


Academic programme fees and related charges		
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## Academic programme fees and related charges 2016-2017

### Revision History

Revision	Date	Revision Description DCRT#	Originator
06	19 October 2006	Update based on circular 0114/2006 dated 27 July 2006, email dated 1 November 2005 and 19 October 2006 from DOES regarding apprentice charges, annual inflation in past year (Jan 05 to Jan 06) of 3.0%, inclusion of PT fees schedule, update for Family Reunification circumstances, change in structure of fees for Certificate in General Studies (Level 5).	AA&SAM
07	21 August 2007	Update based on HEA circulars dated 02 July 2007 and 20 August 2007 regarding annual charges; HEA circular dated 07 February 2007 regarding accession of Romania and Bulgaria to EU; inclusion of other charges applied to students.	AA&SAM
08	30 August 2008	Update based on HEA circular dated 17 July 08 on eligibility of EEA countries for Free fees scheme; HEA circular dated 07 August 2008 regarding annual charges; inclusion of section on bad debt management, and change to policy on payment for modules required to be taken for advanced entry.	AA&SAM
09	19 December 2008	Update based on HEA letter dated 10 September 2008 re Student Service Charge and Apprenticeships.	AA&SAM
10	07 September 2009	Update based on HEA correspondence relating to 09/10 academic year and to reflect changes in fees since 08/09.	AA&SAM
11	08 October 2010	Updated for 2010/11 based on HEA correspondence and to reflect changes in fees.	AA&SAM
12	17 January 2012	Updated for 2011/12.	AA&SAM
13	4 September 2012	Updated for 2012/13	AA&SAM
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16	5 December 2014	2014/15 updated to include fees for Joint Postgraduate Research School	AA&SAM
17	11 September 2015	Updated for 2015/16	AA&SAM
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## 1. Purpose

The purpose of this document is to record Institute policy and procedure on payment of fees and service charges by undergraduate, postgraduate and apprentice students. It also provides a reference source for information relating to circumstances and amounts of fees to be paid for all programmes at the Institute. It relates to all registered students.

## 2. Scope

This document relates to fees to be paid by all registered students.

## 3. Reference

Older references are listed in **Appendix C**

1. Correspondence dated August 2010 from Mark Kirwan regarding criteria for determining eligibility for the Free Fees Initiative.
2. Free Fees Initiative Guidelines issued by HEA August 2010.
3. MLT and HTBS Programme, 2010/11 issued by HEA August 2010.
4. Letter from Tom Boland, HEA dated March 2011 regarding new student contribution to be introduced for 2011/12.
5. HEA letter dated May 2012 from Louise Sherry, HEA re Apprentice fee.
6. Correspondence dated August 2012 from Mark Kirwan, HEA regarding criteria for determining eligibility for the Free Fees Initiative.
7. Letter from Tom Boland, HEA dated 23 January 2013 regarding exemptions to meeting the residency clause of the Free Fees Scheme.
8. Email from Jane Sweetman, HEA dated 29 January regarding student service charge for apprentice students
9. Email from Mark Kirwan, HEA dated 25 June 2013 regarding the eligibility of undergraduate courses which are provided completely through an online capacity for inclusion under the Free Fees Scheme.
10. Email from Mark Kirwan, HEA dated 23 October 2013 regarding the entitlement to free fees for Non-EEA nationals who acquire EEA citizenship during the course of their third level studies.
11. Email from Mark Kirwan, HEA dated 18 October 2013 regarding the eligibility of students who receive a Leaving Certificate upgrade, to avail of the Free Fees Scheme.
12. Email from Tom Boland, HEA dated 05 November 2013 regarding student contribution charge for 2013/14.
13. Email from Jane Sweetman, HEA 14 November 2013 regarding changes in the student contribution to be made by apprentices announced in the 2014 budget.
14. Letter from Tom Boland, HEA dated 14 March 2014 regarding determination of fees for Irish families returning from abroad.
15. Email from Mark Kirwan dated 20 August 2015 regarding Level6/7 fee for 2015/16.
16. Email from Mark Kirwan dated 08 June 2016 regarding Composite Fee Levels for the IoT Sector for 2016/17.

## 4. Definitions

### EU Citizen

Any person holding the nationality of Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Ireland, Luxemburg, Netherlands, Portugal, Spain, Sweden, United Kingdom, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic, Slovenia, Romania or Bulgaria. EU citizens should have an EU passport as an identity document.

### EEA citizen

The European Economic Area (EEA) includes all EU states with the addition of Liechtenstein, Iceland and Norway. For the purpose of free fees, nationals of EEA countries and Switzerland should be treated the same as nationals of EU member states.

### Convention refugee

A convention refugee is defined in section 2 of the Refugee Act 1996 as a person who, owing to well founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his or her nationality and is unable or owing to such fear, is unwilling to avail himself or herself of the protection of that country, or who, not having a nationality and being outside the country of his or her former habitual residence, is unable or, owing to such fear is unwilling to return to it. Convention refugees will have a letter from the Department of Justice, Equality and Law Reform granting them refugee status, and on that basis will be issued with a Certificate of Registration or Residency Permit.

### Programme Refugee

A programme refugee is defined under section 24 of the Refugee Act 1996 as a person to whom leave to enter and remain in the state for temporary protection or resettlement as part of a group of persons has been given by the Government, whether or not such person is a refugee within the meaning of the definition of 'refugee' in section 2 of the Act. Programme refugees will have a letter from the Refugee Agency stating they are a programme refugee.

