

MARY IMMACULATE COLLEGE



S T U D E N T F E E S

R E G U L A T I O N S & C H A R G E S

Academic Year 2020/21

Introduction

It is the responsibility of all students to familiarise themselves with the College's regulations, which cover student fees, enrolment and registration procedures. It is also the Students responsibility to inform themselves of the prescribed payment dates and the regulations 5.8 in the Student Handbook.

Payment of fees does not constitute registration. Full details of registration procedures are available from [Student Academic Administration Office](#).

Undergraduate students must register by the required deadline date(s) to permit the College to claim free tuition fees on your behalf from the HEA. Failure to register on-time may require the student to pay the tuition fee in the event that the fee cannot be collected from the HEA.

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

Students may also be personally liable for late registration fee if they fail to register in the manner specified by the College.

Students admitted under the Non-EU student classification category shall not be permitted to change their status to that of an EU student following admission. The exception to the above is students, who complete 4 year undergraduate degree programmes at MIC paying full non-EU fees, and opt to proceed to postgraduate study at MIC on a self-funded basis, are granted fee reductions from the non-EU fee and charged at EU fee levels.

Students should quote their ID Number on all correspondence with the Fees Office via their MIC student email address only. Please do not use personal email addresses.

Please Note – Information will NOT be advised to any third party (mother/father etc). 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.

Student Fee Classification

(EU AND NON-EU)

An EU/EEA/Swiss passport or EU/EEA/Swiss citizenship does not grant automatic entitlement to EU fees. Applicants must meet one of the EU fee rate conditions below.

Criteria for Determining the Fee Status of an Applicant

EU FEE STATUS

(a) For all applicants aged under-23 on 1 September of year of entry to a programme:

- Parent(s) must have been resident as tax-payer(s) (that is - principal residence for the purpose of taxation) in the EU/EEA/Switzerland for three of the five years prior to the applicant commencing a programme and
- Applicant/student must have been ordinarily resident* in the EU/EEA/ Swiss Confederation for three of the five years prior to commencing a programme

(b) For all applicants aged 23 or over on 1 September of year of entry to a programme:

- Applicants over-23 are considered independent, mature applicants. The applicant/student must have been resident as a tax-payer (that is - principal residence for the purpose of taxation) in the EU/EEA/Swiss Confederation for three of the five years prior to commencing a programme.

Notes:

- Any period of residence as holder of a student visa (Stamp 2) is not included in the assessment of years of residence
- The minor/dependent adult children who are in full time post-primary education and the spouse/the civil partner of EU/EEA/Swiss State Officials, who reside with that State official while posted outside the EU/EEA/Switzerland on diplomatic or consular missions, shall be deemed to be resident in their home EU/EEA/Swiss State for the purposes of the residency clause of the Free Fees Initiative
- The dependents of non-EU diplomatic staff based in the EU are entitled to EU (not free fees). This includes the minor/dependent adult children who are in full time post-primary education and the spouse/the civil partner of the non-EU diplomatic staff. They must present a letter from their Embassy each year to verify their entitlement

Exceptions:

For Undergraduate registration:

EU fees may apply for applicants born in the EU/EEA/Swiss Confederation who do not meet the normal residency requirements but who completed 5+ years of their primary and/or secondary education in the EU/EEA/Swiss Confederation and have **no** previous third level attendance.

Exceptions Continued:

- **For Graduate registration:**

- EU fees may apply for applicants born in the EU/EEA/Swiss Confederation who do not meet the normal residency requirements but who received all of their primary, secondary and third level education in the EU/EEA/Swiss Confederation.
- Students who complete 4 year undergraduate degree programmes at MIC paying full non-EU fees, and opt to proceed to postgraduate study at MIC on a self-funded basis, are granted fee reductions from the non-EU fee and charged at EU fee levels.

Definitions

***Ordinarily resident** means being resident in the EU/EEA/Swiss Confederation for a minimum of 183 days in any one calendar year for a minimum of 3 years

- **NON-EU FEE STATUS**

Students not meeting the EU eligibility requirements as set out in the foregoing section will be classified as Non-EU and be accordingly liable for Non-EU fees.

