Mary Immaculate College

Student Fee Regulations

Academic Year: 2026/27

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Mary Immaculate College is not bound by any error or omission from this publication.

1. Introduction

It is the responsibility of every student at Mary Immaculate College to familiarise themselves with the College's regulations concerning student fees, enrolment, and registration. It is also the student's responsibility to inform themselves of the prescribed payment dates and the regulations in the Student Handbook.

Payment of fees alone does not equate to registration – students must ensure that they complete all stages of the enrolment process as directed by the Student Academic Administration Office (SAA). Students may be personally liable for late registration fees if they fail to register in the manner specified by the College.

Students must also take note of the published deadlines for registration and payment. These deadlines are particularly important as they allow the College to claim tuition fees on behalf of eligible students from the Higher Education Authority (HEA) under the Free Fees Initiative. Failure to register by the stated dates may result in the student being personally liable for tuition fees.

Students who, as part of their programme, spend time off campus (e.g. Erasmus/Exchange/Co-operative Education programmes) must pay fees, as normal, to the College.

All official correspondence regarding fees will be sent to a student's official MIC email address. Students must use this email account for all communication with the Fees Office. The College cannot, under any circumstances, discuss a student's financial account with parents, guardians, or any third party unless the student has completed the appropriate Third-Party Consent Form, available on the College's website: Third Party Agent Consent Form**.**

It is the responsibility of the student to ensure that all correspondence is notified to the payee and the prescribed payment dates are adhered to.

Please note that the College Regulations may be amended from time to time. Annual updates to the College Regulations are posted on the College website at MIC Fees Charges and Grants in September. You should refer to the website for the latest version at: Study at MIC - Fees, Charges & Gants.

2. EU and Non-EU Status

Possession of an EU/EEA/UK/Swiss passport does not automatically entitle a student to pay EU fees. Instead, students must meet specific residency and tax residency criteria.

To qualify for EU fees:

Applicants under the age of 23 must show that:

- Their parent(s) have lived as taxpayers in the EU/EEA/UK/Switzerland for three of the five years prior to starting their course, and
- The student themselves has also resided there during that time.

Applicants aged 23 or over must show that:

- The student lived as taxpayers in the EU/EEA/UK/Switzerland for three of the five years prior to starting their course.

Students who do not meet the eligibility criteria will be classified as non-EU students and must pay the relevant non-EU fee rates.

Residency Rules for Fees

- **Student visa time (Stamp 2):** Time spent in Ireland on a student visa does not count towards years of residence.
- **Minor/dependent adult children, in fulltime post-primary education, of EU/EEA/UK/Swiss officials abroad:** Considered resident in their home EU/EEA/UK/Swiss country for Free Fees purposes.
- **Dependents of non-EU diplomatic staff, in full-time post-primary education:** Entitled to EU fee rates (not Free Fees) with annual confirmation via embassy letter.

Exceptions

Undergraduate applicants: May qualify for EU fees if:

- Completed 5+ years of primary and/or secondary education in the EU/EEA/UK/Switzerland, and
- No previous third-level attendance.

Postgraduate applicants: May qualify for EU fees if:

- Completed all primary, secondary, and third-level education in the EU/EEA/UK/Switzerland.

Non-EU undergraduates progressing to postgraduate study:

- Students who paid full non-EU fees for a 4-year undergraduate degree at the College and then self-fund postgraduate study at the College will pay EU fee rates for postgraduate study.

Where a student gains EU/EEA citizenship while enrolled, fee classification, generally, cannot change after admission, although limited exceptions apply when:

- Those who complete a full undergraduate programme at MIC and progress to postgraduate study.
- 'Change of Nationality' in the Free Fees Initiative section below.

Definition: Ordinarily resident = Living in the EU/EEA/UK/Switzerland for at least 183 days per calendar year, for at least 3 years.

3. Free Fees Initiative (FFI)

The Free Fees Initiative is a government scheme that covers **tuition fees** for eligible undergraduate students.

All undergraduate students must complete the HEA declaration to the Free Fees Initiative during enrolment.

Eligibility Criteria

- Ordinarily resident in the EU/EEA/UK/Switzerland for at least three of the five years before starting their course.
- Pursuing their first undergraduate programme.
- Attending a full-time course of at least two years' duration.

