

9 September 2014

Institute of  
Technology  
Tallaght  
Policy and  
Procedures for  
the Collection of  
Student Fees

## Preamble

As the economic landscape continues to change it has become increasingly important that those responsible for the administration of public funds develop processes through which funding lines are appropriately managed for the benefit of all.

The Institutes of Technology of Ireland have over many years focused on enabling students access higher education and, in so doing, have currently a variety of practices for allowing students meet their fee obligations. This document has drawn from traditional practices, and in light of economic necessity, been developed to provide a source of reference for all Institutes of Technology to follow when managing their fee collection process.

Through the development of this guideline document the group worked with the understanding that national economic factors have directly influenced the everyday lives and affordability of all members of society. While Institutes acknowledge the economic hardships that many students are facing, Institutes themselves are also dealing with reduced exchequer funding and therefore students have a role to play, not only in paying their fees, but also ensuring they participate in the registration process in a timely basis to help ensure the Institutes receive the correct amount of funding from the exchequer with respect to recoupment of fees through relevant government schemes and also the recurrent grant.

These procedures for the collection of fees should be used as a guideline. This document does allow for the establishment of a common base line across Institutes. The document also allows for the provision of common definitions, acknowledging how fees are set, addressing the collection of fees, identifying the collection deadlines and outlining a framework of fines/fees to which Institutes may refer in their own operational schema.

To facilitate transparency a benchmarking exercise in relation to miscellaneous fees has also been completed and included in this document for reference. The document acknowledges that few individual cases are the same; it accepts that some students will have difficulty in paying their fees within the prescribed time frames. Facilitating all students in the payments process is central to the success of the collection of fees. Making provisions to allow a minority of students to pay in a non-standard method will help ensure that each Institute maximises the amount of fees which they collect and in turn the number of students participating across the sector.

## Table of Contents

<b>Glossary .....</b>	<b>4</b>
<b>Section 1 Introduction .....</b>	<b>5</b>
1.1 Overview of Sections .....	5
<b>Section 2 Policy.....</b>	<b>6</b>
Liability.....	7
3.1 Legislation – Authority to Charge Fees .....	7
3.2 Setting of Fees.....	7
3.3 Review of Fees.....	7
3.3.1 Tuition Terms for Fee Paying Students .....	7
3.3.2 Correction of Fees.....	8
3.3.3 Permanent Programme Transfers.....	8
3.3.4 Deferment .....	8
<b>Section 4 Registration.....</b>	<b>9</b>
<b>Section 5 Collection of Fees .....</b>	<b>10</b>
<b>5.1 General/Registrar’s Office .....</b>	<b>10</b>
<b>5.2 Method of Receiving Payment for Fees Owng .....</b>	<b>10</b>
5.2.1 Receiving Payment by Installment – General Scheme Fulltime Students Only .....	10
5.2.2 Payment by Installment for Specific Programmes or Student Cohorts (Fulltime students only).....	11
<b>5.3 Fee Collection Deadlines.....</b>	<b>12</b>
5.3.1 International Students .....	12
5.3.2 Government Payment “Undergraduate Free Fees” Scheme and other Government Schemes .....	12
5.3.3 Fulltime Student Grant Schemes.....	12
<b>Section 6 Consequences of Late Collection/Non Collection of Fees .....</b>	<b>16</b>
<b>Section 7 Deemed Withdrawal .....</b>	<b>17</b>
7.1 Authority for Deemed Withdrawal .....	17
<b>Section 8 Refunds .....</b>	<b>18</b>
8.1 Full Time Undergraduate & Postgraduate Programmes - Prior to 31 <sup>st</sup> October .....	18
8.2 CAO Applicants.....	18

8.3 Short/Part-Time Programmes .....	18
8.4 Programme Not Being Delivered.....	18
8.5 Complaints and Appeals .....	18
<b>Section 9 Determination of Special Cases.....</b>	<b>19</b>
9.1 General Interpretation .....	19
9.2 Specific Delegation.....	19
<b>Appendices .....</b>	<b>20</b>
<b>Appendix I – Fee/Charge Setting and Collection Date.....</b>	<b>20</b>
Appendix II – Banner Status Codes .....	21
Please Note that rate codes are applied to particular groups (MAP, Springboard etc)as required to facilitate subsequent financial claims. ....	22
Appendix III – List of Institute programmes for which student is automatically provided with the facility to pay by instalment.....	23
Appendix IV - Schedule of Miscellaneous Fees/Charges – Academic Year 2014/15.....	24
<b>€30 registration fee, €15 Exam fee per module to max of €70 .....</b>	<b>24</b>
Appendix V – Institute Refunds – Benchmark Table .....	27
Appendix VI – Institute Action Checklist.....	29
<b>ANNEX 1- Part-time Company, Springboard and Subsidy Process .....</b>	<b>31</b>
<b>Annex I – Part-time Company, Springboard and Subsidy Process .....</b>	<b>32</b>

## Glossary

Advanced Entry	
Deemed Withdrawn	
Fees and Charges	Any amounts owing to the Institute by a student, which include but are not limited to tuition fees for full and part-time courses at all levels, student contributions, examination payments, repeat fees, library fines etc.
Registered	Student is registered on modules <b>and</b> has paid fees.
Subsidy	
Temporary Registered	<p>Student is registered on modules but has not paid fees in full.</p> <p>A fulltime student may also be temporary registered if they have applied for a grant. Once approved for their grant their status will then change to registered.</p> <p>A part-time student may be temporary registered if their fees are being paid by a company/Government initiative. Once payment is received their status will then change.</p>

## Section 1 Introduction

This document sets out the guideline procedures of Institute of Technology Tallaght for the collection of student fees. This is an administrative internal guideline procedure document. The purpose of this document is to provide guidelines and procedures in relation to the collection of student fees. The scope of this document extends to all fees and charges due to the Institute by students to include tuition fees for full and part-time courses at all levels, student contributions, examination payments, repeat fees, library fines etc.