Applicants classified for fee purposes as non-EU will not be permitted to change their fee status following admission to their programme. An exception to this clause is noted in the Free Fees Initiative section (9) below.

Documentation

Documentation required for Student Fee Classification will be notified by the Fees Office upon request.

Free Fees Initiative

Criteria for Determining Eligibility

Tuition fees may be paid in respect of the full-time students listed below who have been ordinarily resident in an EU/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. Eligibility under the scheme is determined at date of entry to the course. Details of the nationality criteria to be applied are attached at Appendix 1.

The scheme is subject to the following conditions –

- (1) Tuition fees will be paid in respect only of students attending full-time undergraduate courses.
- (2) The courses must, other than exceptionally, be of a minimum of two years duration.
- (3) Tuition fees will not be paid in respect of:
 - students pursuing a second undergraduate course.
 - students who already hold a postgraduate qualification

Notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing on the same programme to a Level 8 (Honours Bachelor Degree) course without necessarily having received an exemption from the normal duration of the course may be deemed 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, and who undertake a **new** Level 8 course from year one cannot be considered as progressing for the purposes of the FFI. In this case the Level 8 course would be considered as a second undergraduate course and not eligible under the FFI. However, students may be entitled to free tuition fees for the final year of their Level 8 programme.

- (4) Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.
- (5) Subject to compliance with the other conditions of the Free Fees Initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:
 - (a) May be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost)
 - (b) Are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course concerned did attract exchequer funding (as above).
Part time and evening students are included in this category.

- (6) Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2020/21 academic year.
- (7) The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.
- (8) The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services (i.e. €3,000).
- (9) With effect from 2013/14, students who obtain EEA citizenship during their third level studies, may be entitled to Free Fees for the remainder of their course of study as follows:
 - a) Students who obtain EEA citizenship up to 31st January in an academic year may be entitled to Free Fees from for the second half of the academic year
 - b) Students who obtain EEA citizenship from 1st February may be entitled to Free Fees from the commencement of the next academic year

In order to be eligible under the 'Change of Nationality' clause, students must have met all other criterion of the Free Fees Scheme, apart from nationality, at the date of entry to their course of study.

Source: HEA Free Fee Initiative – www.studentfinance.ie

APPENDIX 1

In order to meet the nationality criteria of the Free Fees Initiative students must meet one of the following:

Students must be a national of

- (i) an EU Member State,
- (ii) a state which is a contracting state to the EEA Agreement,
- (iii) the Swiss Confederation, or - 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 - 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

- 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

- 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

- 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

- Persons who have been granted Humanitarian Leave to Remain in the State (prior to the Immigration Act 1999)

or

- be a person 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

Payment of Undergraduate Programme Fees

Undergraduate Students Entering the College for the First Time

Students should refer to the Admissions Orientation Handbook for full details covering student fees, enrolment and registration procedures.

A full listing of all Course Fees and Payment Dates are available on the Fees Office web page www.mic.ul.ie/fees

First Year Undergraduate Students AY20/21: You will be advised to log onto your student portal register.mic.ul.ie to complete your **Online Financial Registration and Payment**.

Returning Undergraduate Students AY20/21: You will be advised to log onto your student portal www.si.ul.ie to complete your **Online Financial Registration and Payment**.

You will require the following:

- Login Details - Student ID number, Pin / Password (these will be on your letter from Admissions)
- SUSI application number, if applicable
- Laser or Credit Card Details

1. Tuition Fees

You will be asked to complete the HEA declaration to the Free Fees Initiative.

This determines your eligibility to Free Tuition Fees of €2,564. (*Please see Free Fees Initiative above*). Should you be liable for tuition fees you can opt during your Financial Registration to pay these in full or 2 equal instalments. Students who opt to pay in 2 instalments must familiarise themselves with the second instalment payment date.

2. Student Contribution Fee

(a) Students in receipt of a SUSI grant or in the process of application,

You will be asked to supply a valid SUSI application number.

