

# Step by Step Guide to Application and Fee Payment

As an applicant for admission to ITT Dublin, you will be regarded by the Institute as either:

A **new applicant** – an applicant who is seeking admission to an ITT Dublin programme for the first time. This would include an applicant seeking admission to a Degree having completed a Higher Certificate or a National Certificate or equivalent, or an applicant seeking admission to an Honours Degree having completed a Degree or a National Diploma or equivalent or;

A **re-registration student** – a student who has completed a number of the modules of a Higher Certificate, Degree, National Diploma or Honours Degree in the past and who wishes to register for some or all of the modules on offer from the same programme in 2007/08 or;

A **Professional Institute applicant** – a student who wants to study at ITT Dublin to complete the examinations of a particular Professional Institute. Applicants need to ensure that they meet the Entry Requirements for registration as a student member of that Institute, by studying its appropriate regulations or by contacting the Professional Institute directly.

## Application as a New Applicant:

1. Complete the cover page of the ITT Dublin – New Applicant application form. Take care to specify correctly the programme, with programme name and code, to which you are seeking admission.
2. Go to the Module Selection section of the application form and identify the programme from which you wish to select modules. Make sure that you identify the exact programme that you have specified on the cover page.
3. Tick the boxes of the modules you wish to study. Note: you are advised to take all modules if you wish to complete a programme – there is no guarantee the modules on offer this academic year will be offered again.
4. Return the completed application form along with relevant documentation (e.g. copy of birth certificate/passport/driving licence, photocopy of Leaving Certificate results or equivalent if under 23, photocopy of third level qualification transcript etc) together with application fee of €650 to: The Part-Time Registration Office, ITT Dublin, Tallaght, Dublin 24 to be received as soon as possible but no later than 17:00 on 12 September 2008.
5. Fees may be paid by cheque, postal order, bank draft, Laser or credit card (except American Express). Cheques should be made payable to Institute of Technology Tallaght. No cash will be accepted.
6. Applications will not be processed without the application fee of €650 unless your course fees are being paid for by your company or you are taking individual modules whose fees add up to less than €650.

If your course fees are being paid by your employers, an authorised person in your company will need to complete a Declaration of Payment of Fees by Company Form (CPF071). This form is available to download from our website [www.ittdublin.ie](http://www.ittdublin.ie) or on request from the Part-time Information Desk, Department of Lifelong Learning  
Tel: +353 1 404-2101  
Email: [lifelonglearning@ittdublin.ie](mailto:lifelonglearning@ittdublin.ie).

Please return the completed form, stamped with the company stamp, along with your application form. No application fee is required in this instance.

If you are taking individual module credits and your total fee is less than €650 please pay that amount only.

Please ensure that your application form is completed in full, is correct and is accompanied by all relevant documentation to support your application. (All applicants under 23 years of age must provide a copy of their Leaving Certificate or equivalent results with their application). If there are errors or essential information or documentation is missing, the application form will be returned to you. This will result in delays in processing your application and may result in the Institute being unable to accommodate you on your chosen programme.

*Note: ITT Dublin reserves the right to request original document re certification if required.*

## What Happens Next?

1. The Institute will post an acknowledgement of receipt of your application form within 10 working days of receipt. If you do not receive this acknowledgement please contact the Part-time Information Desk, Department of Lifelong Learning  
Tel: +353 1 404-2101  
Email: [lifelonglearning@ittdublin.ie](mailto:lifelonglearning@ittdublin.ie)
2. Based on your application the Institute will determine if you meet the Entry Requirements and are eligible to be registered on the programme of your choice.
3. If you are deemed eligible, the Institute will post you:
  - a) A letter of offer of a place on the modules for which you have applied and the date you should attend the Institute for induction. and;
  - b) An invoice for payment of the appropriate balance of fee, including registration and examination fees will be sent to you separately. You will also be advised on how you can pay the outstanding balance, complete your registration and obtain your student identity card.
4. If you are deemed ineligible your application fee will be refunded in full.

### Application as a Re-Registration Student:

If you are a Re-registration student (you have completed some, but not all modules at a particular level of an ITT Dublin programme) and are in good standing:

1. A re-registration form will be sent to you.
2. You should complete the re-registration form as directed.
3. You should return the re-registration form, completed correctly and in full by 17:00 on 27 June 2008 or, for students taking supplemental exams, by 17:00 on 19 September 2008, to: The Part-time Information Desk, Department of Lifelong Learning, ITT Dublin Tallaght, Dublin 24.
4. All applications must include the application fee of €650 unless your course fees are being paid for by your company. If you are taking individual modules whose fees add up to less than €650, please pay only this amount and your registration and any applicable examination fees.
5. All applicants deemed eligible will then receive a letter stating the start date of the chosen programme. An invoice for payment of the appropriate balance of fee, including registration and examination fees will be sent to you separately.

### Application as a Professional Institute Applicant:

If you intend to apply to ITT Dublin to study for the examinations of a Professional Institute, you must at the outset verify with the Professional Institute of your choice that you meet the Entry Requirements for registration as a student member of that Institute. You should study the appropriate regulations or by contacting the Professional Institute.