### Asylum seeker

An asylum seeker is a person who arrives spontaneously in the State and asks to be recognised as a refugee under the 1951 Convention and 1967 Protocol. Asylum seekers will be issued with a Temporary Residence Certificate.

### Leave to remain in the State on humanitarian grounds

Leave to remain is granted at the discretion of the Minister for Justice, Equality and Law Reform to allow on humanitarian grounds, a person to remain in the State who does not fully meet the requirements of the 1951 Convention and the 1967 Protocol. They are entitled to access fulltime education. Persons with humanitarian leave to remain in the State will have a letter from the Department of Justice, Equality and Law Reform confirming such.

### Temporary leave to remain in the State due to exceptional measures

Treated the same as "Leave to remain in the State on humanitarian grounds" for the purpose of assessing fees.

### Leave to remain in the State on the basis of parentage of an Irish citizen

Article 2 of the Constitution states that it is the entitlement and birth right of every person born in the island of Ireland, which includes its islands and seas, to be part of the Irish nation. Parents of Irish born children have the right to remain and reside in the state, and will have a letter from the Department of Justice, Equality and Law Reform confirming this.

### Leave to remain in the State as a result of Family Reunification

Under Section 18 of the Refugee Act 1996 (as amended), any person who is recognised as a refugee in Ireland is entitled to apply for family reunification (i.e. for family members and dependents to join the refugee in Ireland). Persons granted permission to join a recognised refugee in Ireland are entitled to the same rights and privileges allocated to the recognised refugee, but only for as long as the recognised refugee is entitled to remain in the State. Persons who are resident in Ireland under Family Reunification arrangements will have a letter from the Department of Justice, Equality and Law Reform confirming this. This letter should be produced along with the documentation of the recognised refugee (whose entitlements determine those of the other family members).

Persons granted leave to remain in the State, rather than recognised as a refugee, generally do not have a right to family reunification.

### Movement clause

EU citizens or their partners who have moved to another member state to work come directly within the scope of EU community law and partners from non-EU countries should be granted the same rights as their EU partners. Non-EEA partners of EU citizens are in this situation beneficiary of derived rights, derived from their EU partners. Partners of Irish citizens do not necessarily come under the same clause if the Irish partner did not travel abroad to work and in so doing activate the movement clause. These are classed as 'unprivileged' non-EEA partners.

Where non EU family members of EU migrant workers were granted permission to remain in the State by the Minister for Justice and Equality this is now being extended to the non EU/EEA/Swiss family members of EU/EEA/Swiss persons who are granted permission to remain in the state by the Minister for Justice and Equality. This amendment applies to both the Free Fees Initiative and MLT/HTBS Schemes.

Where such family members are given permission to reside in the State by the Department of Justice and Law Reform, they would be notified to report to their local immigration officer to have their passport endorsed and will be issued with a residence card bearing the title 4EUFam (i.e. wording denotes the person is a family member of an EU citizen).

The family members' letter from Department of Justice and Law Reform confirming immigration status, passport and of their Garda National Immigration Bureau (GNIB) Certificate of Residence card, bearing the title 4EUFam is required. (A 'stamp 4' is not sufficient for a student to qualify for free tuition fees. The card must bear the title 4EUFam).

### Work permit, visa or authorisation

A work permit is required by an employer to employ a non-EEA national. Permits are issued to individuals when it is not possible to fill the vacancy with an Irish or other person for whom a work permit is not required.

### Student visa

Non-EEA Nationals can come to Ireland to study on a study visa. There should be a valid stamp on the student's passport; a D-type for visas that are for longer than 90 days. Students on a student visa will also have a residency permit.

### Naturalised Irish citizen or postnuptial Irish citizen

Naturalised Irish citizenship is granted by the Minister for Justice, Equality and Law reform when applicants have fulfilled certain conditions. They generally have to reside in Ireland for 5 years of the nine preceding application. This may be reduced to 3 years in the case of refugees. Post-nuptial citizenship may be conferred not earlier than 3 years from the date of marriage to an Irish citizen.

### Full-time student on approved course for free fees

Student registered on a programme of study equivalent to at least 60 ECTS credits in one academic year, and attending a course approved by the Department of Education and Skills for the free fees initiative.

### Part-time student

Student registered on a programme of study equivalent to less than 60 ECTS credits in one academic year, or taking 60 credits in accelerated mode, thus not requiring attendance at college during each day of semester.

### Free Fees Initiative

Under the free fees initiative, the Department of Education and Skills meets the tuition fees of eligible students who are attending full-time undergraduate courses (other than T.L.T. certificate and diploma courses in the Institutes of Technology where no tuition fees are payable). Such courses must generally be of at least two years duration, at approved colleges. Eligible students are those who:

- (a) are first-time undergraduates, and
- (b) hold E.U. Nationality or are a national of a member country of the EEA or Switzerland or have Official Refugee Status, and
- (c) have been ordinarily resident in an E.U. Member State for at least three of the five years preceding their entry to an approved course.

Students who are repeating a year at the same level are generally not eligible under the Initiative unless there is evidence of exceptional circumstances, such as cases of certified serious illness.

**The Free Fees Initiative does not cover the student contribution charge.**

### State-Funded Programme

Programme funded by the State (Department of Education and Skills, HEA etc.) typically delivered during the day in full time mode.

### Self-Funded Programme

Programme funded by fees paid by the students typically delivered in the evening in part time mode, although there will be exceptions such as the Masters in Business which is delivered during the day in full time mode.