Students who supply a valid SUSI application number during their Financial Registration will be given a period of grace until the end of **week 4** of term, for payment of the Student Contribution Fee (€3,000). Students confirmed by SUSI by week 4, are not liable for the amount awarded.

Should SUSI have not confirmed to the College your award by **week 4**, you are advised to pay the 1st moiety.

If you are in an appeal process with SUSI you are advised to make payments towards your Student Contribution Fee. Should SUSI later grant your appeal you will be refunded any overpayment. You are advised to inform the Fees Office of any appeal process.

Students in receipt of a SUSI grant **must** pay College Levies these are not covered by SUSI and may affect your registration and release of examination results if left unpaid.

(b) Students not in receipt of a SUSI grant,

will be asked if they wish to pay their Student Contribution Fee in Full or in 2 equal instalments. Students who opt to pay in 2 instalments must familiarise themselves with the second instalment payment date.

3. **College Levies:**

All Courses attract College Levies and these are not covered by SUSI, they must be paid at point of Financial Registration and are available on the following link,
www.mic.ul.ie/fees

Returning Undergraduate Students

Students will receive Fee Payment Information with instructions on payment procedures for Academic Year 2020/21 via their student email account in early August.
Students who, as part of their programme of study, spend time off campus, i.e. Erasmus/Exchange/Cooperative Education programmes, **must pay fees, as normal, to the College.**

Returning Students are invited to complete the College Registration Process.

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

Financial Registration/Fee Payment will open on the Student Portal from 07th September 2020
Final Payment Date for First Instalment of Course Fees - 25th September 2020

Students Must Complete both Step 1 & 2 below.

1. All Students must complete their Financial Registration, before step 2.
2. Making 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
- **All students MUST pay College Levies. SUSI do not cover any college Levies**
- 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.

Final Payment Dates for A/Y 2020/21

First Instalment of Course Fees due: 25th September 2020
Second Instalment of Course Fees due: 10th January 2021

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

Link In Students

Students pursuing undergraduate programmes on a Link In basis must pay fees by the actual module charge. Students who register for more than three modules per semester are classified as full-time students and are liable to pay the appropriate programme fee as set out in the fee schedule.

Tax Relief for Tuition Fees

Tax Relief is available from the Revenue Offices for the following Students; Students liable for Tuition Fees and/or families who have two or more children liable for the new Student Contribution Fee. Students can obtain Receipts from their student portal.

Payment of Postgraduate Research & Thesis Fees

The MIC Schedule of Fees & Charges for Postgraduate Students (Research & Thesis) is reviewed and approved by the ET on an annual basis and it is published on the Student Fees Office web page (www.mic.ul.ie/fees). Postgraduate students should refer to this web page, the Student Fees Office and/or the Research & Graduate School for updates or clarifications regarding fees. It is the responsibility of the students to ensure that they understand the fee schedule as it applies to them individually.

1. Acceptance Fee

Prospective first-year postgraduate students are invited to pay a pre-registration acceptance fee of €500 as an expression of strong interest. This fee will be offset against course fees for that Academic Year. If a student has paid an acceptance fee and subsequently defers a place, the fee paid will be held and offset against the new academic year's registration fees. This fee is refundable only if the course does not run.

2. Course Fees for Masters and PhD (Research & Thesis)

Students are required to pay Course Fees before enrolment in their programme at MIC. Research & Thesis fees may be paid annually in full at the beginning of each academic year. Alternatively, fees may be paid in two equal tranches, the first before September 25th 2020 and the second before January 10th 2021 each year. Research & Thesis students may not register or participate in their programme unless course fees have been paid in full, and must pay the prescribed academic year fee regardless of whether they are in attendance or receiving supervision.

Full fees will be charged for the standard duration of postgraduate programmes 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)

Under the regulations of the University of Limerick (UL Handbook of Academic Regulations and Procedures # 5.8.1, p57), the minimum period of registration for a Master's degree by research is one year and for a PhD degree by research is three years. Full fees will apply to Master's and PhD students for the full duration of these minimum periods of registration. Thereafter, fees will be calculated with reference to receipt of the 'soft-bound' or examination copy of their thesis. Students' fees liabilities should end on submission of a 'soft-bound' examination copy of their thesis (See Table 1). If the 'soft-bound' examination copy of the thesis is submitted for examination within the minimum period of registration, no further fees should apply.

