

# Policy for Student Contribution, Tuition Fee and Charges Collection

<b>Document Reference and Version No</b>	Version 2 –March 2018
<b>Purpose</b>	This is the revised Institute policy on the collection of student tuition fees, contributions and charges. Please refer to the document Procedures for Student Contribution, Tuition Fee and Charges Collection for details on the process around this area.
<b>Commencement Date</b>	March 2018
<b>Date of Next Review</b>	March 2023
<b>Who needs to know about this document</b>	Registrar, Office of Student & Academic Affairs including the Admissions Office, Examinations Office, Fees & Grants Section, Academic & Student Affairs Manager, all potential applicants
<b>Revision History</b>	Version 2 – approved by AC 12.03.18 Version 1 – Approved AC 04.11.13
<b>Policy Author</b>	Office of the Registrar
<b>Policy Owner</b>	Office of the Registrar

---

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Policy .....</b>	<b>3</b>
	2.1 Liability.....	3
<b>3</b>	<b>Fee Setting Authority .....</b>	<b>4</b>
	3.1 Legislation delegating Authority to Collect Fees .....	4
	3.2 Setting of Fees.....	4
	3.3 Review of Fees .....	4
	3.4 Correction of Fees.....	4
	3.5 Permanent Programme Transfers .....	4
	3.6 Deferral .....	5
<b>4</b>	<b>Registration .....</b>	<b>5</b>
	4.1 Registration Process.....	5
	4.2 Authority and Responsibility of Student Registration Statuses.....	5
<b>5</b>	<b>Collection of Fees .....</b>	<b>5</b>
	5.1 General/Registrar’s Office .....	5
	5.2 Method of Receiving Payment for Fees Owning .....	6
	5.2.1 Receiving Payment by Instalment.....	6
	5.3 Fee Collection Deadlines.....	6
	5.3.1 Government Payment Undergraduate Free Fees Scheme and other Government Schemes .....	6
	5.3.2 Student Grant Schemes.....	6
<b>6</b>	<b>Refunds.....</b>	<b>6</b>
	6.1 Refund Dates on Early Withdrawal.....	6
	6.2 CAO Applicants .....	7
	6.3 Where a Programme isn’t delivered.....	7
	6.4 Complaints and Appeals .....	7
<b>7</b>	<b>Determination of Special Cases.....</b>	<b>7</b>
	7.1 Fees Review Committee .....	7
	7.2 Specific Delegation.....	7

---

## 1 Introduction

This document sets out the IADT policy regarding the collection of contributions, student tuition fees and charges. For details regarding the procedures around this area, please refer to the document Procedures for Student Contribution, Tuition Fee and Charges Collection.

The scope of this document extends to all monies due to the Institute by students. This includes the following:

- Tuition fees for all full and accredited part-time programmes
- Student Contribution
- Exam Payments
- Repeat Examination Fees
- Transcript Charges
- Disciplinary related fines and charges

It is imperative that the Institute collects all fees owing, and will endeavour to do so in the most efficient manner. However, at the same time the Institute is aware of the financial strain that is placed on students particularly in the current economic climate and therefore will ensure that all processes and procedures are, in so far as possible, sympathetic and understanding of the student's personal circumstances.

## 2 Policy

The Institute will endeavour to collect all student fees in line with procedures. Facilitating all students in the payments process is central to the success of the collection of fees.

A student with outstanding fees and charges on their account will not be able to do any of the following, until such time as the outstanding fees are paid in full.

- Be permitted to graduate
- Be permitted to proceed to another year of study
- Be issued with their academic transcripts

However, they can:

- Sit examinations/assessments
- Access their results online until the appeals deadline date
- Appeal
- Sit repeats for an Autumn sitting for that academic year only

### 2.1 Liability

In all cases, the Institute considers the student to be solely responsible for any financial liability to the Institute. Students who have a recognised sponsor will be liable for any unpaid student contribution and tuition fee costs if the sponsor defaults on payment in any given year.

---

## **3 Fee Setting Authority**

### **3.1 Legislation delegating Authority to Collect Fees**

The authority to collect fees is given through the Institutes of Technology Acts 1992-2006, Section 17, which states:

*“The college may charge fees or admission charges and such other charges of such amounts as may from time to time be determined by its governing body subject to such conditions as may be specified by the Minister from time to time for programmes, lectures, examinations, exhibitions and other events held at or by the college and for other activities including research, consultancy and development work undertaken by the college.”*

### **3.2 Setting of Fees**

The Government, through the Department of Education and Skills (DoES) and the Higher Education Authority (HEA) determine the following fees:

- Student contribution fee
- Fees for Levels 6 to 8 undergraduate programmes
- Apprentice programme fees

Apart from the above, the Institute’s Governing Body has prime responsibility for the setting and approval of all other academic related fees and charges. The Governing Body, where appropriate, may delegate authority to the Executive Management Team to approve or vary academic fees, within agreed parameters. IADT sets the fees for postgraduate and special purpose programmes.

There are a number of academic related fees and charges applicable to students at the Institute, these are set out in the Procedures for Student Contribution, Tuition Fee and Charges Collection, along with those who have the delegated authority to set and approve the fees.

### **3.3 Review of Fees**

Fees are reviewed and approved annually and the adjusted fee levels are applied to both new students and those continuing from a previous year.

