

# Procedures for Student Contribution, Tuition Fee and Charges Collection

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<b>Purpose</b>	This is the revised Institute procedural document on the collection of student tuition fees, contributions and charges. Please refer to the document Policy for Student Contribution, Tuition Fee and Charges Collection for details on the policy around this area.
<b>Commencement Date</b>	March 2018
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<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

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## 1 Introduction

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

This procedure uses a traffic light system:

- **Red** – not resolved; student remains eligible to register
- **Orange** – partially resolved; registration status partially changes but further change is required
- **Green** – resolved; registration status changes

### Student registration Status

- EL - Eligible to Register
- TR - Temporary registration
- RG - Registered
- WD – Withdrawn/Deregistered

Action	Timeline	Student Registration Status	Method of Communication
<b>2.1 Stage 1</b>			
Student notified of requirement to register and pay fees. Letter to include payment due date.	August	EL	Registration Letter as part of the Registration Pack <a href="#">See Appendix 2</a>

Student makes no payment and does not register	EL	
Student makes no payment but does register	TR	
Student makes partial payment	TR	
Student registers and pays in full	RG	

## 2.2 Stage 2

Email is sent to EL/TR students to remind them that, at minimum, 50% of their fees must be paid by 30 September. They are invited to contact the Fees Officer to discuss any issues	15 September  Introduction to the service stage	Dependent on payment made	Email – <a href="#">See Appendix 5</a>
Student makes no payment and does not register	EL		
Student makes no payment but does register	TR		
Student makes partial payment	TR		
Student registers and pays in full	RG		

## 2.3 Stage 3

Second reminder email issued, reminding students: Payment is overdue Method of payment	1 November  Gentle reminder stage	Dependent on payment made	Email sent to student email address – see <a href="#">Appendix 6</a>
Student makes no payment and does not register	EL		
Student makes no payment but does register	TR		
Student makes partial payment	TR		
Student registers and pays in full or grant is paid	RG		

## 2.4 Stage 4

– Third reminder email issued, reminding students: <ul style="list-style-type: none"> <li>• Payment is overdue</li> <li>• Method of payment</li> </ul>	January	Dependent on payment made	Email sent to student email address – See <a href="#">Appendix 7</a>
Student makes no payment and does not register	EL		

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Student makes no payment but does register	TR	
Student makes partial payment	TR	
Student registers and pays in full or grant is paid	RG	

## 2.5 Stage 5

If payment is not made, the issue is escalated to the Academic & Student Affairs Manager who writes a letter to the student to inform them of the overdue amount and the method of payment	February	Dependent on payment made	Letter sent to student – See <a href="#">Appendix 8</a>
Student makes no payment and does not register		EL	
Student makes no payment but does register		TR	
Student makes partial payment		TR	
Student registers and pays in full or grant is paid		RG	

## 2.6 Stage 6

If payment is not made, issue is escalated to the Registrar who writes a letter to the student to inform them of the overdue amount and the method of payment	March	Dependent on payment made	Letter sent to student from Registrar – See <a href="#">Appendix 9</a>
Student makes no payment and does not register		EL	
Student makes no payment but does register		TR	
Student makes partial payment		TR	
Student registers and pays in full or grant is paid		RG	

## 2.7 Stage 7

Any student who still has not paid their fees in full by 30 June, will be deemed withdrawn <ul style="list-style-type: none"> <li>– Progression year students will not be allowed to progress into the following year</li> <li>– Final year students will not be recorded as a graduate and no complete transcript of results will be issued, unless full payment of all outstanding fees is made.</li> </ul>	30 June	Dependent on payment made	Letter of confirmation that student is not allowed to progress/graduate until fees are paid in full
Student has not paid fees in full		WD	
Student pays fee in full		RG	

