

Policy for the Collection of Student Fees



Section: **Registrar's Office and Finance**

Department

Section 1 – Fee Composition

Fees charged at IT Tallaght comprise of the following:

Full time student fees comprise both tuition fees and the student contribution charge. The student contribution charge is currently €3000. The tuition fee (commonly referred to as Free Fees) is charged in accordance with the academic level of the course (Higher Certificate, Ordinary Degree or Honours Degree) – See Appendix 1

Part-time fees (Including Professional Courses) comprise tuition fees and an administrative charge of €100. See Appendix 2

Non-tuition fees comprise of a variety of services we provide to our students for example replacing a student card, repeat exam charges, replacement transcripts – See Appendix 3

Section 2 – Fee Payment Schedule for Full & Part-time students

Students are required to pay fees and they can choose to either pay in full prior to the commencement of classes or they can avail of our instalment option. The instalment option requires all students to pay the following amounts:

Table 1:

Minimum Amount to be Paid	Payment Deadline	Implications of Non-Payment by Deadline
€650	Prior to Commencement of Classes	No access to services (include library, computer account, online learning platform Moodle)
50% of total fees (less €650 paid prior to commencement of classes)	31 st October	Removal of access to services (include library, computer account, online learning platform Moodle)
Remainder of total fees	31 st January	Removal of access to services (include library, computer account, online learning platform Moodle) Examination results withheld

Fees can be paid online at the following link www.payittdublin.ie

Further information and examples of these calculations can be found at Appendix 4.

Note: If the cost of a course is €650 or less, students are required to pay the full amount prior to commencement of classes i.e. they cannot avail of the instalment option.

SUSI Applicants – Students who have applied for student grants under the SUSI system are not required to pay the above amounts provided they furnish original documentation from SUSI proving they have applied for a grant or have already been awarded a SUSI grant. Students who are unsuccessful in their grant application will become liable for fees immediately and must pay fees in accordance with the deadlines at Table 1 above. All information on the SUSI application process and related information can be found at www.susi.ie

Sponsored Students (non SUSI) – Students who are sponsored by third parties must provide a completed declaration form stamped by their sponsor and they are not required to pay €650 prior to commencement of classes but must adhere to the 31st October and 31st January payment deadlines <http://www.it-tallaght.ie/student-forms-part-time>

Tuition Fees / Free Fees – EU citizens who are undertaking a Full Time Undergraduate course for the first time qualify for free tuition fees. Students who do not qualify under the criteria for free tuition fees may be liable for the EU or Non EU Tuition fee www.it-tallaght.ie/fees

Further information on documentation requirements can be found in Appendix 5.

Implications of Non Adherence to Payment Terms

All outstanding balances due on student accounts must be paid in full by 31 January each year. Failure to comply with this requirement or the non-provision of required documentation (where the student is still in the process of applying for a grant with SUSI) will result in student's access being withdrawn from the following services:

- Computer account
- Moodle (online learning platform)
- Online library access or borrowing rights
- Examination results
- Graduation

In addition, students will not be permitted to register on the next year of their course or on any other IT Tallaght course until the outstanding fee is paid in full.

Note: The above services will be withheld from any student with an unpaid charge on their account i.e. this includes course fees and all other non-tuition fee charges e.g. repeat examination fee.

Section 3 – Repeat Fees

Where a student has to repeat a module a repeat fee will apply. Students can choose to repeat in one of the following two ways: See appendix 6 for the charge per option.

- Re-attend classes and repeat assessments and exams
- Not attend classes and repeat assessments and exams

Please see Appendix 6 for the charge per option.

Section 4 – Withdrawals, Deferrals and Transfers

Where a student wishes to withdraw, transfer or defer a course, they must complete the relevant form in a timely manner and return it to the Registrar's office. This form must be signed by the relevant Head of Department and will only be approved when/if the Registrar has signed the request. Fee implications will apply and are dependent upon the date of Deferral / Withdrawal or Transfer.

Please see Appendix 7 for the relevant forms and the related fee implications.