## **5. Policy**

1. For both full time and self-funded academic programmes, it is the responsibility of the student to ensure that at least 50% of fees are paid before registration; the remaining 50% must be paid before 31 January of the current academic year.
2. All fees due must be paid before examination results are ratified by the Academic Council of the Institute or are returned to academic programme accrediting agencies (whichever is appropriate).
3. For full-time undergraduate academic programmes for EU citizens, fees are charged every year in line with Department of Education and Skills guidelines.
4. For postgraduate academic programmes and undergraduate and postgraduate academic programmes for non-EU citizens, fees are charged at a rate determined by the Governing Body of the Institute, and are increased annually in line with inflation or at a rate determined by the Governing Body of the Institute.
5. In exceptional circumstances, the Institute may accept payment in more than two instalments from full-time students.
6. For self-funded programmes the full course or module fee will be charged (as published in the Institute Prospectus), even if the student decides to take only part of the programme offered.
7. Where a fee is paid in respect of a complete self-funded programme, it is expected that the student will have taken all modules within the scheduled duration of the course plus one semester. After that time, additional fees must be paid (course fee less pro rata discount for modules taken).
8. No reduction in fees is given where a student successfully applies for an exemption from a module or modules, based on prior accredited learning *unless* the prior credits were gained through previous learning at the Institute.
9. No fee is charged in respect of any additional modules from an earlier stage which are required to be taken by students who are granted advanced entry to a programme.
10. Where a student disputes the fee charged by the Institute, an appeal should be lodged with the Registrar of the Institute, stating the basis for the appeal.

11. All students who are taking programmes for the second or subsequent time will be charged fees on a pro rata basis to the number of credits being taken, (with the exception of Springboard funded students taking a 30 credit project module for the second time (see section 10. A)
12. Appeals by a student of decisions of the Institute in relation to the Free Fees Initiative should be referred to the Student Support Unit, Department of Education and Skills, Portlaoise Road, Tullamore, Co. Offaly.
13. Details of all academic programme fees and related charges will be published on an annual basis.

## **6. Student Contribution Charge for State-Funded Programmes**

### **Full-time students**

1. All full-time undergraduate students regardless of status are required to pay a student contribution charge annually, which is a charge to defray the costs of registration, examinations and student services. The former student services charge is now incorporated into the student contribution and the DES has indicated that it is expected that the costs of student services, inter alia, will continue to be met from within income generated by the student contribution. This charge is determined annually by the Minister for Education and Skills.
2. The following annual charge applies for the academic year 2016-2017.

	<b>2016-2017</b>
Student contribution charge	€3,000

3. All or part of the student contribution charge may be refunded where a student is successful in obtaining a maintenance grant.

### **Apprentice students**

The total due per apprentice student to defray the cost of registration, examinations and student services is one third of the current student contribution charge i.e. €1,000.

The following charges apply for the academic year 2016-2017.

<b>Student contribution charge 2016-2017</b>	<b>Term 1 (Budget 2016)</b>	<b>Term 2, Term 3 (Budget 2017)</b>
Payable by apprentice student	€1,000	€1,000



## **7. Tuition Fees for State-Funded Programmes for Full-Time Undergraduate Students**

### **A. Free Tuition Fees\***

\* Programmes must be of at least 60 credits per year, scheduled over the entire two semesters and approved by the Department of Education and Skills for the Free Fees Initiative. The initiative does not apply to 100% online programmes.

EU Nationals, EEA Nationals and Swiss Nationals attending full time undergraduate courses that comply with the requirements governing the middle level technician and higher technical/business skills programme (L6/7) and those eligible under the free fees initiative (L8) will not normally be required to pay tuition fees. That provision is conditional that they have been ordinarily resident in an EU member state for at least three of the five years preceding their entry to the third level course. Prior residency in one of the new EU accession countries (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovak Republic, and Slovenia) will be treated as EU residency for this purpose.

1. To confirm EU nationality, one of the following is required
  2. An EU passport (EU birth certificate does not confirm nationality)
  3. An EU national identity card
  4. An Irish birth certificate (for Irish citizens only)
2. Students who meet one of the following nationality criteria are also eligible for free fees. (See Appendices A and B);
  - (i) Persons who have official refugee status in this State. Time spent from date of official lodgement of application papers for refugee status will be included for the purpose of meeting the three year residency requirement; or
  - (ii) Family members of a refugee who are granted permission by the Minister for Justice and Law Reform to enter and reside in the State under Section 18 of the Refugee Act 1996; or
  - (iii) Persons who have permission to remain in the State as a family member of a Union citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council; or

For i, ii and iii above the provision is conditional on proof of ordinary residency in an EU member state for at least three of the five years preceding entry to the third level course. A letter from the Department of Justice, Equality and Law Reform confirming such status will be required.

- (iv) Persons who have been granted Humanitarian Leave to Remain in the State (prior to the Immigration Act 1999); or
  - (v) Persons in respect of whom the Minister for Justice and Law Reform has granted permission to remain following a determination not to make a deportation order under section 3 of the Immigration Act 1999.

(vi) Non EU family members of EU migrant workers who were granted permission to remain in the State by the Minister for Justice and Equality, including non EU/EEA/Swiss family members of EU/EEA/Swiss persons who are granted permission to remain in the state by the Minister for Justice and Equality. This amendment applies to both the FFI and MLT/HTBS Schemes.

Where such family members are given permission to reside in the State by the Department of Justice and Law Reform, they would be notified to report to their local immigration officer to have their passport endorsed and will be issued with a residence card bearing the title 4EUFam (i.e. wording denotes the person is a family member of an EU citizen).

The family members' letter from Department of Justice and Law Reform confirming immigration status, passport and Garda National Immigration Bureau (GNIB) Certificate of Residence card, bearing the title 4EUFam must be presented. A 'stamp 4' is not sufficient for a student to qualify for free tuition fees. The card must bear the title 4EUFam.

3. Convention refugees with official refugee status will be treated in the same way as an Irish citizen for the purposes of fee payment. They are eligible under the free fees initiative and are not required to pay tuition fees, provided they have been ordinarily resident in an EU member state for at least three of five years preceding their entry to the course. Applicants must satisfy the Institute that they have refugee status by providing a statement in writing from the Minister for Justice, Equality and law reform declaring that they are a refugee under section 17 of the Refugee act. Documentation such as a 'green book' or other temporary residence certificate does not establish the status of a person as a declared refugee and will not be accepted as evidence of a person's status as a refugee. As in the case of EU citizens, convention refugees must have been ordinarily resident in an EU member state for at least three of five years preceding their entry to the course, to avail of free fees. Periods in the country as applicants for asylum will be taken into account in determining the duration of residency in the state
4. Programme refugees will be treated for the purposes of fee payment in the same way as convention refugees. A letter from the Reception and Integration agency confirming the status of the applicant will be required as evidence of status. As in the case of EU citizens, programme refugees must have been ordinarily resident in an EU member state for at least three of five years preceding their entry to the course, to avail of free fees. Periods in the country as applicants for asylum will be taken into account in determining the duration of residency in the state.
5. "Change of Nationality Clause" - historically, eligibility for free fees initiative is determined at the date of entry and could not subsequently change. From 2013 entry onwards, the Government has agreed that students who acquire EEA citizenship after they commence third level education may be considered for the free fees initiative for subsequent study. Non-EEA nationals who acquire EEA citizenship during the course of their third level studies may be considered for free *tuition* fees for the rest of their studies as follows:
  - i. Students who acquire EEA citizenship up to 31 January in an academic year may be entitled to free tuition fees from the second half of the academic year.

- ii. Students who acquire EEA citizenship from 1 January in an academic year may be entitled to free tuition fees from commencement of the next academic year.

This “Change of Nationality” Clause also means that Croatian students who were studying in the State prior to accession to the EU on 1 July 2013 may also be considered for free fees for the remainder of their approved course of study. Residency in Croatia prior to the date of accession will be treated as EU residency for the purposes of determining eligibility under the residency clause of the free fees initiative.

#### **B. EU fees for full-time undergraduate students (CAO entry)**

1. For all students who are not eligible for free fees as described above, fees for Higher Certificate, Ordinary Degree and Honours Degree academic programmes are charged at the rate determined annually by the Minister for Education and Skills. These are known as the EU rate for fees. The following annual fees apply for 2016-2017.

<b>Undergraduate Award</b>	<b>EU Fee</b>	<b>Student Contribution Charge</b>	<b>Composite Annual Fee</b>
Higher Certificate (level 6)	€250	€3,000	€3,250
Ordinary Degree (level 7)	€250	€3,000	€3,250
Engineering Honours Degree (level 8)	€1,450	€3,000	€4,450
Other Honours Degree (level 8)	€819	€3,000	€3,819

The EU rate is payable for each year of study and applies for:

2. EU nationals who have not been ordinarily resident in an EU member state for at least three of the five years preceding their entry to the third level academic programme are required to pay these tuition fees.
3. EU nationals who fail year-end examinations and wish to repeat a full year of study, or students undertaking a repeat year of study on the same course must pay tuition fees. In this case, tuition fees may be waived by the Registrar of the Institute where evidence of exceptional circumstances, such as certified serious illness, is provided.
4. EU nationals who are following their second or subsequent third-level academic programme may be required to pay tuition fees, depending on the type and duration of the previous academic programme attended. These regulations are specified in the regulations governing the middle level technician and higher technical/business skills programme from the Department of Education and Skills.
5. Non-EU citizens who have resided in the State for three years of the last five years preceding registration (excluding periods of time covered by student visas). A letter from the Department of Justice, Equality and Law Reform confirming current legal residency will be required. Other documentation to confirm the length of residency in the State will also be required.

6. Students whose (or whose parents') principal residence for the purpose of taxation has been an EU country for a minimum of three years of the last five years preceding registration. A P21 form will be required. Prior residence in an EU country as a full-time student alone does not qualify a student for the EU rate of fees.
7. Students from non-EEA regions married to EU Nationals who have activated the movement clause. However, students from non-EEA regions married to Irish nationals who have not activated their movement clause will be charged fees at the non-EU rate. Evidence of status (for example, residency permit for non-EEA husband of an Irish or EU citizen; Passport stamp for non-EEA wife of an Irish or EU citizen) will be required at registration.
8. Students with naturalised Irish citizenship or post-nuptial citizenship.
9. EU/EEA/Swiss nationals who have not been resident in the EU/EEA/Switzerland but have completed at least five academic years of study in the EU/EEA/Switzerland (at either primary or post-primary) should be charged the EU rate of fees.

**C. Non EU fees for full-time undergraduate students (CAO entry)**

1. Non EU nationals attending full time academic programmes at the Institute are normally required to pay tuition fees. Exceptions are listed in B. above. These fees are determined each year by the Institute and are increased or decreased each year in line with the annual change in the Consumer Price Index (January – January) as published by the Central Statistics Office, **where the change is significant (i.e. greater than 2%)**. The change in the preceding calendar year is applied to fees for entry in the current academic year (e.g. increases in CPI from January 2015 to January 2016 determine fees for the academic year commencing September 2016). This fee includes tuition and overheads, but does not include the student contribution charge. The total annual fee for 2016-2017 is €11,420.

Undergraduate Award	Non EU Fee	Student Contribution Charge	Total Annual fee
Higher Certificate (level 6)	€8,420	€3,000	€11,420
Ordinary Degree (level 7)	€8,420	€3,000	€11,420
Engineering Honours Degree (level 8)	€8,420	€3,000	€11,420
Other Honours Degree (level 8)	€8,420	€3,000	€11,420

The Non EU rate is payable for each year of study and applies for:

2. Non-EU married partners of Irish nationals who have not activated the movement clause will be charged fees at the non-EU rate unless post-nuptial citizenship has been established (Evidence of status will be required at registration).
3. Applicants in the process of seeking asylum. An asylum seeker whose application for refugee status is in the course of being processed is not eligible to benefit under the terms of the free tuition initiative and must pay full fees before registration can be completed.

4. Applicants in the process of seeking leave to remain in the state. An individual whose application for leave to remain in the state is in the course of being processed is not eligible to benefit under the terms of the free tuition initiative and must pay full fees before registration can be completed. Depending on the outcome, and the category of leave to remain in the State which may be granted, a refund of fees may be made.
5. Parents of Irish-born children who are non-EEA nationals and have been granted leave to remain in the State on the basis of parentage of an Irish citizen (subject to the exceptions listed above).
6. Students from non-EEA regions residing in the state with a work permit, work visa or work authorisation.
7. Students from non-EEA regions with a student visa.

#### **D. Full Time Taught Postgraduate Programmes**

The following annual fees apply for the academic year 2016-2017.

<b>Total Annual Fee</b>	<b>EU National</b>	<b>Non-EU National</b>
Postgraduate (Level 9) Engineering	€4,450	€11,420
Postgraduate (Level 9) Other	€3,819	€11,420

#### **E. International Rates (Full Time, Non-CAO entry)**

As indicated in our Admission Policy (3AD08) a number of places may be filled for specific categories of students to support specific cultural and other Institute interests including:

- (i) "International Students" who apply to full time programmes through our International Agent and who are living in a non-EU country at the time of application.

[NEW]Following a review of the service provided and the markets we operate in, the fees that were introduced in 2009 have been increased. The increase of 13% can be borne by the market and if we take a two-step approach, can be further increased to match DIT rates on merge. The following international fees apply for the academic year 2016-2017 and include the student contribution charge:

<b>Total Annual Fees</b>	<b>International Rate</b>	
	<b>2016-17</b>	<b>2015-16</b>
Undergraduate (L6,L7,L8)	€9,000	€7,900
Higher Diploma (L8)	€10,250	€8,900
Taught Postgraduate (L9)	€10,250	€8,900
Postgraduate by Research (L9)	€11,620	€11,620
<b>Single Semester Fee</b>	<b>International Rate</b>	
	€4,000	€2,600

The International fee rate is determined at the point of entry and applies for the duration of the course.

[NEW] The International office reserves the right to offer a reduced fee (max 20%) in order to provide a scholarship in new markets and regions or for volume (government scholarships schemes).

- (ii) Students from “Colleges Ontario” who wish to complete honours degree programmes in Ireland. Colleges Ontario has signed a unique agreement with Institutes of Technology Ireland (IOTI) that allows graduates of two-year college programmes in Ontario to secure an honours degree with two further years of study in Ireland. In some cases, graduates of three-year programmes will be able to secure an honours degree with one further year of study. There will be an agreed approach to the determination of the appropriate fees.

This agreement provides for a reduced fee of €7,500 per academic year for undergraduate programmes.

- (iii) Children, grandchildren and great-grandchildren of Irish emigrants who are interested in studying under the Irish Homecoming Study Programme ([www.irelandhsp.com](http://www.irelandhsp.com)). This initiative will be of particular interest to the Irish Diaspora located outside of the European Union who would normally be subject to full Non-EU tuition fees.

Under the IHSP scheme applicants who hold Irish passports will automatically qualify. Applicants who do not hold an Irish passport need to demonstrate one of the following:

- Their parent(s), grandparent(s) or great-grandparent(s) had a registered Irish birth, or
- Their parents(s), grandparent(s) or great-grandparent(s) was/were Irish citizens and/or held an Irish passport with dual citizenship.

This agreement provides for a reduced fee of €7,500 per academic year for undergraduate programmes.

**Repeat and attend fees for (i) to (iii) above will be charged at a pro rata amount of the annual fee paid based on the number of credits being repeated.**

## **8. Fees for Self-Funded Programmes**

### **A. Fees for part-time programmes (including taught postgraduate programmes)**

1. Fees are charged on a semester or module or year or course basis and are set by the Secretary/Financial Controller on the basis of a cost plan prepared for each academic programme.
2. Fees are similar regardless of nationality with the exception of those students applying through our International Agent as indicated in 8. E (i) above.
3. The schedule of fees for programmes being offered in 2016-2017 is included at **Appendix A**.
4. The Terms and Conditions published on the Institute website regarding payment of such fees is at **Appendix B**.

**B. Fees for postgraduate qualifications by research (Level 9 and Level 10)**

ITB, DIT and ITT-Dublin have come together to offer a joint Graduate Research School for those students taking post-graduate studies by research. All new ITB postgraduate research students will be registered as students of the Graduate Research School.

As an enabling factor to this initiative, it is necessary that a common fee structure should be in place for each institute (for postgraduate research students registered in the Graduate Research School).

The following is the supplementary fee-schedule, applicable only to those ITB (postgraduate research) students who are admitted to the graduate research school. This fee schedule is that currently in place for DIT students.

**Graduate research fees for the academic year  
2016/17**

Year FT	1	2	3	4
Year PT	1&2	3&4	5&6	
EU full-time	€4500	€4500	€4500	€4500
EU Full Time Loyalty*	€2250	€2250	€2250	€2250
EU part-time	€3000	€3000	€3000	
EU part-time loyalty	€1500	€1500	€1500	
Non-EU full-time	€9000	€9000	€9000	€9000
Non-EU full-time loyalty	€4500	€4500	€4500	€4500
Non-EU part-time	€6000	€6000	€6000	
Non-EU part-time loyalty	€3000	€3000	€3000	

All students are permitted a grace period up to 6 months after due date. All students must complete an annual evaluation. Students who fail to submit within the 6 month period following their thesis submission date can either:

- I. Formally withdraw from the programme and re-register when they are in a position to submit their thesis. In this case the student can proceed to examination on payment of the submission fee, €1,000. During the withdrawn period, the student will not have access to facilities and resources including supervision, OR;
- II. Continue as a registered student for 1 year *only*, on payment of the supervision fee, €8,500, in which case they will have full access to facilities and supervision.

\* The loyalty fee only applies to new self-funded students who successfully completed at least 2 years undergraduate or taught postgraduate education at DIT/ITB/ITT-Tallaght

It is the responsibility of the postgraduate student to ensure that all fees are paid within 4 weeks of their nomination as a postgraduate student of the Institute being accepted by the Academic Council of the Institute, and on an annual basis thereafter.

Once accepted as a postgraduate student and completing registration, the student must re-register each September and the annual fee will be payable, until the final thesis is submitted.

If the postgraduate student is on a scholarship an invoice for the full fees will issue directly to the student. The student may then get the invoice signed by the scholarship co-ordinator, so that an internal fee transfer can be arranged by the Finance (from Scholarship Fund to Postgraduate Fees Account).

## 9. Miscellaneous Fees and Charges

### A. Repeat and attend fees {4FSS02}

Students attending class to repeat a number of individual modules will be charged based on the number of credits taken. This is determined by taking the relevant full programme fee including the student contribution charge, and charging a pro rata amount for each module, based on the number of credits being taken.

[NEW] Where the failed module is a 30 credit project module (e.g. in a Masters programme) the repeat and attend cost can be significant (greater than €1,000). Springboard students will be allowed a second supervised attempt at the next available opportunity for the repeat exam fee of €100. After that, they will be charged the per credit repeat and attend fee for any further supervised attempts.

### B. Progression carrying credits fee {4FAD11}

An administrative fee of €50 per credit carried will be charged for 2016/17. This is based on the Student Contribution Charge and so will increase each year in line with that fee or its equivalent.

### C. August repeat/deferred examination fees

- Students, including Erasmus and Springboard and other Labour Market Activation students [NEW], who are repeating one or more individual modules during the repeat/deferred examination session in August will be charged an examination fee. **This fee is charged irrespective of the number of modules for which repeat exams or assessments are to be taken.** It is charged for exams/assessments taken in any mode (i.e. examination, project, continuous assessment or a combination of each). **This fee will also apply to students who take repeat examination sittings as a result of deferring the original sitting.**

Year	Fee to apply to repeat one <u>or more</u> individual courses (examination/assessment only)
2016-2017	€100



2. In the case of **apprentice students** repeating one or more module components, the same repeat examination fee as in C 1. above will apply. The following charges apply for repeating module components in the academic year 2016-2017, irrespective of the number of module components being repeated at the one examination session.

Fee to apply to repeat one or more module components in Apprentice phase 4 or 6 examination per examination session

<b>Apprentice Repeat Examination Fee</b>	<b>2016-2017</b>
<b>Fee to apply to repeat one or more module components (examination/assessment only)</b>	€100

3. For all students (including apprentice students) an additional **late fee of €100** will be charged where students apply to repeat after the published deadline for receipt of applications. Registration for repeat examinations is incomplete until the repeat fee is paid. Therefore the additional late fee of €100 will be applied to students who register but do not pay until after the deadline. This fee will also be charged to students who turn up to take examinations on the scheduled day without having applied to repeat; the Institute may not always be in a position to accommodate such unexpected students.
4. Repeat examination fees will not be refunded even if the student subsequently decides not to avail of the repeat sitting.

#### **D. Other fees and charges**

<b>2016-2017</b>	
Apprentice Personal Protection Equipment (PPE) Fee	€50 phase 4
Apprentice Personal Protection Equipment (PPE) Fee	€80 phase 6
Duplicate student ID card	€10
Duplicate Transcript of Results	€10
Duplicate Award Parchment	€50
Duplicate Single Subject Certificate	€25
Late August Exam Payment Fee	€100
Examination result Review/Recheck {4FAS03}	€25 per module
Appeal outcome of examination result recheck/review {4FAS04}	€50
Student Appeal {3SS09}	€100
Duplicate Garda Vetting letter	€20

## 10. Fee Refunds/Waivers

The Institute accepts no obligation to refund or waive any tuition fees or student contribution charges paid by a student who withdraws from a programme or course of study. Students cannot be registered for the current academic year if they have any fees outstanding from a previous academic year.

