

# REPEAT AND ATTENDING TUITION REGISTRATION FORM 2016/17



Surname: ..... First Name: .....

Email Address: .....

Student ID: ..... Mobile No.: .....

Programme Code: (eg. KCOMP\_C\_B2).....

Please list modules below and indicate whether you are repeating exam only, or repeating and attending classes:

**WINTER**

**SPRING**

<u>Module Title</u>	<u>Repeat and Attend</u>	<u>Repeat Exam only</u>

<u>Module Title</u>	<u>Repeat and Attend</u>	<u>Repeat Exam only</u>

(Please note you cannot repeat a module where you have previously achieved a C grade or higher)

**Please complete this form, have it signed by your Head of Department and return it to the Registrar's Office (Rm 120, 1<sup>st</sup> Floor) for registration purposes.**

**PLEASE NOTE: Payment must be made in full for the Winter Semester before submitting this form. Payment for the Spring semester must be paid in full by 31<sup>st</sup> January 2017.**

You will not be registered on any repeat modules until payment has been made. You must provide proof of payment by submitting a copy of the email you received when making your payment online at [www.payittdublin.ie](http://www.payittdublin.ie)

Once this form is submitted to the Registrars Office, a request to make changes to your repeat tuition registration will incur a change of €120.

Student ID cards will be issued in due course.

**I declare that the above information is true, complete and accurate and I agree to abide by the rules and regulations of the Institute.**

Student Signature: ..... Date: .....

**To be completed by School Office**

I approve this Repeat Tuition application and I confirm that the student has indicated the correct information above.

Authorised by: (HoD) .....

Date:.....

School Stamp

### ***Registrar's Office only***

No of credits	Tuition Fee and Student Contribution (€)	Fee Assessed (date)	Reg'd by (initial)	Registration code	Fee Paid (date)	Student Card Printed

### **NOTES:**

#### **Tuition Fee and Student Contribution Charge**

A student repeating a year is not eligible for funding under the MLT/HTBS or Free Fees Initiative. You must, therefore, pay both the tuition fee and student contribution charge on a pro rata basis. The examination charge is included in this charge.

#### **Pay Online – [www.payittdublin.ie](http://www.payittdublin.ie)**

We have an online payments facility to allow students to pay their fees online. Student fees due for this year and fees outstanding, if any, from previous years **must** be paid online using either credit, debit or laser cards. Proceed to the following web address to make your payment [www.payittdublin.ie](http://www.payittdublin.ie). **You must enter the amount in the student charges section.**

If withdrawing from your programme at any stage, you must inform us by completing a Student Withdrawal Form (available from the website, Registrar's office and School Office) and returning it to the Registrar's Office. Outstanding fees will remain on your account

#### **Award Year**

Candidates repeating a module can only achieve an overall PASS.

#### **Tax Relief on Tuition Fees – Academic Year 2016/2017**

Tax Relief may be granted at the standard rate of 20% on tuition fees. Check [www.revenue.ie](http://www.revenue.ie) for further information.

#### **Tuition Fees (confirmed by DoES)**

Level 06	Higher Certificate	€250
Level 07	Ordinary Degree	€250
Level 08	Honours Degree	€819
Level 08	Engineering (Hons) Degree	€1450
Student Contribution		€3000

***The total fee due is calculated on a pro rata basis.***

#### **How to calculate the total charge**

The fee is calculated by the number of credits in the modules repeated.

$((\text{tuition fee} + \text{student contribution}) / 60 \text{ credits}) \times \text{number of credits in modules repeated} = \text{total repeat tuition fee}$

Example:

A student repeating on the Higher Certificate programme needs to repeat 3 modules. Each module is 5 credits.

$$250 + 3000 = \underline{3250} = 54.17 \times 15 = \underline{\underline{\text{€812.49}}}$$

60

Notes: