

MIC Student Registration

Dear Student,

All Students are invited to complete the college registration process which consists of the following two parts:

- A. Financial registration & fee payment
- B. On-line Module Registration – Module Selection/Confirmation

Click [here](#) to see the step-by-step online enrolment and financial registration process guide.

Part A. Financial Registration & Fee Payment

What do I need to do?

The Student Portal will be open from the 7th September 2020 and will close on the 25th September 2020.

Log on to your Student Portal www.si.ul.ie, go to the Student Fees & Grants Tab.

Click on the Financial Registration box, answer the questions asked and then proceed to pay your fees.

(You will not see your balance due until you answer the questions asked)

Are there any exceptions to the closing date?

Students awaiting the results of **Annual Repeat Examinations** are asked to defer completing their Financial Registration Process until they have received their results. Final payment date for progressing students following annual repeats is 21st September 2020. Progressing Students will be in a position to then complete their registration process as normal.

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

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](#) on www.mic.ul.ie/fees.

All courses attract college levies. Levies are payable by the student and are not covered by SUSI or the HEA. Levies must be paid by all students on or before the first instalment due date.

Part B. On-line Module Registration – Module Selection/Confirmation

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

What do I need to do?

Follow the instructions on the following Link: [How to complete Module Registration:](#)

A Student is deemed not registered until they have completed both parts A & B of the Registration

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

Dates to Note:

Financial Registration Opens: 7th September – Closes 25th September 2020

Final Payment Date for 1st Instalment of Course Fees: 25th September 2020

Final Payment Date for 2nd Instalment of Course Fees: 10th January 2021

Annual Repeat Examination Results: 14th September 2020

Financial Registration & Fee Payment for Progressing Annual Repeat Students to be completed by 21st September.

Start of Term: All lectures will commence on 28th September 2020.