If a Master's student enters Year 2 without having submitted the 'soft-bound' examination copy of their thesis, then full fees for Year 2 will apply. If a PhD student enters Year 4 without having submitted the 'soft-bound' examination copy of their thesis, then full fees for Year 4 will apply. If the 'soft-bound' examination copy of the thesis is submitted for examination within Year 2 (Master's) or Year 4 (PhD), no further fees should apply. If the PGR enters a 3rd (Master's), 5th (PhD) or subsequent year without having submitted the 'soft-bound' examination copy of their thesis, 'Continuance Fees' will apply in each of these years.

3. Postgraduate Fees Schedule

Table 1 shows a simplified Postgraduate Fees Schedule for ease of reference. Full details of Postgraduate Fees and Charges, including non-EU, can be found on the MIC Fees Office web page, www.mic.ul.ie/fees

All postgraduate students are strongly advised to consult this link, as student fees and charges are subject to change over time and it is the responsibility of students to ensure that they understand the fee schedule as it applies to them as individuals.

Table 1: Postgraduate Fees Schedule

Research Programme	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 (& each subsequent semester/year)
PhD (Research & Thesis) PhD (Structured)	Full Fees Apply	Full Fees Apply	Full Fees Apply	Full Fees Apply (unless 'soft-bound' thesis is submitted)	Continuance Fees Apply	Continuance Fees Apply
MA Research & Thesis	Full Fees Apply	Full Fees Apply (unless 'soft-bound')	Continuance Fees Apply	Continuance Fees Apply	Continuance Fees Apply	Continuance Fees Apply

4. Fees for students transferring from the Master's to PhD register:

- Where a Master's student transfers to the PhD programme at the end of Year 1, they will be subject to full fees for Year 1 of the Master's plus three* additional years on the PhD register. They will therefore be liable for four years full fees plus any Continuance Fees that may arise beyond the fourth year.
- Where a Master's student transfers to the PhD programme at the end of Year 2, they will be subject to full fees for Years 1 & 2 of the Master's plus two* additional years on the PhD register. They will therefore be liable for four years full fees plus any Continuance Fees that may arise beyond the fourth year.

5. Continuance Fees

Across the HEI sector in Ireland and elsewhere, continuance fees are commonly applied where postgraduate students exceed the standard registration period of their postgraduate programme. At MIC, continuance fees apply as follows:

- a) Where a student has not completed her/his studies (i.e. submitted a 'soft-bound' examination copy of their thesis) within the standard duration of two years for Master's degree by research and four years for a PhD, 'Continuance Fees' of €1,000 per annum or part thereof will apply up to the point where a student submits the 'soft-bound' examination copy of their thesis. This substantially reduced fee recognises that students will continue to require MIC 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.
- b) Where a student proceeds to examination (see Table 2) and is required to make amendments as set out in the Viva Voce Examiners' Report, amendments must be completed and a 'hard-bound' thesis must be submitted by a Deadline Date set by the Head of Graduate School in line with the regulations ('Up to 3 months'; 'Up to 6 months'). Fees will not be payable for the period allowed to make the amendments set out in the Examiners' Report. This is the period between the Viva Voce and the Deadline Date. However, if the student fails to complete amendments and submit a 'hard-bound' thesis by the Deadline Date, then the examination process will be deemed to be concluded. Thus, the candidate's enrolment will continue on the relevant register in line with Section 5.14 of the UL Handbook of Academic Regulations. In such cases the student will be required to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.

Continuance Fees apply for any extra year(s) or part of a year. If a second year in continuance mode is required, the 'Continuance Fee' will apply to that second year and each subsequent year.