It is imperative that the Institute collects all fees owing, and will endeavour to do so in the most efficient manner. However, at the same time the Institute is aware of the financial strain that is placed on students particularly in difficult economic conditions and therefore will ensure that all processes and procedures are, in so far as possible, sympathetic and understanding of the student's personal circumstances.

This document was developed in 2011/12 by a working group drawn from a number of the Institutes of Technology. The document is not intended to be prescriptive in its detail as it is recognised that it is not feasible to provide for all situations that may arise in relation to student fee collection. The document does provide clear guidance and seeks to establish a consistent approach to student fee collection across the Institute of Technology sector.

### 1.1 Overview of Sections

Before proceeding through the detail of the document a summary of the sections is provided in the below table in order to provide an overview.

Section	Title
1	Introduction
2	Policy (extract from Institute Student Fee Collection Policy)
3	Fee Setting – Authority
4	Registration
5	Collection of Fees
6	Consequences of Late Collection/Non Collection of Fees
7	Deemed Withdrawal
8	Refunds
9	Determination of Special Cases
<b>Appendices</b>	
Appendix I	Fee Setting
Appendix II	Banner Status Codes
Appendix III	Designated Institute Programmes with Automatic Payment Instalments
Appendix IV	Schedule of Miscellaneous Fees/Charges
Appendix V	Institute Refunds – Benchmark Table
Appendix VI	Checklist of Actions required to make document operational

## Section 2 Policy

### Policy

The Institute will endeavour to collect all student fees in line with procedures. Facilitating all students in the payments process is central to the success of the collection of fees.

In the case of first year fulltime students who have applied for a grant, they must supply either a copy of their SUSI/VEC/Local Authority application form or a letter from SUSI/VEC/Local Authority indicating that they have applied for or have been successful in obtaining a grant.

A student with outstanding fees and charges will not be permitted to register in a subsequent year, semester or teaching period as appropriate until such time as the outstanding fees are paid in full.

Fulltime students with fees owing to the Institute will have the following services and facilities withdrawn, if 50% of the fees due have not been paid upon registration or students have not provided documentary evidence that they have applied for a grant:

- IT Tallaght user account, which will mean students will not be able to use the PC/IT facilities, including Moodle in the Institute including wireless and remote access
- Library account
- Access to examination results and/or ability to register for further examinations
- Restricted access to specific Student Services, including Clubs and Societies

In addition to the above services being withdrawn the following will also apply if fees are not paid by the 31<sup>st</sup> January:-

- Students will not have access to examination results
- Students will not be eligible to register for further examination within the Institute
- Students will be withdrawn from the programme which means students cannot attend classes, tutorials and practical's or avail of any of the services provided by the Institute
- Students will not be permitted to register for the next year of a programme until all fees have been paid in full

Part-time students who have not paid a minimum of €650 when they start their programme will not be issued with a student card or have access to any of the college facilities.

Part-time students with fees owing on the 30th November (Students registering in September) or March 30th (for students registering in February) will have the following services and facilities withdrawn:

- Students will not have access to your examination results
- Students will not be eligible to register for further examination within the Institute
- Students will be withdrawn from the programme which means students cannot attend classes, tutorials and practical's or avail of any of the services provided by the Institute
- Students will not be permitted to register for the next year of a programme until all fees have been paid in full

The above policy is implemented through a process of “deemed withdrawn”, reference section 7 for further details.

## Liability

In all cases the Institute considers the student to be solely responsible for any financial liability to the Institute.

Students who have a recognised sponsor will be liable for any unpaid tuition fee costs if the sponsor defaults on payment in any given semester.

## Section 3 Fee Setting Authority

### 3.1 Legislation – Authority to Charge Fees

Regional Technical Colleges Act 1992 - Section 17

“The college may charge fees or admission charges and such other charges of such amounts as may from time to time be determined by its governing body subject to such conditions as may be specified by the Minister from time to time for courses, lectures, examination, exhibitions and other events held at or by the college and for other activities including research, consultancy and development work undertaken by the college.”

### 3.2 Setting of Fees

The Government, through the Department of Education and Skills and the Higher Education Authority (HEA) determine the:

- “student contribution” fee,
- fees for levels 6-8 undergraduate programmes, and
- apprentice programme fees

Apart from the above, the Governing Body has prime responsibility for the setting and approval of all other academic related fees and charges. The Governing Body where appropriate, may delegate to the Senior Management Team authority to approve or vary academic fees within agreed parameters.

There are a number of academic related fees and charges applicable to students at the Institute, these are set out in Appendix I along with those who have the delegated authority to set and approve the fees.

### 3.3 Review of Fees

Fees are reviewed and approved annually.

#### 3.3.1 Tuition Terms for Fee Paying Students

Students who commence their programme after 1 January/1 September, for future years, the Institute reserves the right to adjust annual tuition fees.