**It is the student's responsibility, and not that of ITT Dublin or any of its agents/staff, to satisfy him/herself in this regard.**

Once you have met the requirements of the Professional Institute you can apply to ITT Dublin for a place on the relevant programme. Application forms for Professional Institute students may be downloaded from the ITT Dublin website [www.ittdublin.ie](http://www.ittdublin.ie). Forms are also available from the Part-time Information Desk, Department of Lifelong Learning  
Tel: +353 1 404-2101  
Email: [lifelonglearning@ittdublin.ie](mailto:lifelonglearning@ittdublin.ie)

#### Once you have the form, do the following:

1. Complete the application form for Professional Institute programmes.
2. Identify clearly the programme of your choice marking clearly the relevant year/stage of the programme for which you want to register. (Students attending Professional Institute programmes normally attend all subjects provided for each academic year/stage).
3. Return the completed application form along with relevant documentation together with the full application fee (please refer to the relevant programme details for the fee due) to:

The Part-time Information Desk,  
Department of Lifelong Learning,  
ITT Dublin, Tallaght, Dublin 24 to be received as soon as possible but no later than 12 September 2008.

- 4 Fees may be paid by cheque, postal order, bank draft, Laser or credit card (but not American Express). Cheques should be made payable to Institute of Technology Tallaght. No cash will be accepted.

*Note: participation on a Professional Institute programme is likely to involve payment of membership/examination and other fees to the Professional Institute concerned, in addition to the fee payable to ITT Dublin.*

ITT Dublin does not process fees on behalf of any Professional Institute. In the event that a problem arises with your registration as a student member of the Professional Institute after you have registered as a student with ITT Dublin, no refund of any fees paid will be made by ITT Dublin.

#### What Happens Next?

ITT Dublin will post you a receipt of your fee, instructions on how to obtain your student identity card and notification of commencement of classes within 10 working days of receipt of your application. If you do not receive this receipt please contact the Part-time Information Desk, Department of Lifelong Learning  
Tel: +353 1 404-2101  
Email: [lifelonglearning@ittdublin.ie](mailto:lifelonglearning@ittdublin.ie)

#### Online Applications

Our online application facilities are developing constantly. Please check our website [www.ittdublin.ie](http://www.ittdublin.ie) to see if you can apply for your course online. Professional Institute applicants can apply online by logging onto [www.ittdublin.ie](http://www.ittdublin.ie), and following the steps to online application as directed. If you do not wish to apply online please follow the process outlined below.



# Fee Concessions



## Social Welfare

If your sole income is derived from Social Welfare payments, or if you are the dependant of a person with such, you may be eligible for a substantial reduction in the tuition fees payable to ITT Dublin for Professional Institute and Undergraduate Programmes. You can apply for this concession as follows:

### Step 1:

Complete a Social Welfare Claim Form (FR081), available on request from the Part-time Information Desk or online at [www.ittdublin.ie](http://www.ittdublin.ie)

### Step 2:

Get your completed form stamped by your Social Welfare Officer

### Step 3:

Return your completed and stamped form, together with your application form, to the Part-time Student Information Desk

*Note: This concession is not available to a student whose fees are paid on his/her behalf by any organisation or group.*

## HEA Subsidy

- Bachelor of Science in Information Technology (FLITE)
- Higher Certificate in Engineering – Electronic Engineering (FLASHE)

This year the Higher Education Authority (HEA) will provide a subsidy against the fees of the above programmes.

All students who apply for these courses will be assessed for their eligibility for this HEA fee subsidy. The fee subsidy will be awarded to all eligible students as described below.

### HEA Subsidy: Eligibility Criteria

To be eligible for the HEA Subsidy you 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 you do not qualify under the above, you may still be eligible under the following circumstances:

**4. If you are under 23 on entry to the programme** – you and your parents must have been permanently resident in an EU Member State for three of the five years prior to entry

**5. If you are over 23 on entry to the programme** – you 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 you are under 23, this should relate to your parents).

Copies of these documents (relating to a minimum of three of the preceding 5 years) should be submitted with your application. If you have any queries, please contact the Part-time Student Information Desk.

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.

### Government Initiatives

Please see page 96 for details of support available under the MAP (HEA) and One Step Up (FÁS) schemes.

## Income Tax Relief on Fees

Students who pay their own fees are eligible under the 1996 Finance Act for tax relief at the standard rate on tuition fees paid for modules or years/stages of a programme of at least two years' duration.

### Claiming tax relief

#### Step 1:

Once your fees have been paid in full, request a Fee Payment Confirmation Tax Form from the Part-time Student Information Desk

#### Step 2:

Claim the tax relief from the Revenue Office either:

- On your individual tax return at the end of the tax year or
- During the tax year using the application form available from the Revenue Office

Full details of how to claim tax relief are available from [www.revenue.ie](http://www.revenue.ie).



## Fees Refund Policy

The Institute accepts no obligation to refund any fee (or any part of a fee) paid by a student to the Institute in respect of any module or year/stage of a programme, or service provided by the Institute, to a student who withdraws from that module or year/stage of a programme. A full refund (less €120 administration fee) will be given if requested in writing before the commencement of teaching. Refunds will not be given thereafter.

### Special cases

Where a student has to withdraw from a module or year/stage of a programme in exceptional circumstances, e.g. certified serious illness, having registered and paid the applicable fee, a partial refund may be considered. Detailed medical certificates or supporting documentation must accompany any refund request. Requests for fee

refunds should be made in writing to the Registrar. The date of receipt of the written request will be taken as the applicable date for consideration of refund requests.

### Withdrawal from a Programme

Notification of withdrawal from a programme must be made in writing to the Part-Time Programme Registration Office, Department of Lifelong Learning, ITT Dublin, Tallaght, Dublin 24.

### Student Cards

Student cards are issued to all registered students of the college. Once you receive your card you should carry it with you at all times. The card is needed to access many of the facilities in the college. You will also be asked for your card at the examination centre each time you are completing an exam.