Review of Fees

Fees are reviewed and approved annually.

Appendix 1 – Full Time Fees:

All full time programmes offered by ITT Dublin are subject to a fee. Please see below the different categories of fees for academic year 2016/17.

Student Contribution Charge

All students are required to pay this charge unless awarded a full grant by SUSI.

Tuition Fees

A tuition fee may apply to those who do not qualify for Free Tuition Fees under the Free Fees Initiative (Level 8 programmes) or the Free Tuition Fees Scheme (Level 6 and 7 programmes). All students admitted to IT Tallaght will be individually assessed for fees.

Fee Categories	Student Contribution	Tuition Fees (if applicable)	Composite Fee Due
Charge to defray costs of registration, examination and student services - Now called Student Contribution Charge	€3,000		€3,000
Undergraduate Higher Certificate (Level 6) EU tuition fee	€3,000	€250	€3,250
Undergraduate Ordinary degree (Level 7) EU tuition fee	€3,000	€250	€3,250
Undergraduate Engineering Honours Degree (Level 8) EU tuition fee	€3,000	€1,450	€4,450
Honours Degree (level 8) EU tuition fee – except Engineering	€3,000	€819	€3,819
Non EU Tuition fee			€11,650

Appendix 2 – Part Time Course Fees:

	Fees 2017/18	Credits	Fee per 5 credit module
Higher Certificate in Business in Accounting Y1	€1,650	60	€150
Higher Certificate in Business in Accounting Y2	€1,650	60	€150
Bachelor of Business in Accounting & Finance	€2,300	60	€200
Bachelor of Business (Hons) in Accounting & Finance	€2,550	60	€250
Accounting Technician (ATI)	€925	20	€250
Accounting Technician (ATI)	€925	25	€200
Certificate in Human Resources Practice (CIPD)	€1,180		
Diploma in Human Resources Practice (CIPD) Add on to Cert.	€400		
Certificate in Production & Inventory Management (IPICS) Y1	€2,425		
Certificate in Production & Inventory Management (IPICS) Y2	€1,625		
APICS Certified Supply Chain Professional (CSCP)	€1,900		
Bachelor of Business in Management Y1	€1,650	60	€150
Bachelor of Business in Management Y2	€1,650	60	€150
Bachelor of Business in Management Y3	€2,300	60	€200
B. Bus. (Hons) of Business in Management Y4	€2,550	60	€250
BSc. In the Management of Innovation and Technology	€2,300	60	€200
BSc. (Hons) in the Management of Innovation and Technology	€2,500	60	€250
Bachelor of Bus. Studies in International Digital Management & Sales	€2,300	60	€200
Higher Certificate in Electronic Engineering Yr 1	€1,800	45	€200
Higher Certificate in Electronic Engineering Yr 2	€1,800	45	€200
Higher Certificate in Electronic Engineering Yr 3	€750	30	€150
Bachelor of Engineering in Electronic Engineering Add-on Yr 1	€1,290	30	€250
Bachelor of Engineering in Electronic Engineering Add-on Yr 2	€1,290	30	€250
BEng.(Hons) in Electronic Engineering	€3,650	60	€350
*Master of Engineering in Electronic Design Engineering Yr1	€1,750	45	€200
*Master of Engineering in Electronic Design Engineering Yr2	€3,250	45	€400
Cisco Certified Associate Programme	€1,800	20	€450
B Eng. in Mechanical Engineering Yr 1	€1,800	60	€150
B Eng. in Mechanical Engineering Yr 2	€1,800	60	€150
B Eng. in Mechanical Engineering Yr 3	€1,800	60	€150
B Eng. in Mechanical Engineering Yr 4	€2,400	60	€200
B Eng. (Hons) in Mechanical Engineering	€3,650	60	€350
Master Eng. Mech. Yr 1	€1,750	45	€200
Master Eng. Mech. Yr 2	€3,250	45	€400