In certain circumstances, students with official refugee status, family members of a refugee, persons who have permission to remain or persons with certain permissions under the International Protection Act, 2015, may be eligible for the Free Fees Initiative (FFI).
Please refer to the HEA Free Fees Initiative for a comprehensive guide on Criteria for Determining Eligibility.

Exclusions

- Student Contribution Fee
- College Levies
- Repeat years of study (unless exceptional circumstances, e.g. certified illness)
- Second undergraduate degrees (exceptions exist for: Level 6/7 progression to
- Level 8 or where the third level course did not attract Exchequer funding towards course cost.)

Progressing from Level 6 or 7 qualifications

- Students progressing on the same programme from Level 6/7 to Level 8 may be eligible for free fees for their final year.
- Students who hold a Level 6/7 qualification, and who were approved under the FFI for the course, starting a new Level 8 course from year one are not eligible under FFI but may receive free tuition for the final year.

- Students who have previously started but did not finish an approved course, and who return after a break of 5+ years to study another approved course at the same level, will be eligible for FFI, subject to meeting all other requirements.

Change of Nationality for Free Fee Initiative

A 'Change of Nationality' clause forms part of the FFI. Students that do not meet the nationality criteria of the scheme will continue to be ineligible for free fees. Should a student subsequently acquire EEA citizenship during their third level studies they may be entitled to free fees for the remainder of their course of study as follows:

- 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; and
- Students who acquire EEA citizenship from 1 February may be entitled to free tuition fees from the commencement of the next academic year.

Please refer to the HEA Free Fees Initiative for the policy in relation to non-EEA nationals who are not naturalised.

To be eligible under this 'Change of Nationality' clause students must have met all other criteria of the FFI, apart from nationality, at date of entry to their course of study.

Also, further information available on the Irish Refugee Council website: https://www.irishrefugeecouncil.ie/get-help/services-support/education-programme/

4. SUSI Grant Applicants

The Student Grant Scheme is the main financial support scheme for students studying approved courses in Ireland and abroad. It is also known as the SUSI grant because Student Universal Support Ireland (SUSI) is the awarding authority for the Student Grant Scheme.

Both undergraduate & postgraduate students can apply to SUSI to assess their eligibility for funding.

Eligibility conditions for SUSI include:

1. Nationality condition.
2. Residence condition.
3. Means test.
4. Approved course of study: you must be attending an approved course of study.
5. Progression: you must be progressing from your previous level of study and not repeating any level of your course except in exceptional circumstances.
6. Maximum period of grant assistance.

Students applying for a SUSI grant must provide their application number at enrolment. Where SUSI has not confirmed an award by week four of term, students should pay the first instalment of fees. Any overpayment will be refunded once SUSI confirms funding. Students should also notify the Fees Office if they appeal a SUSI decision.

If you are in an appeal process with SUSI, you are advised to make payments towards your fees. Should SUSI later grant your appeal you will be refunded any overpayment.

5. Undergraduate Fees

Undergraduate fees are payable in each year of study and are comprised of:

- Tuition Fee – payable by student unless covered by FFI or sponsor.
- Student Contribution Fee – payable by student unless covered by SUSI or sponsor.
- College Levies – payable by student. College levies are not paid by SUSI/FFI.

Schedule of Undergraduate Fees can be found on the college website at MIC Fees Charges and Grants

6. Postgraduate Fees

Postgraduate fees are payable in each year of study and are comprised of:

- Acceptance Deposit – required to be paid at the time of offer and is offset against tuition fee. Non-refundable except if course is cancelled.
- Tuition Fee – payable by student unless covered by SUSI or sponsor.
- College Levies – payable by student. College levies are not paid by SUSI.

Schedule of Postgraduate Fees can be found on the college website at MIC Fees Charges and Grants

Research Programmes:

Fees are invoiced for the standard duration of each Research programme as follows:

- Master's programme – two years full fees (followed by Continuance Fees if required).
- PhD programme – four years full fees (followed by Continuance Fees if required).

Postgraduate Fees & Continuance Fees: See Appendix 16.1

Minimum period of registration

The exception to the above rule on standard duration is where an electronic copy of thesis is submitted for examination within the minimum period of registration; no further fees should apply.
The minimum period of registration for a Master's degree by research is one year and for a doctoral degree by research is three years. (MIC Handbook of Academic Regulations and Procedures 2026/27 5.8.1).

If a Master's student enters Year 2 without having submitted a copy of their thesis for examination, then full fees for Year 2 will apply. If, however, their thesis is submitted for examination before the commencement of Semester 2 (Year 2), then the student will not be liable for the Semester 2 (Year 2) fee.

If a PhD student enters Year 4 without having submitted a copy of their thesis for examination, then full fees for Year 4 will apply. If, however, their thesis is submitted for examination before the commencement of Semester 2 (Year 4), then the student will not be

liable for the Semester 2 (Year 4) fee.

Where a student exceeds the standard duration, a **Continuance Fee** applies. Fees are payable until the student submits an electronic copy of their thesis for examination.
Students should note that submission deadlines can affect whether full or continuance fees are payable in a given semester.

This substantially reduced continuance fee recognises that students will continue to require the College's services from their supervisor as well as administrative, library, ICT services etc., but that they are likely to be at the 'writing-up' phase of their studies and do not necessarily require the level of services as before.

Fees liability ends on submission of electronic copy of thesis.

After the Viva Voce:

- If examiners require amendments, the student must submit a **hard-bound thesis** by a **deadline (up to 3 or 6 months)** set by the Graduate School Director.
- **No fees are charged** during this amendment period (between the Viva and the deadline).

If the deadline is missed:

- The examination is considered finished.
- The student stays on the register (as per Section 5.14 of the MIC Handbook of Academic Regulations and Procedures 2026/27).
- Fees then apply:
    - **Full fees** if in the 4th year of registration.
    - **Continuance fees** if in the 5th year or later.

Notes:

- If a thesis is submitted before the start of Semester 2, the student will not be liable for Semester 2 fees in that year.

- Fees stop once an electronic copy of the thesis has been submitted for examination.
- Viva outcomes may result in extended registration periods; students should consult Graduate School regulations for details.

Viva Voce Outcomes & Fees: See Appendix 16.2

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7. Link-In Students

Repeat Link-In Students:

- Students repeating modules on a link-in basis pay per module.
- If repeating more than two modules per semester, they are considered full-time repeat students and must pay the full programme fees.
- Full-time repeat students are not eligible for FFI or SUSI, except in exceptional circumstances (e.g. certified illness).

Occasional Link-In Students:

- Students taking up to five modules in a year without enrolling in a full programme pay per module.
- They must pay the link-in fees and are not eligible for FFI or SUSI.

Schedule of Repeat Fees & Other Charges can be found on the college website at MIC Fees Charges and Grants

8. Other Fees and Deposits

- Application Fee (Postgraduate): Non-refundable.
- Acceptance Deposits: charged on all postgraduate programmes and direct entry undergraduate programmes. The charge is offset against tuition fees and is non-refundable (except where a course is cancelled).
- College Levies: Payable by all students, not covered by grants.
    - A Garda Vetting levy of €50 is included in student fees for programmes that require Garda Vetting. Bachelor of Arts students are required to pay this levy separately, where appropriate.
- Rechecks: There is a charge per module being rechecked, payable on application submission. This charge is refundable in the case of a grade being changed as a result of the recheck. Note: Dissertation modules spanning the academic year, e.g. Undergraduate Dissertation 1 in Autumn and Undergraduate Dissertation 2 in Spring equates to two modules and therefore two recheck fees.
- Appeals: There is a charge per module being appealed, payable on application submission. Dissertation modules spanning the academic year, e.g. Undergraduate Dissertation 1 in Autumn and Undergraduate Dissertation 2 in Spring equates to two modules and two appeal fees. Students whose approved grade is changed following a successful appeal will receive a refund of any fee paid for a grade recheck and/or appeal of that module.
- Annual Repeat Examination fees: charged per module. Payable on registration.

Schedule of repeat fees and Other Charges can be found on the college website at MIC Fees Charges and Grants

9. Refunds and Withdrawals

General Refund Conditions:

- Deposits are non-refundable.
- Refunds made to original payer's account.
- **Student Exit Form** must be submitted to SAA before any refunds can be processed. Students remain liable for fees up to the date that they officially withdraw from the College. The official exit date will be the date of exit as confirmed by SAA Office.

Deferred Entry

- A place may be deferred for one year with prior notice to the Admissions Office.
- The acceptance deposit is retained for one year, non-refundable and non- transferable.
- Other fees are subject to the normal refund policy.
- Deferral beyond one year requires an extension application to the Admissions Office.

See Appendix 16.3 Refunds & Withdrawals for full refund schedule.

10. Payment Options and Deadlines

The College's schedule of Fees & Charges is reviewed and approved by the Executive Team on an annual basis.

All fees due to the College must be paid by the prescribed payment dates.

It is the responsibility of the students to ensure that they understand the fee schedule as it applies to them individually.
A full listing of all Course Fees and Payment Dates are available on the college website at MIC Fees Charges and Grants

- Fees can be paid online via the Student Portal register.mic.ul.ie or phone service 061-529092.
- If paying outside of Ireland, TransferMate is a convenient and secure online global payment option, available at: mic.paytostudy.com.
- Standard deadlines apply to all students, see section 14. 'Key Dates' for payment deadlines.

Payment Arrangements

Students can pay fees either:

- In full at enrolment or
- In two equal instalments (September & January) or
- Throughout the academic year, see 'Payment Plans' below.

Note, all fees must be paid in full by the prescribed payment dates to gain access to semester exam results and to progress to the subsequent academic year.

Payment Plans

Applications for payment plans may be considered for EU students only, who are experiencing financial difficulty and are unable to pay their fees in full by the published payment deadline. An approved payment plan will allow for eight monthly instalments (September to April). Levies are not included for payment plan options. A €50 non-refundable fee applies to enrol in this option, payable with the first instalment. Payment plans require an initial payment to be deemed valid and missed instalments may result in deactivation of the student ID card, withholding of results, and suspension of access to services. Students who default will not be offered a payment plan again.

Students requesting an application for a Payment Plan for their course fees, must contact the Student Fees Office via their MIC student email address to discuss their application and the viability of the plan. Contact for queries: studentfees@mic.ul.ie.

A payment plan is valid only when:

- An agreed initial payment has been made; and
- A completed and signed schedule is returned to the Student Fees Office.

It is the student's responsibility to ensure the calculations on the payment plan are correct. The Student Fees Office is not responsible for any error or omission made.

Alternatively, once an initial payment has been made, students can continue to pay by instalment through their student portal between September and January, without signing up to a payment plan. There is no charge for this option, but all fees must be paid in full by the January payment deadline. Failure to pay by this date will result in the withholding of semester 1 exam results.

Grant-Aided Students:

- Students must pay any fees not supported by a grant or other sponsorship.
- If fees are paid before a grant/sponsorship is awarded, a refund will be issued once the College receives full payment from the awarding body.

Student Notification:

- Enrolment and fee payment details are notified to all students each September.
- Outstanding debts are communicated during the year via MIC email and/or SMS.
- Fee liability will not be communicated to third parties (e.g. parents/guardians). Students must pass on information to their payee if needed.
- Students are responsible for knowing payment dates, charges, and deadlines.
- Not receiving fee information is not a valid reason for non-payment.

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11. Financial Support

Students who find themselves in financial difficulties in relation to fee payments should immediately contact Mary Immaculate College Students Union (MISU), the MIC Access Office or MIC Student Finance Office who will advise them of the supports which may be available to them.

- **SUSI Grants:** available for eligible students – see www.susi.ie.
- **MIC Support Schemes:** postgraduate scholarships, assistantships, and stipends are offered competitively each year. Students must note that such funding is disclosed to SUSI and may be counted as reckonable income.
- **Financial Aid Fund:** for students facing short-term financial difficulties.
- **Student Assistance Fund:** government-supported, designed to help students who might otherwise be unable to continue their studies due to financial hardship.
- **Loans:** local banks or credit unions may offer student loan facilities.

Further information on MIC awards can be found here: Scholarships & Awards

12. Tax Relief

Students may claim tax relief on qualifying Tuition fees and the Student Contribution Fee (not levies). Relief is available at the standard tax rate, up to a maximum of €7,000 per person per year. A standard disregard applies: €3,000 for full-time courses and €1,500 for part-time courses. Relief is not available on fees paid by SUSI, scholarships, or employers. Claims require proof of payment, which can be accessed through the Student Portal.