### 3.3.2 Correction of Fees

The Institute reserves the right to correct the fee charged to a student in the event that an incorrect fee is notified as a result of error, incorrect information being obtained at enrolment/registration or a change in student circumstances which affect the fee due.

### 3.3.3 Permanent Programme Transfers

Fee paying students undertaking a permanent course transfer will be fee assessed at the commencing rate of the new course relevant to the year the student transfers.

### 3.3.4 Deferment

Refer to Deferral Policy and Procedures of Institute of Technology Tallaght

## Section 4 Registration

While this document is not a registration policy or registration procedure document, student registration status and the collection of fees are intrinsically linked, it is therefore important to have a high level overview of the registration process.

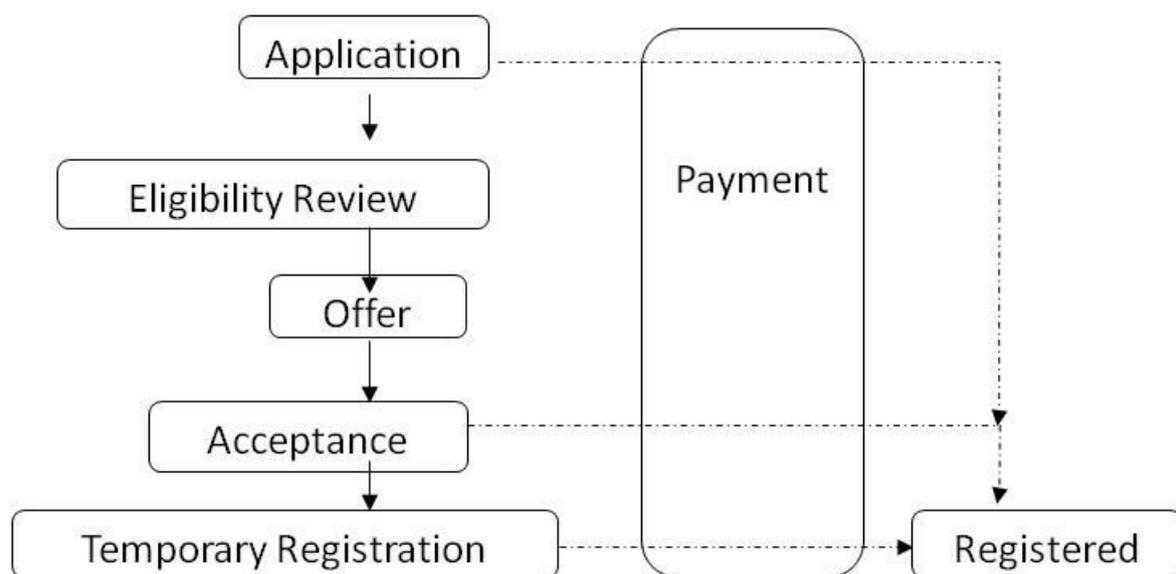
A list of Banner status codes is provided in Appendix II.

### 4.1 Registration Process – High Level Overview

#### 4.2 Authority and Responsibility of Student Registration Statuses

Authority and responsibility for student registration statuses resides within the office of the Registrar.

(Due to the link between registration status and fees, information on student registration statuses is available to Finance and other Institute personnel as required).



## Section 5 Collection of Fees

### 5.1 General/Registrar's Office

The Registrar's Office is ultimately responsible for ensuring that student fees are collected.

The process for collection of student fees is facilitated by the following sections:

- Registrar's Office
  - International
  - Academic departments
  - Lifelong Learning
  - Finance
- By engaging in the registration process the student understands that they become liable for fees and charges incurred by them.
- The student's classification for fee purposes must be determined upon registration.
- Non receipt of payment request/ invoice is not a valid reason for failure to make payment by specified Institute deadlines.
- The student understands that non-payment of fees will necessitate withdrawal from the Institute and that they will be liable to pay any outstanding debt (including any awards unpaid by third parties).

### 5.2 Method of Receiving Payment for Fees Owning

The Institute can receive payment:

- Online
- Laser/Credit Card
- Giro
- Cheque (not personal)
- Bank draft
- Postal order

*In general cash payments are not accepted.*

#### 5.2.1 Receiving Payment by Installment – General Scheme Fulltime Students Only

The facility to pay by two instalments (1<sup>st</sup> instalment due upon registration and the balance by 31<sup>st</sup> January) of the academic year will be available to all full time students as a general scheme. The exceptions are international students, students who are repeating tuition and those who do not adhere to instalment plans in a previous year. Repeat tuition students pay for all of the Winter Semester modules on registration and the Spring Semester modules by the 31<sup>st</sup> January.

Where a student has been deemed eligible to pay by instalment and if they miss their instalment payment date, penalties apply, reference appendix IV for benchmark of fees and charges.

5.2.2 Payment by Installment for Specific Programmes or Student Cohorts (Fulltime students only))

The Institute may also offer a facility to pay on instalments outside this general scheme where financial hardship may be demonstrated or for specific programmes or student cohorts. Determination of eligibility of students for payment by instalment resides with the Registrar’s Office in conjunction with other Institute personnel as appropriate. The Registrar’s Office has documented procedures in place to manage the process.

Where a student has been deemed eligible to pay by instalment and if they miss their instalment payment date, penalties apply, reference appendix IV for benchmark of fees and charges.