Table 2. Viva Voce Outcome Scenarios & Fees Liability

Viva Voce Outcome	Result (cf. UL Regulations)	MIC Fees Liability
'A'	The degree of Doctor of Philosophy be	No further fees will apply.
'B'	The candidate be awarded the degree of Doctor of Philosophy subject to the correction of any minor errors within a period of three months for reconsideration by the internal examiner.	<p>Fees will not be payable for the period allowed to make amendments as set out in the Examiners' Report.</p> <p>If the student fails to complete amendments and submit a 'hard-bound' thesis by the Deadline Date, then the student will return to the register (see above). In such cases the student will be required to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.</p> <p>Fees will apply from the Deadline Date set by the Head of Graduate School (see text in Section b above). There will be no retrospective fees obligations for any period between the <i>Viva Voce</i> and the Deadline Date.</p>
'C'	The candidate be awarded the degree of Doctor of Philosophy subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal and/or external examiner.	<p>Fees will not be payable for the period allowed to make amendments as set out in the Examiners' Report.</p> <p>If the student fails to complete amendments and submit a 'hard-bound' thesis by the Deadline Date (see above), then the student will return to the register. In such cases the student will be required to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.</p> <p>Fees will apply from the Deadline Date set by the Head of Graduate School (see text in Section b above). There will be no retrospective fees obligations for any period between the <i>Viva Voce</i> and the Deadline Date.</p>
'D'	No degree be awarded and the candidate continue on the PhD register.	The student will continue on the PhD register and will be obliged to pay either full fees (if in their 4 th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.
'E'	The candidate be awarded the degree of Master of _____ subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal examiner.	<p>Fees will not be payable for the period allowed to make amendments as set out in the Examiners' Report.</p> <p>If the student fails to complete amendments and / or submit a 'hard-bound' thesis in time for approval at the next relevant Examination Board (see above), then the student will return to the register and will be obliged to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.</p> <p>Fees will apply from the date of the Examination Board nominated by the Head of Graduate School.</p>
'F'	No degree be awarded.	The students exits. No further fees will apply.

Support Funding for Postgraduate Students

Postgraduate Support Schemes

MIC offers a limited number of Postgraduate Support Schemes on an annual basis. These schemes are offered on a competitive basis. They are designed to offer limited financial assistance to a number postgraduate students, normally including stipends and fee waivers, and awards are reviewed on an annual basis.

Normally postgraduate students may hold contemporaneous SUSI grants or other grants while availing of MIC Postgraduate Support Schemes. Students should contact the Finance Office and the RGS for guidance where this arises.

The following awards may be offered from year to year:

1. President's Scholarship
2. Departmental Assistantships
3. Postgraduate Studentship
4. Doctoral Studentship
5. Doctoral Award
6. Postgraduate Awards

Postgraduate students who wish to enquire about these awards and how to apply should contact the Research & Graduate School, John Henry Newman Campus (Tel 061-204318; email: rgso@mic.ul.ie).

Grant Aided Students

First year postgraduate students who have paid an Acceptance Fee must produce a Letter of Award from SUSI as proof of grant funding (a letter of application will not be sufficient in this regard). Students will be liable for any shortfall in fees where a course fee exceeds the maximum value of the grant award. Students who have paid course fees and are subsequently awarded a grant will have their course fees refunded after the awarding body has made full payment the College. Information on applying for a Higher Education Grant for postgraduate studies is available on the following link www.studentfinance.ie

Tax Relief

Tax relief is available in respect of fees paid for postgraduate programmes. Claims should be made by each individual through their tax return to the Revenue Commissioners. Proof of fee payment must be submitted with your claim. Students can access and print receipts from their Student Portal Account www.si.ul.ie. There is a charge for any receipts that may be required outside of this process.

Payment of Postgraduate Taught Fees

The MIC Schedule of Fees & Charges for Postgraduate Students is reviewed and approved by the executive team on an annual basis and it is published on the Student Fees Office web page (www.mic.ul.ie/fees). Postgraduate students should refer to this web page for updates regarding fees. It is the responsibility of the students to ensure that they understand the fee schedule as it applies to them individually.