For full details on eligibility and claiming procedures, visit the Revenue Commissioners website here: Tuition fees paid for third level education

13. Non-Payment Consequence

13.1 All fees due to the College must be paid by the prescribed payment dates. It is the responsibility of the student to familiarise themselves with the College regulations and payment dates in relation to Student Fees.

13.2 Students who find themselves in financial difficulties in relation to fee payments should immediately contact Mary Immaculate Students Union (MISU), the MIC Access Office or MIC Fees Office who will advise them of the supports which may be available to them.

13.3 Students with outstanding fees at the end of any semester will not receive their examination results or be allowed access to register for the following academic session (Please note: Academic Session also includes annual repeats).

13.4 Postgraduates in receipt of supervision may have access to that supervision suspended.

13.5 Students will not receive information regarding conferring ceremonies, nor will they be permitted to confer until all outstanding debts of the College have been cleared, including library fines.

A full list of Student Fee Regulations, Charges and Payment Dates can be found on the College website at MIC Fees Charges and Grants

14. Key Dates for Academic Year 2026/27

- **11 September 2026** – First instalment due for all students.
- **11 January 2027** – Second instalment due for all students.

15. Contact: Fees Office

Fees Office: studentfees@mic.ul.ie

MIC Fees Website: http://www.mic.ul.ie/fees

Automated Telephone Service for Fee payments: (061)-529092. You will require your Student ID number, Date of Birth & payment card details

If you experience difficulty logging on to your Student Administration Portal
http://register.mic.ul.ie.

Forgot your password then you can change it at https://passwordreset.microsoftonline.com. Password has expired then you can reset it at https://adconnect.mic.ul.ie.

16. Appendices

16.1 Postgraduate Fees & Continuance Fees

Programme	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6+
PhD (Research & Thesis)	Full Fees	Full Fees	Full Fees	Full Fees	Continuance Fees	Continuance Fees
PhD (Structured)	Full Fees	Full Fees	Full Fees	Full Fees	Continuance Fees	Continuance Fees
MA Research & Thesis	Full Fees	Full Fees	Continuance Fees	Continuance Fees	Continuance Fees	Continuance Fees

16.2 Viva Voce Outcome & Fees

Outcome	Result	Fees
A	PhD/Doctorate awarded	No further fees
B	PhD/Doctorate awarded (minor corrections, 3 months)	No fees during correction period. Missed corrections deadline → Return to registration & Full (4th Year)/Continuance (5th Year+) fees apply
C	PhD/Doctorate awarded (major corrections, 6 months)	No fees during correction period. Missed corrections deadline → Return to registration & Full (4th Year)/Continuance (5th Year+) fees apply
D	No degree awarded, continue	Return to registration & Full (4th Year)/Continuance (5th Year+) fees apply
E	Master's awarded (corrections, 6 months)	No fees during correction period. Missed corrections deadline → Return to registration & Full (4th Year)/Continuance (5th Year+) fees apply
F	No degree awarded (exit)	No further fees

16.3 Refunds & Withdrawals

Student Type	Withdrawal Date	Refund
Undergraduate	Before 31 Oct	Full refund of tuition, student contribution fees and levies; no HEA implications. Acceptance deposit not refundable
Undergraduate	1 Nov – 31 Jan	Semester I: No refund Semester II: Tuition & student contribution refundable Acceptance deposit & levies not refundable
Undergraduate	After 31 Jan	No refund
Postgraduate	Before 31 Oct	Full tuition and levies refund. Acceptance deposit not refundable
Postgraduate	1 Nov – 31 Jan	Semester I: No refund Semester II: Tuition refundable Acceptance deposit & levies not refundable
Postgraduate	After 31 Jan	No refund
International – Visa refused	Any	Full refund of fees paid
First Year – Leaving Cert Recheck upgrade	Any	Full refund if transferring to another institute
Leave of Absence – Semester I	Any	Full refund of tuition/contribution/levies. Acceptance deposit not refundable
Leave of Absence – Semester II	Any	Semester II tuition/contribution refunded. Acceptance deposit & levies not refundable. Half year HEA will be claimed where applicable.