Part-time students must adhere to the following payment schedule

	<b>Students registered on IT Tallaght validated programmes</b>	<b>Students registered on programmes approved by Professional Bodies or Associations</b>
Students starting programmes in Winter Semester	<p>€100 application fee plus €550 registration fee to be paid before classes commence</p> <p>All outstanding fees to be paid on or before 30<sup>th</sup> November</p>	€100 application fee plus all outstanding fees to be paid before classes commence
Students starting programmes in Spring Semester	<p>€100 application fee plus €550 registration fee to be paid before classes commence</p> <p>All remaining fees to be paid on or before 30<sup>th</sup> March</p>	€100 application fee plus all remaining fees to be paid before classes commence
Discount	Part-time students who paid all their fees in full by the 30 <sup>th</sup> August are eligible for a 5% discount on their tuition fee for that academic year.	
Subsidies	It is the responsibility of the students to submit the required paperwork to claim a subsidy (HEA) or Social welfare discount by the cutoff date ( 2 <sup>nd</sup> Friday in October for the Winter semester or 2 <sup>nd</sup> Friday in February for the Spring Semester). Forms are not processed after these dates.	

### 5.3 Fee Collection Deadlines

Student fees are required to be collected by the dates specified which is upon registration for the 1<sup>st</sup> instalment and the balance to be paid by the 31<sup>st</sup> January.. Failure by a student to pay outstanding fees by these dates will result in the student being “deemed withdrawn”. Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding fees is made.

#### 5.3.1 International Students

Commencing International students are required to submit full payment with their application to the Institute as a delay or difficulty in payment may affect VISA approval. Students pay before travel to Ireland.

Progressing International students are required to submit by the collection dates specified by the Institute.

Fee collection dates are set out in Appendix I.

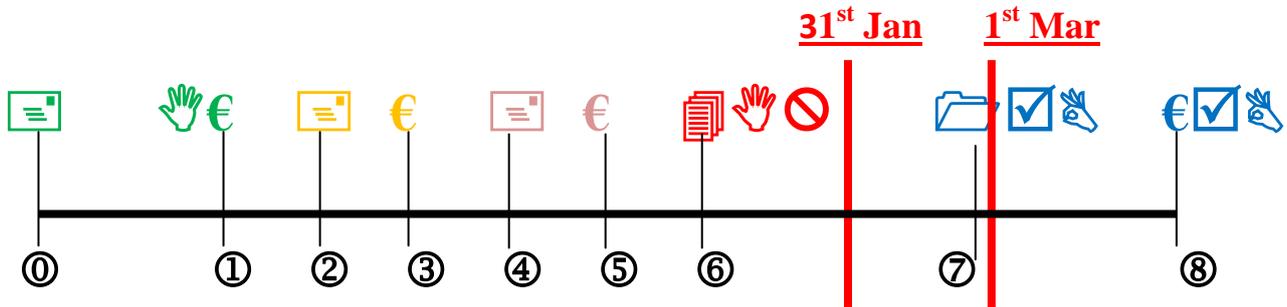
#### 5.3.2 Government Payment “Undergraduate Free Fees” Scheme and other Government Schemes

The Government, through the Higher Education Authority determine the payment arrangements available through the “undergraduate free fees” scheme and other Government schemes, such as the “Springboard ” initiative.

#### 5.3.3 Fulltime Student Grant Schemes

A single unified grant scheme for courses starting in August 2011 was introduced under the Student Support Act 2011. The City of Dublin Vocational Education Committee (CDVEC) was nominated as the grant awarding authority and started handling new applications from 2012/13. All new applicants, including students who are progressing to an add-on programme will have their applications process by Student Universal Support Ireland (SUSI). If a student had a student grant in 2013-14, or in a previous academic year, and is continuing studies on this course in the 2014-15 academic year, the renewal or re-assessment of a student grant for 2014-15 will be carried out by the current local authority or VEC: The student should not apply to SUSI.

### 5.3a Fee Collection Procedures & Responsibility Fulltime



Timeline	Date	Action	Student Registration Status	Person(s) Responsible
①		Student notified of fees and charges owing and payment due date.	EL	Academic Administration and Student Affairs Manager/Administrative Officer
①		Registration deadline and payment due date: <ul style="list-style-type: none"> <li>• Student registered</li> <li>• Payment received from student</li> </ul>	TR/RG	As above
②		Payment not received from student <ul style="list-style-type: none"> <li>• Reminder issued<sup>2 3</sup> – specifying:                             <ul style="list-style-type: none"> <li>○ Payment is overdue,</li> <li>○ Final payment date, and</li> <li>○ Consequences of non payment.</li> </ul> </li> </ul>	TR	As above
③		Payment received from student upon receipt of reminder and within final payment date.	TR/RG	As above
④		Payment not received from student <ul style="list-style-type: none"> <li>• Final notice issued<sup>3</sup> – specifying:                             <ul style="list-style-type: none"> <li>○ Payment is overdue,</li> <li>○ Immediate payment required,</li> <li>○ Consequences of non payment,</li> <li>○</li> </ul> </li> </ul>	TR	As above
⑤		Payment received from student prior to effecting consequences of non payment.		

<sup>2</sup> Method of issuing reminder and final notices to be decided by each Institute – e.g. on Giro’s, letter, email, text message.

<sup>3</sup> See Student Communications Calendar for dates of credit control communications to students.