Acceptance Fee

Prospective first-year postgraduate students are invited to pay a pre-registration acceptance fee of €500 as an expression of strong interest. This fee will be offset against course fees for that Academic Year. If a student has paid an acceptance fee and subsequently defers a place, the fee paid will be held and offset against the new academic year's registration fees. **This fee is refundable only if the course does not run.**

Course Fees for Taught PG Programmes

Students are required to pay Course Fees before enrolment in their programme at MIC. Fees may be paid annually in full at the beginning of each academic year. Alternatively, fees may be paid in two equal tranches, payment dates as follows;

Final Payment Dates for A/Y 2020/21

First Instalment of Course Fees due: **25th September 2020**

Second Instalment of Course Fees due: **10th January 2021**

Grant Aided Students

First year postgraduate students who have paid an Acceptance Fee must produce a Letter of Award from SUSI as proof of grant funding (a letter of application will not be sufficient in this regard). Students will be liable for any shortfall in fees where a course fee exceeds the maximum value of the grant award. Students who have paid course fees and are subsequently awarded a grant will have their course fees refunded after the awarding body has made full payment to the College. Information on applying for a Higher Education Grant for postgraduate studies is available on the following link www.studentfinance.ie

Tax Relief

Tax relief is available in respect of fees paid for postgraduate programmes. Claims should be made by each individual through their tax return to the Revenue Commissioners. Proof of fee payment must be submitted with your claim. Students can access and print receipts from their Student Portal Account www.si.ul.ie. There is a charge for any receipts that may be required outside of this process.

General Regulations

Re-attendance at Programmes

The fee for re-attendance at a full or part-time programme is the normal full fee applicable to the programme. The Higher Education Free Tuition Fee Scheme covering EU full-time undergraduate programmes will not apply to repeat students. This condition may be waived in exceptional circumstances, such as cases of certified serious illness.

Deferred Entry

Applicants who have been awarded a place in the College may be permitted to defer entry for one year. Full details are available from the Admissions Office.

Application Fees

Application Fees for, Postgraduate and Graduate Diploma in Primary Education are **non-refundable**.

Acceptance Deposit

Acceptance deposits in respect of all programmes, both undergraduate and postgraduate, are **non-refundable**. All programme acceptance deposits will be offset against the student fee liability. Acceptance Deposit is only refundable if the course does not run.

Enrolment on Payment Plan

There is a €50 non-refundable fee to enrol on a payment plan.

Refund of Fees

The College accepts no obligation to refund any fee or part of any fee paid in respect of any programme. However, in certain circumstances and on completion of a Student Exit form, the College may consider a partial refund of the fee paid.

Students remain liable for fees up to the date that they officially withdraw from the College. Written notification of withdrawal (completion of a Student Exit Form) should be sent to Student Academic Administration Office. The date of receipt of this written notification will be taken as the date of withdrawal.

First Year Students – Leaving Cert Recheck Upgrade

First Year Student who register but withdraw due to a leaving cert upgrade and obtain a higher place at another institute will not incur any fees. Registration fees paid in this instance will be refunded.

All Other Undergraduate Students

- Students who exit in the 1st week of term – full refund of fees paid, less €100 admin.
- Exit between the first day of term and the 31st October 2020- Semester I Student Contribution Fees refunded on a pro rata basis. No HEA Free Tuition Fee Implications.
- Exit after the 31st October 2020 - NO REFUND of Semester I Student Contribution fee paid and half the tuition fee will be claimed from the HEA.
- Exit after the 31st January 2021 - No Refund of the full Student Contribution Fee and the college will claim full Tuition Fees from the HEA

International Students

Students unable to take up their course as a result of being refused their visa will be refunded the cost of the course fees paid.

Postgraduate Students

If you do not start a programme you will be entitled to a full refund of any tuition fees paid in advance. This **does not** include application fees or acceptance deposits.

Students who exit between the first day of term and before the 31st of January – are liable for the first half of course fees due. Students who exit after the 31st of January are liable for the full course fees for that Academic Year.

