

Valid From July 1st 2016

**THIS NOTICE CONTAINS IMPORTANT
INFORMATION ON HOW TO RE-REGISTER FOR
PART-TIME PROGRAMMES IN THE COMING
ACADEMIC YEAR**



Dear Student

I hope you have enjoyed studying at ITT Dublin. If you wish to continue your part-time studies in the coming year, you can re-register simply by e-mailing LLL@ittdublin.ie. The email must include your student number, programme code (as it appears on your student card) and name, address and phone number and end by saying 'Please Re-Register Me For 2016-17'. You will then be deemed to have accepted a place on the course again for next year. We will then be able to begin re-registration for 2016-17 and apply the correct fees to your account. You will then be able to pay the appropriate fees to complete registration at <http://www.payittdublin.ie>. If you have completed the final year of your current programme and wish to continue onto an additional programme, you can apply online at <http://www.it-tallaght.ie/part-time-courses-application>. On receipt of your application, the Part-time Office will begin re-registration and you will be able to log-in and pay your deposit and fees at <http://www.payittdublin.ie> to complete your registration. You need to accept this offer using the online application system at the link above. **If you do not re-register you will not be able to start your course in September.**

1. Once you have accepted your place on a course you will be required to pay your fees. Full details are given below – if you are registering to a professional programme see point (v) below.
 - (i) If you pay all of your fees by the **30th August 2016** you will be registered on your programme and will be issued with your student card at the start of term.
 - (ii) If you have been accepted on a ITT Dublin programme (**Minor Award, Special Purpose Award, Higher Certificate or Degree Programme**), you must pay a minimum of €650 by the **19th September 2016**. Please allow sufficient time for registration after the payment of fees and before the start of term (19th September).
 - (iii) **Students who have not paid by the 31st October 2016:** will be charged an additional late fee of €120, will have a hold put on all student services and results will not be able to sit examinations.
 - (iv) It is **your responsibility** to pay the balance of your fees through ITT Dublin's online payment facility by the 31st October 2016. Reminders may not be issued by the Institute.
 - (v) If you have been accepted on a professional programme (e.g. **IATI, IPICS, EIQA, CIPD**) you will not be allowed to start your programme unless all your fees have been paid. So you must pay all of your fees by the **19th September 2016**. Note, please allow sufficient time for registration after the payment of fees and before the start of term (19th September). The closer fees are paid to the first day of term, the more of a delay you will experience in getting access to Institute services/logins. Also note that you will not be issued with your student card until the registration process is completed.
 - (vi) If no fees are paid on or before the 19th September 2016 you will be considered as having withdrawn your application and your place may be allocated to another applicant. Your re-registration fee of €100 will not be refunded.

Please note that the majority of classes will start week commencing **Monday 19th of September 2016**. There will be induction and registration for first time students in the week beginning **12th September 2016**.

You can get information on Revenue tax relief for tuition fees here: <http://www.revenue.ie/en/tax/it/leaflets/it31.html>.

It is also important that you take the time to read and familiarise yourself with the information regarding the Institute and the Institute's policies and procedures that is provided on the website, in particular the Fees Refund Policy and the procedure to follow if you wish to withdraw from a programme. **It is your responsibility to follow these procedures.**

Yours sincerely
Part-Time Registration Department