

## Student Guide for Part time fees 2018/19

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- Your fees are your responsibility

You will be required to pay a €100 application fee with your application. If the course doesn't run your application fee will be refunded. If you are offered a place your application fee will be put towards your full course fee. You must pay a further €550 when you accept an offer. Payment of half of your course fee is due by 31 October 2018. Payment of full fee is due by 31 January 2019. If the full fee for your course is less than €650 you must pay your full fee when you accept an offer.

If you are applying for a professional course ie. ATI, IPICS, CIPD & Diploma in Quality Management you will be required to pay €100 application fee with your application. If the course doesn't run your application fee will be refunded. Payment of the **full fee** is due when you accept an offer and before you start on the course.

Payments should be made online at [www.payittdublin.ie](http://www.payittdublin.ie)

In exceptional circumstances please contact Fees at [fees@ittdublin.ie](mailto:fees@ittdublin.ie)

### Withdrawal and Refund Policy

Refunds for application fee will be given **only** if the course does not run.

It is the student's responsibility to check that they are eligible for the programme that they are applying for.

Where a student leaves on or before September 30<sup>th</sup> a full refund of fees will be paid less an administration fee of €130.

Where a student leaves on or before October 31<sup>st</sup> a full refund of fees will be paid less an administration fee of €260.

After October 31<sup>st</sup> winter semester fees are not refundable. All fees are due to be paid in full before January 31<sup>st</sup> 2019.

Request to withdraw must be made online at the link below.

Where a student leaves with outstanding fees a hold will be put on their account and they will not be allowed to re-register or avail of any college services until the account balance has been cleared in full.

<https://www.it-tallaght.ie/student-withdrawal-form>

The fees refund calculation is based on the date the student formally applies to withdraw online.

**Refunds will not be given after October 31st 2018.**

- Preparatory Study for Third level  
This is free to all applicants who have included IT Tallaght on their CAO (E/NE).  
This is free to all unemployed persons.  
The cost is €100 for all employed persons (not covered by above).
- Head Start Maths / Head Start Academic English  
This is free to all people completing the Preparatory Course.  
This is free to all unemployed persons.  
This is free to all CAO IT Tallaght applicants.  
The cost is €100 to employed persons (not covered by above).
- Access English Tests  
The cost is €100 with one repeat test free of charge.  
If you pass Access English Test and take a part time course the fee of €100 will be deducted from your course fee. If you fail the test or do not take a course there will be no refund.
- Employers Paying Student fees  
A Declaration of Payment of fees by Company forms can be signed and stamped to cover fees on student accounts. Forms are available in the LLL office on request. An invoice will be issued to your company when the form has been returned to Lifelong Learning Office. The company must pay in full in line with fees policy above.
- Social Welfare Reduction  
A 25% Reduction is available for students who are in receipt of Social Welfare. Forms are available from the Lifelong Learning office and must be stamped, completed and returned as instructed.
- Receipts  
Receipts for fees paid can be requested online at the link below  
<https://www.it-tallaght.ie/part-time-student-receipt-request-form>
- Students starting course in February – Spring Semester only  
For those students who register for the first time in semester 2 only, €650 to be paid before start of programme balance of payment must be made in full by March 31<sup>st</sup>
- Springboard Students  
There is no charge for any student attending a Level 6 course through springboard.  
Those who are in employment and are attending a Level 7 or above course are required to pay 10% of the HEA contract cost directly to the college.

If you are unemployed there is no cost, but you must provide proof of this by bringing in a stamped, completed social welfare form.