HEA Free Tuition Fee Implications

Students must register by the required deadline date (s) to permit the College to claim free tuition fees on your behalf from the HEA. Failure to register on time may require the student to pay the tuition fee in the event that the fee cannot be collected from the HEA.

Where a student withdraws following enrolment and before 31st October 2020 there are no HEA free tuition fee implications.

Where a student withdraws following enrolment after 31st October 2020 and before 31st January 2021, half the tuition fee will be claimed from the HEA on behalf of the student. It should be noted that if the student attends an approved programme at the same year level without having a break of five years, he/she would be liable for fees for a half-year.

Where a student withdraws after 31st January 2021, the full fees will be claimed from the HEA on behalf of the student. In this event the student will be liable for full fees if he/she attends an approved programme at the same year level without having a break of five years.

The above regulation may be waived in extenuating circumstances, i.e. where a student withdraws on grounds of certified serious illness. In such a case applications should be submitted with supporting documentation (medical certificate).

In all cases, a completed Student Exit form must be submitted to Student Academic Administration Office MIC.

Student Fee Regulations Regards Payment/Non Payment.

A full listing of all Course Fees are available on the Fees Office web page,
www.mic.ul.ie/fees

Fees due to the College must be paid by the prescribed payment dates as advertised on the Fees Office web page. It is the responsibility of all students to familiarise themselves with the College's regulations, which cover student fees, enrolment and registration procedures.

Fee Payment Dates for A/Y 2020/21 are as follows,

First Instalment of Course Fees due for A/Y 2020/21: 25th September 2020
Second Instalment of Course Fees due for A/Y 2020/21: 10th January 2021

Student Notification:

Notification of Registration and Fee Payment to the coming Academic Year is sent to all Students in August preceding that Academic Year.

Notification of any outstanding debt will take place during the year. Students will be contacted via email to their MIC email account and/or by SMS text message to their personal mobile phone number.

No Notification of Fee Liability will be advised to any third party, (parent/guardian) it is the responsibility of the student to ensure that all correspondence is notified to the payee. It is also the Students responsibility to inform themselves of the prescribed payment dates.

Non-receipt of Student Fee Payment information and Fee Schedule by a student will not be accepted as a valid reason for non-payment of fees. It is the student's responsibility to inform themselves of the prescribed charges and payment deadlines.

First year undergraduate students for academic year 2020/21 can check their balance and make a payment at any point through their Student Portal Account register.mic.ul.ie

Returning Undergraduate & Postgraduate students can check their balance and make a payment at any point through their Student Portal Account www.si.ul.ie

Payment Options

A full listing of payment options can be found on our Student Fees web page,
www.mic.ul.ie/fees

Payment is accepted through the Student Portal (via Credit/Debit card)

Automated Phone Service, this is a 24 hour service available on **061 529092**

Via EFT to the Student Fees Bank Account.

Cheques/Cash and Credit Card payments are no longer taken at the Student Fees Office.

Failure to Pay

Students should familiarise themselves with section **5.8 on the Student Handbook**.

Should a student's fee account not be cleared by the prescribed payment dates or they have not adhered to an agreed payment plan the following will occur.

5.8 Payment of Student Fees

- 5.8.1 Fee payment regulations are available from the Fees Office. A full list of Student Fee Regulations, Charges and Payment Dates can be found at the following link: www.mic.ul.ie/fees
- 5.8.2 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.
- 5.8.3 Students who find themselves in financial difficulties in relation to fee payments should immediately contact the Fees Office who will advise them of the supports which may be available to them.
- 5.8.4 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.
- 5.8.5 Student ID Cards may be deactivated in the case of overdue fees.
- 5.8.6 Postgraduate Students in receipt of supervision may have access to that supervision suspended.
- 5.8.7 Students will not receive information regards conferring ceremonies, nor will they be permitted to confer until all outstanding debts to the College have been cleared (including library fines)

Once a student has cleared their debt to the College all facilities will be again available to them and they may progress as normal.

Students are advised to pay all debts by the final payment date given in order to avoid activation of the above.

