st January 2018 - €900</p>
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When are repeat examination results available?

Repeat exam results will be released online on 14th September 2018

Classes start on the 17th September but I sat repeats, what should I do?

Students who have passed repeat examinations and are eligible to progress with their studies, should attend classes from 17th September 2018. Registration information will be emailed to you, as soon as possible, following release of examination results on the 14th September 2018. Students who have not successfully completed repeat examinations may apply to repeat the examination at the next available examination session. The closing date for completion of repeat exam forms is 31st October 2018. The cost for repeating examinations is €100. Alternatively, students who may wish to repeat tuition for one or more modules, must complete the Repeat Tuition Form. This form must be completed and signed by your Head of Department and the charge is calculated based on the number of credits you wish to repeat. This form will be available online following the release of examination results.

What is the deadline by which I need to complete by registration for the academic session 2018-19?

Students need to confirm to us that they intend to return to the next year of their course and make the minimum payment of €650 or submission of a SUSI application number by **Wednesday 16th August 2018**. Confirmation on how to provide this number will be included in an email to you in the coming weeks.

Where should I go for classes?

Timetables will be available online from beginning of September 2018. Timetables can be subject to change during the first weeks of term.

<http://www.it-tallaght.ie/classtimetables>

Does every student have to pay the minimum amount of €650?

- Yes, the payment applies to both full-time and part-time students.
- The only exception is full time students who have applied for the SUSI grant, they will not have to make this payment while they are awaiting a decision on their SUSI grant application.
- SUSI grant applicants must provide us with their SUSI application number as part of their registration.

What happens if I don't pay the €650 registration fee?

You will not be registered or have access to systems and services to engage fully with your course. For example, you will not have access to Moodle to see your lecture notes or submit assignments, complete online assessments.

My employer is paying my fees but will not be in a position to pay before 11th September 2018, will I have access to services?

Students who are sponsored by third parties must provide a completed declaration form stamped by their sponsor and they are not required to pay €650 prior to commencement of classes but must adhere to the 31st October and 31st January payment deadlines www.it-tallaght.ie/student-forms-part-time

What happens if I miss a payment by the October or January payment dates?

Your account will be placed on hold and you will not have access to the services you will need and examination results.

Is there a financial penalty if I am late meeting any of the payment deadlines?

Yes, there is a financial penalty of €130.

Can I pay the total amount of fees owing at the beginning of the year?

Yes, online payments can be made at www.payittdublin.ie and you will have access to services all year and your examination results.

Can I make payments in Instalments?

Yes, once the €650 registration fee has been paid, you can make payment by instalment daily, weekly, monthly at www.payittdublin.ie

How do I know if my payment attempt was successful?

You will receive a confirmation email to the email address you have provided online. Emails and phone numbers can be updated on Moodle <https://elearning.it-tallaght.ie/login/index.php>

I am a part-time student and may qualify for a Social Welfare Exemption, what happens with this?

All students must pay the €650 registration fee as the social welfare exemption applications for part-time study are not made available until early September. Classes will have commenced before the applications are processed by us. If you qualify for the Social Welfare Exemption, the exemption will be applied to your account after the application is received and processed.