B Eng. in Energy and Environmental Engineering Yr 1	€1,800	60	€150
B Eng. in Energy and Environmental Engineering Yr 2	€1,800	60	€150
B Eng. in Energy and Environmental Engineering Yr 3	€1,800	60	€150
B Eng. (Hons) in Energy and Environmental Engineering Yr 4	€2,400	60	€200
Diploma in Quality Management Part 1 (EIQA) Mech. Eng.	€750	n/a	
Diploma in Quality Management Part 2 (EIQA) Mech. Eng./Minor Award	€850	n/a	
Higher Cert in Science in Information Tech. Management Yr 1	€1,850	60	€200
Higher Cert in Science in Information Tech. Management Yr 2	€2,550	60	€250
Bachelor of Science in Information Tech. Management Yr1	€1,850	60	€200
Bachelor of Science in Information Tech. Management Yr2	€2,550	60	€250
Bachelor of Science in Information Tech. Management Yr3	€3,050	60	€300
BSc (Hons) in Information Tech. Management	€3,550	60	€300
Master of Science in Information Tech. Management Yr1	€1,750	45	€200
Masters of Science in Information Tech. Management Yr2	€3,250	45	€400
Masters of Science in Distributed & Mobile Computing Yr1	€1,750	45	€200
Masters of Science in Distributed & Mobile Computing Yr2	€3,250	45	€400
Certificate in Fundamentals of Software Development	€825	25	€200
Certificate in Cloud Computing Infrastructure Management (Special Purpose Award)	€2,150	35	€350
Certificate in Network Design and Implementation (Minor Award) (CISCO)	€2,150	30	€400
BSc in Data Analytics and Interactive Marketing	€3,050	60	€300
Higher Certificate in Science GMP & Technology Yr 1	€990	60	€100
Higher Certificate in Science GMP & Technology Yr 2	€990	60	€100
Bachelor of Science in Pharmaceutical Technology Yr1	€3,510	30	€600
Bachelor of Science in Pharmaceutical Technology Yr2	€1,620	30	€300
Higher Diploma in Science in Pharmaceutical Manufacturing Yr1	€3,450	30	€600
Higher Diploma in Science in Pharmaceutical Manufacturing Yr2	€2,350	30	€400
Master of Science in Pharma. Manu. and Process Technology - Taught	€4,800	90	€300
Master of Science in Pharmaceutical Science Yr1	€6,050	45	€700
Master of Science in Pharmaceutical Science Yr2	€7,550	45	€850
Higher Cert. in Contamination Control and Asepsis for the Healthcare Sector Y1	€2,800	60	€250
Higher Cert. in Contamination Cntrl and Asepsis for the Healthcare Sector Y2	€2,800	60	€250
Bachelor of Science in Sterile Services Management	€3,510	60	€300
Certificate in GMP and Regulatory Affairs (Minor Award)	€2,050	20	€550

Certificate in Bioprocessing and Cleanroom Management (Minor Award)	€2,050	40	€300
Certificate in GMP and Medical Device Manufacture (Minor Award)	€2,050	35	€300
H. Cert. in Bio- and Pharmaceutical Analysis	€3,460	120	€150
Certificate in Endoscope Decontamination	€950	30	€200
Certificate in Decontamination of Reusable Invasive Medical Devices	€950	30	€200
Cert. in Mediation and Conflict Resolution	€2,000	n/a	
English as a Foreign Language	€680	n/a	
Bachelor of Arts in Culinary Arts Y1	€2,150	60	€200
MSc in Culinary Applied Nutrition	€5,500	90	€350
BA in Social Care Practice Y1	€2,550	60	€250
BA in Social Care Practice (Advanced Entry) Year 2	€2,550	60	€250
BA in Social Care Practice (Advanced Entry) Year 3	€2,550	60	€250
BA in Social Care Practice (Advanced Entry) Year 4	€2,550	60	€250
Higher Diploma in Business in Marketing Management	€3,150	60	€300

Appendix 3 – Non Tuition Fees:

Charge	Circumstance	Amount
Repeat Examination (Flat fee)	Where a student is required to repeat a failed examination. Repeat examination form must be completed and repeat exam fee paid online www.payittdublin.ie	€100
Replacement Transcript (per academic year)	Student requires replacement transcript. Request is made online http://www.it-tallaght.ie/transcripts_idcards , Payment is made online www.payittdublin.ie	€20
Replacement Student ID Card	Student requires a replacement student ID card. Payment is made online www.payittdublin.ie	€20
Replacement Parchment	Student requires replacement parchment. Form must be completed and returned to Registrar's Office http://www.it-tallaght.ie/studentforms Payment is made online at www.payittdublin.ie	€65
Exam Recheck Fee	Recheck form will be available on line close to the release of examination results. Payment made online www.payittdublin.ie	€40
Exam Review Fee	Review form will be available on line close to the release of examination results. Payment made online www.payittdublin.ie	€75
Exam Appeal Fee	Payment is made online at www.payittdublin.ie	€50
No ID card at exams	Students are required to have a current student ID card at all examinations. Failure to show the card will result in a fine. If students have lost their card they should ensure that they request a replacement in good time to ensure they have one for examinations. Payment can be made online www.payittdublin.ie	€50
Withdrawal Administration Charge	Where a student withdraws on or before the 31st October, any refund of fees paid in the year will be subject to an administration charge.	€130
Registration changes to completed repeat tuition forms	Once a student's repeat & attending tuition form is submitted to the Registrar's office, any request to make changes to your repeat tuition registration thereafter will incur a charge.	€130

Appendix 4 – Full Time Fee Payment Schedule:

Course	Student Contribution	Tuition Fee	Total	SUSI Applicant	Free Fees	Due Start of Classes	Due 31 October	Due 31 January
Level 6	€3,000	€250	€3,250	No	No	€650	€975	€1,625
Level 6	€3,000	€250	€3,250	No	Yes	€650	€850	€1,500
Level 6	€3,000	€250	€3,250	Yes	No	€0	€125	€125
Level 6	€3,000	€250	€3,250	Yes	Yes	€0	€0	€0
Level 7	€3,000	€250	€3,250	No	No	€650	€975	€1,625
Level 7	€3,000	€250	€3,250	No	Yes	€650	€850	€1,500
Level 7	€3,000	€250	€3,250	Yes	No	€0	€125	€125
Level 7	€3,000	€250	€3,250	Yes	Yes	€0	€0	€0
Level 8 - Engineering	€3,000	€1,450	€4,450	No	No	€650	€1,575	€2,225
Level 8 - Engineering	€3,000	€1,450	€4,450	No	Yes	€650	€850	€1,500
Level 8 - Engineering	€3,000	€1,450	€4,450	Yes	No	€0	€725	€725
Level 8 - Engineering	€3,000	€1,450	€4,450	Yes	Yes	€0	€0	€0
Level 8 - Non Engineering	€3,000	€819	€3,819	No	No	€650	€1,260	€1,909
Level 8 - Non Engineering	€3,000	€819	€3,819	No	Yes	€650	€850	€1,500
Level 8 - Non Engineering	€3,000	€819	€3,819	Yes	No	€0	€410	€409
Level 8 - Non Engineering	€3,000	€819	€3,819	Yes	Yes	€0	€0	€0

Appendix 4 - Part Time Fee Payment Schedule:

Course	Due Start of Classes	Due 31st October	Due 31st January
Charges less than €650	Full Fee	-	-
Charges less than €1,300	€650		Remaining Balance of fee due
Charges more than €1,300	€650	Half of total fee less €650 paid prior to commencement of classes	Remaining Balance of fee due

*Please note that Professional Institute applicants, new and re-registering must pay the full fee on acceptance of the offer.