Students who find themselves in financial difficulties, and who are unable to meet their fee obligations by the prescribed dates, should immediately contact the Student Fees Office, who will advise them of the supports which may be available to them.

The College provides a Student Assistance Fund, however the terms of this funding precludes their use for payment of fees. Further information of this fund can be found from the Access Office, <http://www.mic.ul.ie/adminservices/studentservices/Pages/aandddservice.aspx>

The following web sites may be of assistance,
www.studentfinance.ie
www.susi.ie

MIC does not provide any facility by which a fee liability of a student for a given year can be waived or deferred.

MIC Fees Office – Payment Plan Terms & Conditions

Financial Payment Plans are available to facilitate Undergraduate & Postgraduate Students. These plans allow families to make education payments in manageable instalments over an 8 monthly period. (September to April inclusive)

There is a €50 non-refundable fee to enrol on a payment plan at the beginning of the academic year.

An initial payment of €1,000 for Postgraduate Students and €500 for Undergraduate Students must be made along with the enrolment fee of €50 as part of the on-line process – these payments do not form part of a Payment Plan. International Students must pay the first semester fees prior to enrolment and can then enter into a payment plan for the remainder of their course fees over the current academic year.

Financial Payment Plans are valid for one Academic Year only and must be renewed for each subsequent year.

Students requesting an application for a Payment Plan for their course fees, must contact a member of the Student Fees Office to discuss their application and the viability of the plan.

Contact for queries: studentfees@mic.ul.ie

Requests for Payment Plans for the Academic Year must be made no later than the end of September.

Requests for Semester 2 only course fees are on an exceptional circumstances basis & must be requested prior to week one of Semester 2, and are subject to having Semester 1 balance clear.

(Payment Plans will not be issued on the week of Examination Results)

An email will be sent to your Student Email Account when your Payment Plan is approved. This must then be signed and returned to the Fees Office. A payment plan is valid only when,

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

All correspondence regarding your Student Fee Payment Plan will be with the Student & not with Parents/Guardians or Sponsors. Correspondence will be via your Student Email account or text message. No reminders will be sent to your home address. It is the responsibility of the Student to ensure that correspondence is notified to the payee.

Students experiencing difficulties in meeting the agreed payments must contact the Fees Office in advance of missed scheduled repayments. Failure to adhere to the payment schedule will result in the following as per the policy of the College;

- Continuing Students will not be permitted to register for subsequent Academic sessions
- Examination Results will be withheld
- Student ID Cards will be deactivated
- Access to all Colleges services will be withdrawn
- Students will not receive information regarding the conferring or be permitted to be conferred until all outstanding debts to the College have been cleared

A Student who defaults on their Payment Plan will not be offered the facility again.

Payments can be made online through the Student Portal or by ringing the 24/7 Automated Telephone Number; 061 529092.

Financial Assistance

SUSI Grant

Students are advised to visit the SUSI website, www.susi.ie where a comprehensive source of information provides you with a quick and user friendly way to apply for your student grant. Before applying for your grant however, students are encourage to use the Eligibility Reckoner where you can quickly and easily self-assess whether you may be entitled to a grant.

Applications for the A/Y 2020/21 are open from April 2020. You do not have to wait until you receive an offer of a place or enroll in College. Only when your application has been completed in full and submitted to SUSI can your eligibility be determined.

Financial Aid Fund

In conjunction with the Students' Union, the College administers a Financial Aid Fund. This scheme is designed to help students who experience short-term financial problems. Application forms and further information are available from the Students Access Office.

The Student Assistance Fund For Third Level Institutions

This scheme is funded by the Government under the National Development Plan 2000-2006 with some assistance from the European Social Fund. The fund is there 'to assist students in a sensitive and compassionate manner who might otherwise, because of financial reasons suffer severe hardship or be unable to continue their third-level studies'. Applications should be made by the individual student to the College Access Officer. The fund is administered in a confidential manner and on a discretionary basis.

Bank Loans

The major banks are prepared to provide student loans in special circumstances. Applications for loans should be made directly to the bank.