<p>⑥</p>   		<p>Payment not received from student</p> <ul style="list-style-type: none"> <li>• Class lists cross checked against those attending classes</li> <li>• Lecturers ensure only registered students are in class</li> <li>• Student is deemed to have withdrawn</li> <li>• Access to Institute facilities<sup>4</sup> withdrawn</li> </ul>		<p>School Administrator</p> <p>Registrar's Office</p> <p>IT</p>
<p><b>31<sup>st</sup> January – Undergraduate Fees claimed under “Free Fees Scheme”</b></p>				
<p><b>1<sup>st</sup> March – SRS return which determines Institutes portion of the recurrent grant</b></p>				
<p>⑦</p>  		<p>Student numbers verified</p> <ul style="list-style-type: none"> <li>• Student numbers file prepared for: <ul style="list-style-type: none"> <li>○ Recoupment of fees under relevant government schemes</li> <li>○ Statistical return prepared which will determine percentage of recurrent grant received by Institute</li> </ul> </li> <li>• Student numbers per Banner reconciled to returns prior to submission.</li> </ul>	<p>N/A</p>	<p>Admissions</p> <p>Finance</p>
<p>⑧</p> 		<p>Accounts prepared</p> <ul style="list-style-type: none"> <li>• Fees per Banner reconciled to Agresso</li> </ul>	<p>N/A</p>	<p>Finance</p>

<sup>4</sup> Definition of facilities to be defined by each Institute

### 5.3b Fee Collection Procedures & Responsibility Part-time

Timeline	Date	Action	Student Registration Status	Person(s) Responsible
① 		Fee Schedule developed for all part-time courses for the year		LLL
		Student application and validation	SADDAMS	LLL
① 		<ul style="list-style-type: none"> <li>Approval of Application, offer and acceptance of a place</li> </ul>	EL	PTRO
		<ul style="list-style-type: none"> <li>Payment received from student (min €550)</li> <li>Completed Company form received</li> <li>Individual Company form received</li> <li>Springboard Acceptance</li> </ul>	TR	PTRO
② 		Payment not received from student	EL	As above
③ 		Payment received from student by appropriate date (Professional Body – on commencement) IT Tallaght 30 <sup>th</sup> Nov winter registration. or 30 <sup>th</sup> March Spring Registration)	RG	As above
④ 		Payment not received from student <ul style="list-style-type: none"> <li>Late fee €120</li> </ul>	EL/TR	As above
⑤ 		Payment received from student including late fee	RG	As Above
⑥ 		Payment not received from student <ul style="list-style-type: none"> <li>Class lists obtained and cross checked by Heads of Department</li> <li>Lecturers ensure only registered students are in class</li> <li>Student is deemed to have withdrawn</li> <li>Access to Institute facilities<sup>5</sup> withdrawn</li> </ul>		School Administrator  Registrar's Office  IT

<sup>5</sup> Definition of facilities to be defined by each Institute

## Section 6 Consequences of Late Collection/Non Collection of Fees

All student fees and charges are required to be collected by a specified due date.

For new full time students, payment is due upon Registration. For repeating students, and those on add-on programmes, payment is due upon registration. For continuing students who get their registration pack in early August after fee assessment has been undertaken, payment is due upon registration. Where a student continues to have outstanding fees and charges (i.e. student contribution, tuition fees, fines, etc.) after the Institute specified collection date, they are “deemed withdrawn”. The deemed withdrawal will cause the following restrictions to apply;

- Cease to be a student (which may also affect a student’s VISA where applicable)
- Loss of access to the Institute’s computer systems, including internet and email
- Loss of access to enrolment records, examination results and academic transcripts
- The inability to graduate until outstanding fees are paid
- Late payment fine
- IT Tallaght user account, which will mean students will not be able to use the PC/IT facilities in the Institute including wireless and remote access
- Library account suspended
- Unable to obtain examination results
- Restricted access to Student Services, including Clubs and Societies

In addition to the above services being withdrawn the following also apply if fees are not paid by the 31<sup>st</sup> January:-

- Not eligible to register for further examination within the Institute
- Withdrawn from the programme which means students cannot attend classes, tutorials and practicals or avail of any of the services provided by the Institute
- Not permitted to register for the next year of a programme until all fees have been paid in full

Deemed withdrawn students will be informed of their status and that if they make no further payment or do not contact the Institute concerning their outstanding fees and charges, the withdrawn status will remain on their student record.

All restrictions outlined above also apply to part-time students who do not adhere to the payment schedule outlined in section 5.2.2.

## Section 7 Deemed Withdrawal

### 7.1 Authority for Deemed Withdrawn

Authority for deemed withdrawn is provided in the Institute Academic Regulations.

*...Any student who is liable to pay but does not pay a fee by the due date is by force of these regulations deemed withdrawn, unless the deemed withdrawn status is effected solely because of an Institute error.*

*Deemed withdrawn students do not have access to their full academic history. While a fee remains unpaid the student is liable to pay the fee and may not obtain a transcript of or other document relating to their academic record or have a degree conferred upon them or receive an award.*

*A fee which is unpaid after the due date is a debt due and owing to the Institute by the student who is liable to pay the fee, and the Institute may initiate recovery action if the fee is unpaid, except where the debt is owing to an Institute error.*

### 7.2 Reinstatement

Where a deemed withdrawn student seeks reinstatement to continue their study/graduate at the Institute or obtain academic transcripts, they must pay:

- i. All outstanding debt
- ii. A reinstatement fee, where applicable

### 7.3 International Students

Deemed withdrawn international students are reported to the International Office, who are obliged to inform the appropriate authority for breach of student VISA conditions.

## Section 8 Refunds

If a student officially withdraws from a programme and/or a unit before certain dates a refund of some fees may be possible.

### 8.1 Full Time Undergraduate & Postgraduate Programmes - Prior to 31<sup>st</sup> October

Where students withdraw from a programme prior to 31<sup>st</sup> October, the student contribution/tuition fees already paid to the Institute is refunded in full less a flat charge administrative charge.

### 8.2 CAO Applicants

For any CAO applicants, fees paid are refunded or transferred where a student subsequently takes up an offer from another Higher Education Institution or takes up an Apprenticeship or re-attends second level in the same academic year. No administrative charges apply.

### 8.3 Short/Part-Time Programmes

Once the short/part-time programme commences fees cannot be refunded.

### 8.4 Programme Not Being Delivered

In the event that the Institute is unable to deliver a programme, students are offered a refund of all money paid to date for that programme. Alternatively, students may be offered enrolment in another programme. Students must choose whether to obtain a full refund or accept a place on another programme.

### 8.5 Complaints and Appeals

In the event a student wishes to contest the Institutes rejection of their request for a refund, they can submit a written appeal to the Registrar of the Institute. This document does not remove the right of the student to take further action via the Ombudsman or under Ireland's consumer protection laws.

## Section 9 Determination of Special Cases

Cases where the Guideline Student Fee Collection Procedures do not clearly deal with an issue may be dealt with as follows:

### 9.1 General Interpretation

The Institute's Fees Committee will rule on any cases where the Guideline Student Fee Collection Procedures does not clearly deal with an issue

### 9.2 Specific Delegation

The Institute's Fees Committee may decide the following in liaison with other relevant Institute personnel:

- a. Dispensation of charges/penalty fees (viz. Late, Reinstatement)
- b. Special payment option

Appendices

**Appendix I – Fee/Charge Setting and Collection Date**

<b>Fees &amp; Charges</b>	<b>Fee/Charge Set By:</b>	<b>Collection Date</b>
<b>Fulltime Student Contribution</b>	DES	On or prior to Registration Any student who has not had confirmation of their eligibility to receive a grant must contact the Fees Office.
<b>Tuition</b>		
• “Fulltime Undergraduate free fees” scheme	DES	N/A - Department of Education and Skills set date
• Part-time undergraduate fees	IT Tallaght	March/April preceding intake
• “Springboard” fund	HEA	N/A - HEA set date
• Non-EU	IT Tallaght	1. New - Non resident Non EU with application – new students 2. Continuing Non resident Non EU – 3. Resident Non EU – on conclusion of assessment of residency status.
• Apprentice	HEA	On registration
• Continuing education	IT Tallaght	Prior to registration
• Post graduate	IT Tallaght	Prior to registration
• Repeat attend	IT Tallaght	On application
<b>Miscellaneous Fees/Charges</b>		
• Examination	IT Tallaght	On application
• Repeat examination and / or other assessment	IT Tallaght	On application
• Qualifier examination	IT Tallaght	On application
• Examination appeals	IT Tallaght	On application
• Replacement ID Card	IT Tallaght	On application
• Additional module (s)	IT Tallaght	On application
• No ID card for examinations charge	IT Tallaght	On application
• Transcripts	IT Tallaght	On request for transcript
• Replacement parchment	IT Tallaght	On application
• Replacement European Diploma Supplément (EDS)	IT Tallaght	On application
• Library fines	IT Tallaght	Prior to proceeding to next academic year/graduation
• Recognition of Prior Learning	IT Tallaght	On application
• Other e.g. ACCS	IT Tallaght	On or before registration

Appendix II – Banner Status Codes

<b>Banner Code</b>	<b>Description</b>
DA	Disable Access
AR	Account on Hold
DD	Deceased
EL	Eligible to Register
LR	Late Registration
NS	Did Not Present for Registration
OF	Offered and Invoiced
RC	Recommended for course
RG	Registered
RP	Repeat and Attending
RX	Registered for Examinations Only
RY	Registered and Carrying
TR	Temporary Registration
WC	Withdrawn Compassionate

WD	Withdrawn/Deregistered
WF	Withdrawn Funded
WG	Withdrawn with Examinations attempted
WP	Withdrawn from Part-time Adult Ed
WR	Web Registration

Please Note that rate codes are applied to particular groups (MAP, Springboard etc)as required to facilitate subsequent financial claims.

[Appendix III – List of Institute programmes for which student is automatically provided with the facility to pay by instalment](#)

Currently, all full-time programmes offer the facility for students to pay by instalments except for international students who must pay in full on registering for a programme or students who did not adhere to previous instalment plans.