### **3.4 Correction of Fees**

The Institute reserves the right to correct the fee charged to a student in the event that an incorrect fee is notified as a result of error, incorrect information being obtained at registration or a change in student circumstances which affect the fee due.

### **3.5 Permanent Programme Transfers**

Fee paying students undertaking a permanent programme transfer will be fee assessed at the commencing rate of the new programme relevant to the year the student transfers.

---

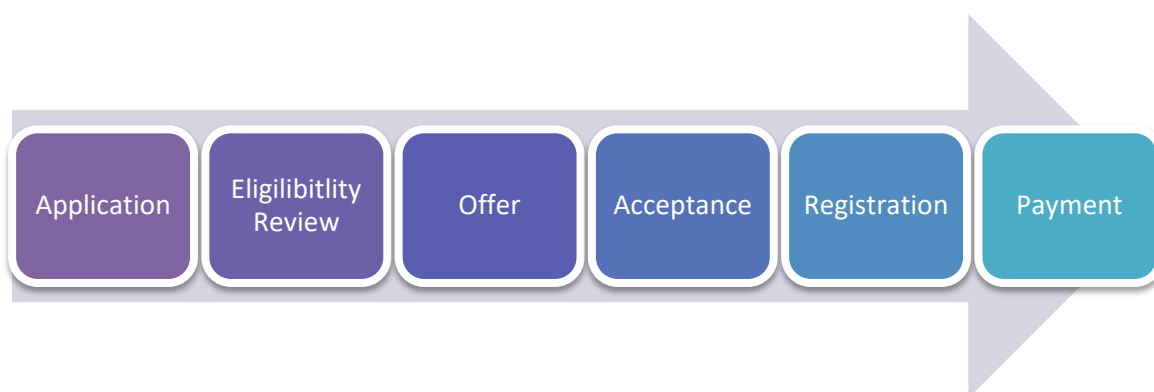
### 3.6 Deferral

Refer to Institute Deferral Procedures in on the [website](#).

## 4 Registration

While this document is not a registration policy or registration procedure document, student registration status and the collection of fees are intrinsically linked. It is, therefore, important to have a high level overview of the registration process.

### 4.1 Registration Process



### 4.2 Authority and Responsibility of Student Registration Statuses

Due to the link between a student's registration status and fees, registration information is available to the relevant Institute staff members.

## 5 Collection of Fees

### 5.1 General/Registrar's Office

Authority and responsibility for student registration status resides within the Office of the Registrar, and is managed through the Office of Academic and Student Affairs Office via the Fees & Grants Section. By engaging in the registration process, the students understand that they become liable for any fees and charges incurred by them.

The student's classification for fee purposes should be determined upon registration or as soon as possible thereafter. Non receipt of a payment request is not a valid reason for failure to make payment by specified Institute deadlines.

The student understands that non-payment of fees will necessitate withdrawal from the Institute and that they will be liable to pay any outstanding debt (including any awards unpaid by third parties).

---

## 5.2 Method of Receiving Payment for Fees Owing

The Institute receives payment via online payment at <https://epay.iadt.ie/invoice> which uses encryption technology which offers a high level of security. Where payments are made through a secure payment gateway which is protected by 3D Secure.

### 5.2.1 Receiving Payment by Instalment

The facility to pay by instalment is available to all students. At minimum 50% must be paid by 30 September each year, with the full and final amount being paid by 31 January annually.

## 5.3 Fee Collection Deadlines

<b>30 September</b>	At minimum 50% must be paid by 30 September each year
<b>31 January</b>	Final balance due

### 5.3.1 Government Payment Undergraduate Free Fees Scheme and other Government Schemes

The Government, through the [Higher Education Authority](#), determine the payment arrangements available through the Free Fees scheme and other Government schemes, such as the Labour Market Activation fund.

### 5.3.2 Student Grant Schemes

[Student Universal Support Ireland \(SUSI\)](#), established under the Student Support Act 2011, is Ireland's single national awarding authority for all Higher Education and Further Education grants since 2012.

## 6 Refunds

If a student officially withdraws from a programme before certain dates, a refund of some fees may be possible.

### 6.1 Refund Dates on Early Withdrawal

Eligible students who formally withdraw before the dates below may be entitled to a refund of the student contribution paid to date for that academic year, as follows:

<b>31 October</b>	100%
<b>31 January</b>	50%
<b>After 31 January</b>	0%

---

## **6.2 CAO Applicants**

For any CAO applicants, fees paid are refunded where a student subsequently takes up an offer from another Higher Education Institution.

## **6.3 Where a Programme isn't delivered**

In the event that the Institute is unable to deliver a programme, students are offered a refund of all money paid to date for that programme.

## **6.4 Complaints and Appeals**

In the event a student wishes to contest the Institutes rejection of their request for a refund, they have access to established [complaints procedures](#). This document does not remove the right of the student to take further action under Ireland's consumer protection laws.

# **7 Determination of Special Cases**

## **7.1 Fees Review Committee**

Cases where the Student Tuition Fee, Contributions & Charges Collection Policy do not clearly apply may be dealt with through IADT's Fees Review Committee. The members of this Committee are:

- Finance Manager
- Student Services Manager
- Academic Administration and Student Affairs Manager

## **7.2 Specific Delegation**

The Registrar may decide, in liaison with other relevant Institute personnel, the level of refund over and above Institute regulations or refunds on compassionate grounds. These issues are taken on a case by case basis.