### A. State-Funded Programmes

A refund of fees and/or student service charges may be made in the following circumstances:

1. Where by virtue of being offered a higher offer through the CAO, a student withdraws from a full-time programme to take up an academic programme in another College, a full refund of tuition fees and/or student contribution charge may be given, subject to a written request being made.
2. Where a student on a full-time programme obtains a grant from the Vocational Education Committee or Local Authority to cover their student contribution charge, a refund of the student contribution charge paid may be made. Refund of any fees will depend on the category of grant approval received.
3. Where a student on a full-time course formally withdraws from the Institute:
  - *Prior to 31 October* a full refund of fees paid (first census date).
  - *Prior to 31 January* (second census date) but after 31 October a refund of half fees paid.
  - *After 31 January* (second census date) no refund will be made. Appropriate fees will be charged in full in the following academic year, should the student re-register on the programme.

Only in exceptional cases, an application for refund of fees may be considered after the dates listed above on the basis of medical or hardship grounds.

### B. Self-Funded Programmes

1. Where a student on a Self-Funded course formally withdraws from the Institute:
  - Prior to 31 October a full refund of fees paid less the non-refundable application deposit of €250 (first census date).
  - Prior to 31 January (second census date) but after 31 October the student is liable for half the course fee. Any payment in excess of half the course fee may be refunded.
  - After 31 January (second census date) no refund will be made. Appropriate fees will be charged in full in the following academic year, should the student re-register on the programme.
2. Where a self-funded course does not run (e.g. due to insufficient numbers) the student will be refunded the fee paid.

### **C. Exceptional Cases**

- In exceptional cases, such as medical or hardship grounds, an application for refund of fees or a waiver of fees due from a student who has formally withdrawn may be considered.
- Evidence of illness (i.e. medical certification) or hardship must be provided.
- Such requests for fee refunds, which should be made to the Institute's Fees Committee in writing, setting out the reason that the refund is sought. The student will be notified of the decision in writing.
- Refunds of fees are processed and refunded to the credit card which was used to pay the course fee, if applicable. Otherwise a cheque will be issued.
- Only fees pertaining to the current academic year can be considered.

### **D. Non-payment of fees**

1. The Institute accepts no obligation to allow students who have not paid all due fees to attend classes and take part in examinations. However, in exceptional cases where a student is allowed to continue to attend the Institute, the following will apply:
  - a. Students will not receive an official results transcript at the end of the academic session;
  - b. Students will not be able to proceed to the next year of their programme or to an add-on programme (without an official transcript);
  - c. Any results attained will not be ratified by the Academic Council of the Institute;
  - d. Students will not be conferred.
  - e. Any fees outstanding to the Institute will remain as a debt on the student's account in the Institute's student database and must be cleared before they can be registered for the subsequent academic year or a different programme in the case where they re-apply following a gap in study/attendance.

## 11. Bad Debt Management

1. The Institute will pursue all registered students for payment of all outstanding fees.
2. Where a student formally withdraws from all or part of a programme, the Institute will seek payment of any such fees if the student seeks to re-register in the Institute at any time in the future. The Institute will put in place relevant processes to identify such cases.
3. For accounting purposes, the Institute will write off such outstanding fees that are considered irrecoverable. [NEW] An annual report on Fee Write Offs will be submitted to Governing Body following each academic year.
4. Any outstanding fees (which may have been written off following formal withdrawal by the student from the Institute) will be re-instated if the student subsequently applies to register to take repeat assessments in the same academic year.
5. All outstanding balances of greater than €100 remaining at the end of the academic year will be considered by the Fees Committee at its first meeting in the following academic year.

### Fee Committee

1. The Institute has established a Fees Committee comprising the Registrar, the Academic Administration & Student Affairs Manager, the Academic Administration Officer, a member of staff from the Fees Office and the Finance Officer. The purpose of this committee is
  - to oversee the consistent implementation of this policy,
  - to make specific determinations in relation to individual cases which may arise which are not specifically covered by this policy, and
  - to make decisions on applications made to the Registrar for fees to be waived.

The committee meets at least once per semester, and notifies individual students in writing of relevant decisions made.

2. Decisions of the Fees Committee can be appealed in writing to the Registrar.

### Appendix A Schedule of fees for Self-funded programmes being offered by the Institute in 2016-2017

Code	Description	FEE (€)
<b>Business</b>		
BN003	Higher Certificate in Business	€1,750 per year
BN303	Bachelor of Business	€2,000
BN403	Bachelor of Business (Honours)	€2,100
BN525	Master of Business	€2,875 per year
BN527 [NEW]	Master of Arts in Management (Not-for-Profit Sector)	€2,875 per year
BN709	Accounting Technicians Ireland	€880 per year or €220 per module
<b>Early Childhood Care and Education</b>		
BN030_WB	Bachelor of Arts in Early Childhood Care and Education (Work-based)	€2,200 per year
BN418	Bachelor of Arts (Honours) in Early Childhood Care and Education	€2,200
<b>Computing</b>		
BN026	Higher Certificate in Science in Computer Systems Management	€2,200 per year
BN311	BSc in Computing in Digital Forensics and Cyber Security	€3,500
BN420	BSc (Honours) in Computing in Digital Forensics and Cyber Security	€3,500
BN509	Higher Diploma in Science in Computing	€2,000 per year
BN518	Master of Science in Computing (ISDF)	€2,000 per year
BN528 [NEW]	Master of Science in Computing (Applied Cyber Security)	€2,000 per year
BN529 [NEW]	Master of Science in Computing (Applied Data Science & Analytics)	€2,000 per year
BN530 [NEW]	Master of Science in Computing (BIDM)	€2,000 per year
BN701	Certificate in Cisco-CCNA	€2,500
<b>Engineering</b>		
BN903	Higher Certificate in Engineering in Mechatronic Engineering	€2,500 per year
BN306	Bachelor of Engineering in Mechatronic Engineering	€3,000 per year
BN422	Bachelor of Engineering (Honours) in Mechatronic Engineering	€3,500 per year
BN742	Certificate in Industrial Automation	€1,250 per year
BN535 [NEW]	Master of Engineering in Internet of Things Technologies	€2,800 per year
<b>Horticulture</b>		
BN033	Higher Certificate in Science in Professional Horticulture Practice	€2,500 per year
HTSC H4029	Certificate in Parks and Gardens	€350
HTSC H4037	Certificate in Health, Recreation & Green Infrastructure	€350