There is no instalment plan available for part-time students. Please refer to fee schedule in section 5.2.2

Appendix IV - Schedule of Miscellaneous Fees/Charges – Academic Year 2014/15

Fee/Charge	Description	IT Tallaght
Academic Record (Transcript)	One copy of academic record (also known as a transcript) is provided free after the publication of the Spring semester and August supplemental examination results. Additional formal records are available on request upon payment of a fee	€20 per academic year
Additional Module (s)	Applicable when a student wishes to take additional module (s) (fulltime)  <b><u>Part Time Students</u></b> Individual module registration	Based on no. of credits and the level of programme  €30 registration fee, €15 Exam fee per module to max of €70 Cost per module calculated for each programme annually (Based on Full course cost less registration divided by the number of modules delivered)
Application Fee (Direct Applications)	For advanced entry to full time programmes commencing in September 2015	€40 per application
Repeat Assessment only  (e.g. Continuous Assessment, Project, etc.)	Applicable when a student has to sit a repeat assessment	€100 by specific date as published on the website
Repeat/Qualifier Examination Only	Applicable when a student only wishes to sit an examination (i.e. not attend for tuition throughout the year/semester)	€100 by specific date as published on the website
Examination - Appeals	Applicable when a student appeals an examination	€20 per module for a recheck. €52 per module for a review. If successful, fee is refunded
Graduation – Parchment Replacement	Initial parchment is free. Fee is applicable for a replacement parchment.	€65

Fee/Charge	Description	IT Tallaght
Graduation – European Diploma Supplement (EDS) replacement	Initial EDS is free. Fee is applicable for a replacement EDS	€65
Library Fine	Applicable when library rules are not adhered to	Penalty points – 1 point per day for overdue books. Accrue 20 points and unable to borrow books for one week and unable to access library electronic resources. For short loans the penalty is 5 points per day. Failure to return books and you are requested to reimburse the Institute for cost of book
Payment – Late payment fine	Applicable when a fulltime student doesn't pay by specified collection dates Part-time students who do not have all their fee paid by the dates specified in section 5.2.2 are liable to pay a late fee of €120	Nil ( €120
Recognition of Prior Learning (RPL) –Assessment	Applicable when a prospective student seeks credit for modules previously completed either through prior learning or prior experiential learning.	Full module fee
Registration – Late Registration Fine	Applicable when a student has not registered by the specified due date as published on the website  Part-time students who do not register by the dates specified in section 5.2.2 are to pay a late fee of €120	Nil  €120
		Nil
Re-Instatement	Applicable where a student is had withdrawn and subsequently seeks to be re-instated	€120
Repeat Tuition (Attendance)	Students who are required to repeat modules will be charged the full cost of that module(s) to re-register in that module based on the fees at the time it is repeated. See website for details.	Per credit. Pro rata charge of student contribution and tuition fee appropriate to the level of programme
Replacement – Identity Card	All students receive a free student ID card. A fee is applicable for	€20

Fee/Charge	Description	IT Tallaght
	replacing a card	
Student Letters	Students may request <u>short letters</u> upon payment of a fee for: <ul style="list-style-type: none"> <li>• Proof of qualification</li> <li>• Proof of graduation</li> <li>• Proof of registration on a programme</li> </ul>	Nil Nil Nil
Advanced Entry	Full Time Advanced Entry fee for external applicants for programmes commencing September 2015	€40 per applicaion
Other	<ul style="list-style-type: none"> <li>• No ID card for examinations fee</li> </ul>	€50

Appendix V – Institute Refunds – Benchmark Table

IT Tallaght		Student Contribution	Tuition Fees	Repeat & Attending
<b>Withdrawn Fulltime Students</b>	Before 31 <sup>st</sup> October	100% refunded Less €120 administration charge  If a student did not pay any fees or indicated they applied for a grant a charge of €120 to be applied to student account	100% refunded	100% refunded Less €120 administration charge  If a student did not pay any fees or indicated they applied for a grant a charge of €120 to be applied to student account
	1 <sup>st</sup> November – 31 <sup>st</sup> January	50% of student contribution charge refunded (14/15 = €1375)	50% refunded	50% refunded
	After 31 <sup>st</sup> January	No refund	No refund	No refund
<b>Deferred Students</b>	Before 31 <sup>st</sup> October	100% refunded less €120 administration charge  OR  If requested, amount can be carried forward to following year and student pays any difference from increased contribution for that year	100% refunded less €120 administration charge  OR  If requested, amount can be carried forward to following year and student pays any difference from increased contribution for that year	100% refunded less €120 administration charge  OR  If requested, amount can be carried forward to following year and student pays any difference from increased contribution for that year
	1 <sup>st</sup> November – 31 <sup>st</sup> January	50% of student contribution charge refunded (14/15 = €1375)  OR  If requested, amount can be carried forward to following year and student pays any difference from increased contribution for that year	50% of tuition fees refunded  OR  If requested, amount can be carried forward to following year and student pays any difference from increased fees for that year	50% of fees refunded  OR  If requested, amount can be carried forward to following year and student pays any difference from increased fees for that year

IT Tallaght		Student Contribution	Tuition Fees	Repeat & Attending
	After 31 <sup>st</sup> January	No refund Student liable for full year fees in the following year	No refund	No refund
IT Tallaght		Student Contribution	Tuition Fees	Repeat & Attending
PART_TIME Students	No refund once course has started. Students who withdraw (in writing) before their part-time course has started will be eligible for a refund of full fee minus a €120 administration charge			

Appendix VI – Institute Action Checklist

A checklist is provided below to assist Institutes in the implementation of their own guidelines following consultation at a local level.