Appendix 5 – Free Fees:

Fee Category	Eligibility Criteria	Documentation Required	Dates
Free Tuition Fees	<p>1. If you are an EU citizen and undertaking a full-time undergraduate programme for the first time.</p> <p>2. Free fees may also apply to students with specific residency status</p>	<p>1. Original EU passport or Birth Certificate or</p> <p>2. Original passport or Birth Cert., GNIB Card, Confirmation of residency for 3 years of the 5 years prior to entry and Original Letter from the Department of Justice confirming one of the following: Refugee Status Family Reunification EU Treaty Rights Humanitarian Ground Subsidiary Protection</p>	Students must produce all required documentation to the Fees Office no later than the 31st October
EU Tuition Fees	<p>1. Students undertaking a repeat year of study.</p> <p>2. If a student holds Certificate of Registration with stamp 4 (permission to remain) and If you hold a stamp 2 Visa and are under 23 years of age.</p> <p>3. If an EU student has previously attended another third level Institution/University</p>	<p>1. Repeat Tuition Registration Form.</p> <p>2. Original passport or Birth Cert., GNIB or Visa Card, Confirmation of residency for 3 years of the 5 years prior to entry and Original Letter from the Department of Justice confirming permission to remain in Ireland on a stamp 4.</p> <p>3. Previous third level declaration form.</p>	<p>1. Prior to submitting Form</p> <p>2. Students must produce all required documentation to the Fees Office no later than the 31st October</p> <p>3. Fee Declaration form must be returned no later than the 31st October</p>
Non EU Tuition Fees	<p>1. If you hold a stamp 2 Visa and are over 23 years of age you will be in this category.</p> <p>2. Any student who does not meet the conditions of Free fees or EU fees will be liable for Non EU Fees.</p>	<p>1. Original passport or Birth Cert. and evidence of Stamp 2 Visa card.</p>	Upon Registration

* The Fees office must have sight of all original documentation.

* Please note eligibility is determined at date of entry to the course and all students must meet the requirements prior to admission to be considered for EU/Free tuition fees.

* Students who acquire citizenship up to 31st January in an academic year may be entitled to free tuition fees from the second half of the academic year, and from the 1st February may be entitled to free tuition fees from the next academic year.

* Students classified for fees purposes as Non EU will not be permitted to change their status following admission for the full duration of the academic year.

Appendix 6 - Repeat Fees:

A Repeat tuition fee is calculated on a pro rata basis of the fulltime course charges and is calculated on the number of credits being repeated and the level of programme.

Repeat and attending tuition must be paid in full for the winter semester before submitting your registration form. Payment for the spring semester must be paid in full by 31st January.

Programme	Re – Attending Classes and Laboratories	Repeat Exam only (i.e. non-attendance)
Level 6 - Higher Certificate	€54.17 per credit	€100
Level 7 – Ordinary Degree	€54.17 per credit	€100
Level 8 – Honours Degree	€63.65 per credit	€100
Level 8 Hons (Engineering)	€74.17 per credit	€100

Example: A student repeating classes and/or laboratories on a Level 6 Higher Certificate programme wishes to repeat 3 modules of 5 credits each.

(Tuition plus Student Contribution /60 credits * number of credits in each modules repeated = Total of repeat fee)

$$\underline{250+3000 = 3250 /60 = 54.17 \times 15 = \text{€}812.55}$$

Appendix 7: Withdrawals, Deferrals and Transfers:

Financial Implications of Withdrawing/Deferring Your Place on an IT Tallaght Programme			
Student Type	Students beginning in September	Financial Implications	<u>Tuition</u> Fee Liability if Returning to Third Level Education
Full - time Undergraduate	Defer / Withdraw on or before 31st October	Refund of the student contribution charge and tuition (if paid) in the year of deferral/withdrawal less administration charge of €130	No Liability - If first time undergraduate
	Defer / Withdraw between 1st November - 31st January	Students are liable to pay 50% of fees for the academic year. Amounts paid in excess of 50% of total fee will be refunded	50% Tuition Fee Liability
	Defer / Withdraw after 31st January	No Refund of Fees	100% Tuition Fee Liability

Please Note: Where a student is not a first time undergraduate and has previously attended another third level Institute/University and wishes to return to college in the future may be liable for full fees for the duration of their programme or for the equivalent period of time spent on the first course of study.