

## Student Registration 2017/18

Dear Student,

As we welcome you back to the beginning of a new Academic Year we ask you to note the following, All Students are invited to complete the College Registration Process.

### Registration consists of the following two parts:

- A. Financial Registration & Fee Payment
- B. On-line Module Registration – Module Selection/Confirmation

**A. Financial Registration/Fee Payment will open on the Student Portal from Wednesday 16<sup>th</sup> Aug. Final Payment Date 1<sup>st</sup> September 2017**

**Students Must Complete both Step 1 & 2 below.**

1. All Students must complete their Financial Registration, before making a payment.
2. Make a Payment (You will not see your balance due until you complete Step 1)

### You will require the following:

- Login Details – Student ID #, Pin/Password (forgotten Password – email pinreset@mic.ul.ie)
- SUSI application number, if applicable (SUSI Students MUST pay College Levies not covered by SUSI)
- Laser or Credit Card Details.

**If you are having difficulty paying online please use our Automated Telephone Payment Service on 061 – 529092, you will require your ID#, DOB & Card Details.**

**MIC no longer accept Cash/Cheques see [Payment Options](http://www.mic.ul.ie/fees) on [www.mic.ul.ie/fees](http://www.mic.ul.ie/fees)**

**B. On-line Module Registration will occur during Week 1 of each Semester.**

A Student is deemed not registered until they have completed **both** parts A & B.

Students who do not complete either process are liable for the Late Registration Fee of €30 which will apply after On-Line Module Registration. Students should familiarise themselves with their Student Hand book in relation to Registration and Fee Payment.

**Note:** Students awaiting the results of **Annual Repeat Examinations** are asked to defer completing their Financial Registration Process until they have received their results. **Annual Repeat Results will be released Friday 1<sup>st</sup> Sept.** **Progressing Students** will be in a position to then complete their registration process as normal.

**All lectures will commence on Monday 4th September 2017**

### Final Payment Dates for A/Y 2017/18

**First Instalment of Course Fees due Semester 1 of 2017/18: 1st September 2017**

**Second Instalment of Course Fees due Semester 2 of 2017/8: 12<sup>th</sup> January 2018**

**Note: Students will be advised of Second Semester Payment via text and portal message only.**

A full listing of Course Fees are available on the Fees Office web page [www.mic.ul.ie/fees](http://www.mic.ul.ie/fees)