1	<p>Guidelines to be considered at:</p> <ul style="list-style-type: none"> <li>• Academic Council</li> <li>• Senior Management Team meeting</li> <li>• Admissions</li> </ul>	Yes
2	<p>Guideline procedures to be tailored as required at a local Institute level</p> <p>Specific references that may be required to be amended:</p> <ul style="list-style-type: none"> <li>• 3.3.4 – reference to Institute deferral policy and procedures</li> <li>• 5.1 – process of fee collection facilitated by</li> <li>• 5.2.2 – Specific title of Access Office procedures for determination of student eligibility to pay by instalment.</li> <li>• 5.3 – Institute to complete “Date”, “Student Registration Status” and “Person(s) Responsible” columns on table</li> <li>• 5.3 Institute to amend footnotes 3 and 4 to specify how students are notified and to define “facilities”</li> <li>• 6 – Institute to amend restrictions as applicable</li> <li>• 7.1 – Institute amend reference to Academic Regulations as applicable and wording detailed in relevant Institute documentation to allow for a process of “deemed withdrawal”</li> <li>• 8.5 – Institute to amend reference to “student grievance procedure” as appropriate</li> <li>• 9.1 – Institute to amend reference to “relevant committee” as appropriate</li> <li>• 9.2 – Institute to amend reference to “relevant committee” as appropriate</li> <li>• Appendix I – Institute to complete column “fee/charge set by”</li> <li>• Appendix I – Institute to amend listing of fees/charges as applicable</li> <li>• Appendix II – Institute to insert Banner status codes</li> <li>• Appendix III – Institute to insert listing of programmes for which the student is automatically provided with the facility to pay by instalment</li> <li>• Appendix IV – Institute to amend and insert the amount of fees and charges that apply to students</li> </ul>	<p>In progress</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes – updates in progress</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
3	<p>Academic Regulations or other relevant Institute documentation amended as required to allow for “deemed withdrawal”</p>	In progress
4	<p>Inform students</p>	Upon approval
5	<p>Inform staff – provide training if required, link between finance/registry</p>	Upon approval

Policy Review Date	Registrar's Office	9 September 2013
	Registrar's Office	30 <sup>th</sup> May 2014
Policy Approval Date	Senior Management Team	
	Governing Body	

## ANNEX 1- Part-time Company, Springboard and Subsidy Process

### Company Payments

#### Individual:

An individual whose company is going to make full or part payment on the fees due must:

- apply through the Institute online application system for the course they wish to attend
- pay the application fee.
- Complete the company payment form (available on the website)
- Submit company payment form with their application
- Students will be deemed classified TR and an invoice will be generated by the part-time Registrar's office (PTRO) for the fees outstanding
- The student remains eligible for any fees not covered/paid by the company

#### Group

A company who is requesting a group payment must:

- Complete a company contract form ( available for the Department of LLL)
- Clearly outline;
  - the contact details for processing the invoice
  - The list of Students to which the invoice applies
  - The course/module each student will be completing
  - The full contract value
- The company form must be signed by the academic member of staff linking with the company and submitted to PRTO
- Students are registered as TR
- Invoice generated and forwarded to company
- On receipt of payment money allocated to all student accounts.

### Springboard

Springboard (or similar) government initiatives are processed in the following way:

- HOD respond to call for tenders
- HEA offer contract
- Department of Lifelong Learning administers the application and selection process
- Students rate coded Springboard (PTRO)
- Once all payments have been received student accounts are reconciled in the following way:
  - 1<sup>st</sup>/2<sup>nd</sup> payment – Funding distributed across all registered springboard rate coded students
  - 3<sup>rd</sup> payment – Funding distributed across all re-registered springboard rate coded students (re-registering is done through Springboard and required by HEA)
  - Summary of allocation to individual students account prepared circulated to Finance and PTRO. (LLL)
  - Students accounts reconciled accordingly (PTRO)

## HEA Subsidy:

### Eligibility Criteria

To be eligible for the HEA Subsidy a student must either:

1. Hold EU nationality
2. Have refugee status in Ireland
3. Have humanitarian leave to remain in the state and have been a resident in an EU Member State for three of the five years prior to entry.

Evidence of meeting one of these criteria include:

- An Irish/EU passport
- An original Irish/EU birth certificate
- The original letter from the Department of Justice, Equality & Law Reform granting you Refugee Status in Ireland or Humanitarian leave to remain in the State.

### If a student does not qualify under the above, they may still be eligible under the following circumstances:

If they are under 23 on entry to the programme – both the student and their parents must have been permanently resident in an EU Member State for three of the five years prior to entry

If the student is over 23 on entry to the programme – the student must have been permanently resident in an EU Member State for three of the five years prior to entry.

Evidence of residency in an EU country for a minimum of three of the five years preceding entry can be demonstrated as follows:

- P21 tax certificates
- P60 certificates
- Social Welfare documentation (if under 23, this should relate to the parents of the student).

Copies of these documents (relating to a minimum of three of the preceding 5 years) should be submitted with the application.

**Note: any student who does not meet the conditions A or B above will not be eligible for the HEA fee subsidy and will have to pay the full fee for the programme.**

## HEA Subsidy Claim Process

HEA subsidy is available for FLITE, FLASHE and MAP Pharmaceutical Funding (all FLITE and FLASHE students are rate coded for HEA subsidy but formal request for eligibility is not required)

- Pharma Students must complete a MAP eligibility form (available from Website site)
- Reviewed by Head of LLL
- If the student is eligible for the subsidy fees are adjusted accordingly (PTRO)
- Student is rate coded MAP (PTRO)
- All students rate coded for FLITE, FLASHE and MAP and the number of credits completed are identified (LLL)
- Claim is made to HEA based on Springboard cost per 10 credits completed.
- Although the claim may exceed €350,000 the actual funding received from the HEA will be a maximum of €350,000
- Once received the money is allocated proportionally across all student accounts in each area (LLL)
- Student accounts are adjusted accordingly (PTRO)