## **Appendix B**

### **Terms & Conditions – Self Funded Courses**

In addition to extracts from the text above, the following Terms and Conditions apply regarding application and payment for self-funded courses.

- (a) Please note that acceptance of fees is not a guarantee of a place on a course. Where a place is not allocated to you, a refund of fees paid will be processed.
- (b) Places on the majority of courses are allocated to eligible applicants in order of receipt of completed applications (which includes the appropriate fee).
- (c) For a course to commence, it is necessary to receive a minimum number of **complete** applications from eligible applicants. If this number is not reached, the Institute reserves the right to cancel or discontinue the course. Students will be notified and a full fee refund will be processed automatically. *[An application is complete when the Institute has received a completed application form, the required course fee, and copies of previous transcripts / awards (applicable when applying for certain courses)].*
- (d) Students may only attend classes for which they have applied, paid all due fees and completed the registration process.
- (e) It is important that the level and content of a course suits your needs and meets your expectations. In order to find out relevant information on course content, entry requirements, extent of extra work required outside class, assessment methods etc. you should adequately research the course for which you are applying by referring to our website, speaking to our Marketing team etc.
- (f) When you fill in your credit/laser card details, the information is encrypted for your security and sent to Realex Payments (AIB Bank Approved Vendor) for verification. Details of your course reservation(s) are then sent to the Admissions Office at ITB for processing. **NOTE:** *The Admissions Office at ITB does not have access to your credit card details at any time but we are able to confirm or cancel your banking transaction as well as refund your credit/laser card if required.*

### **Confidentiality & Data Protection**

- (a) The Institute undertakes to use its best endeavours to treat as confidential any information provided to it in confidence by individuals or others subject to the Institute's obligations under law.
- (b) The information requested and held by the Institute is only such information as is required to determine eligibility for admission, for statistical purposes and for marketing by this Institute only (e.g. you may receive information about future courses offered by the Institute). Your personal information will not be given to parties outside of the Institute and will be treated in strict confidence.

## **Appendix C**

### **Older policy document references**

1. Circular dated 07 August 2008 from Tom Boland, HEA
2. Circular dated 17 July 2008 from Mary Daly, HEA, regarding eligibility of EEA and Swiss Nationals for free fees scheme.
3. Circular dated 10 September 2008 from Justin Sinnott, HEA
4. Department of Education and Skills circular dated 2nd November 2000 "Regulations governing the middle level technician and higher technical/Business skills programme 2000/01"
5. Department of Education and Skills circular dated 9th November 2001 "Eligibility of refugees under the free fees initiative"
6. Refugee Act 1996
7. Immigration and Residency in Ireland. Tanya Ward. City of Dublin Vocational Education Committee. March 2001.
8. Minutes of Institute management meeting 21 November 2000.
9. Minutes of Council of Directors meeting November 2000.
10. Circular Letter No. IT 09/03. Ruth Carmody 30 July 2003.
11. Circular Letter No. IT 14/03. Ruth Carmody 30th September 2003.
12. Circular letter IT 15/04 Ruth Carmody 19 July 2004
13. Circular letter IT 17/04 Ruth Carmody 29 July 2004
14. Letter from Skills Initiative Unit to all Registrars dated 28 November 2004
15. Letter from DOES to Directors dated 29 November 2004 (File Ref 92675)
16. Circular letter IT 11/05 Gerry Murray 29 July 2005
17. Email dated 1 November 2005 from Kathryn Coleman, DOES
18. Circular letter 0114/2006 Gerry Murray dated 27 July 2006
19. Email dated 19 October 2006 from Kathryn Coleman, DOES
20. Circular dated 7 February 2007 from Justin Sinnott, HEA
21. Circular dated 2 July 2007 from Fergal Costello, HEA
22. Circular dated 20 August 2007 from Justin Sinnott, HEA
23. Letter dated 27 May 2010 from Tom Boland, HEA regarding EU full time undergraduate tuition fee levels and the student charge in respect of 2010/11.
24. Letter dated 9 July 2009 from Mary Armstrong, HEA regarding full-time undergraduate fees 2009/10
25. Letter dated 8 September 2009 from Justin Sinnott, HEA regarding student service charge for apprentice students
26. Letter dated 23 July 2009 from Patrick O'Dwyer, regarding eligibility of EEA and Swiss Nationals for free fees scheme.
27. Email correspondence in September 2009 from Audrey Walsh, Repatriation Case Processing Administration Unit and Mark Kirwan, HEA.

//ends