## Appendix 1 Schedule of Miscellaneous Fees/Charges

Fee/Charge	Description	IADT Fee/Charge
<b>Examinations - Repeat</b>	Applicable when a student has to sit a repeat exam/assessment	€25 per module
<b>Examinations - Appeal</b>	Applicable when a student appeals an exam/assessment	€25 per module to a maximum of €100; fee is refundable where an appeal is upheld
<b>Examinations – Exam Only</b>	Applicable when a student is required to sit an exam/assessment only but is not in attendance during the year/semester	€25 per module
<b>Graduation – Parchment Replacement</b>	Initial parchment is free. Fee is applicable for a replacement parchment.	€100
<b>Repeat and Attend</b>	Students who are required to repeat modules will be charged the full cost to re-register in that module based on the fees at the time it is repeated	Per credit pro rata charge of full fee
<b>Replacement Identity Card</b>	All students receive a free identity card. A fee is applicable for replacing a lost card. Payment is made online.	€10

# Fee Payment Information for the Coming Academic Year



### Declaration - Eligibility for Free Tuition Fees

All students must complete the Declaration form to state their eligibility for Free Tuition Fees. This form is attached and should be completed in full and presented at Registration. This application is for the duration of your programme.

### How do I pay my Fees

Students pay fees by debit/credit card via our online payment facility, EPay, which is protected by 3D Secure.

All payments are in Euro and your card will be debited immediately. However, it may take 24 hours (or more, at peak times) for the payment to be reflected in your EPay balance.

To pay fees, please click on <https://epay.iadt.ie/invoice> and log in with your student number and date of birth. You can pay less than that total amount owed by overwriting the amount shown.

### Receipts

You will be sent an email detailing fees paid via EPay. This is your only receipt for fees paid and must be kept safely in order to claim tax relief etc.

### Instalments

You can pay in full at the beginning of the year or by instalments. At minimum, 50% of the full fee must be paid by 30 September. You can pay as often as you wish and for any amount; however, all fees must be paid, in full, by 31 January annually. Log back into EPay any time to make payments and check the balance of fees outstanding.

### Deadlines for Payment of Fees are

<b>30 September</b>	A <b>minimum</b> of 50% of fees owing
<b>31 January</b>	Final balance due

### Tax Relief on Fees Paid

The rules in relation to claiming tax relief on fee paid can be found on <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/tuition-fees-paid-for-third-level-education/index.aspx>. Please note that tax relief can only be claimed on fees in excess of €3,000.

### Reduced cost for two or more students at Third Level

Please note that the full amount will be charged for all students. However, students who are from families where more than one person is at third level, may qualify for tax relief on a portion of the fees paid. Again, information can be found on <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/tuition-fees-paid-for-third-level-education/index.aspx>.

### Fees & Grants Section

To contact the **Fees & Grants Section** of IADT, please email [feesgrants@iadt.ie](mailto:feesgrants@iadt.ie) or you can phone Linda Doyle at 01 239 4722 or Emma Fry at 01 239 4624



## Appendix 3 Declaration Form – Eligibility for Free Tuition Fees

# Eligibility for Free Tuition Fees



*This form is used to determine eligibility for free tuition fees for the duration of your programme. All students attending IADT for the first time should complete this form.*

### Programmes Details

<b>Programme</b>			
<b>Programme Code</b>		<b>Stage of Programme</b>	(1 <sup>st</sup> year etc)

### Student Details

<b>Student Name</b>		<b>PPS Number</b>	
<b>Mailing Address</b> (all correspondence will sent to this address)			
<b>Telephone</b>		<b>Mobile</b>	
<b>Term Address</b> (if different from above)			
<b>Date of Birth</b>			
<b>Nation of Birth</b>		<b>Citizenship</b>	

### Please Read This Section Carefully

*In order to comply with the regulations governing programmes funded by both the Third Level Trainee and “Free Fees” schemes, you must answer the following questions:*

Have you been normally resident in an EU member state for at least 3 of the past 5 years? (tick as appropriate)	<b>Yes</b>		<b>No</b>	
Country of previous second level education <b>if outside Ireland</b>				
Country of previous third level education <b>if outside Ireland</b>				
Have you previously attended Third Level (university or Institute of Technology) (tick as appropriate)	<b>Yes</b>		<b>No</b>	

If **NO**, ignore the next section and sign the form below.

If **YES**, please fill in details below for all previous Third Level colleges attended

Name of College	College 1		College 2	
Title of Programme Attended				
Title of Qualification Awarded (if any)				
What Years/Dates did you attend	From		From	
	To		To	
Course duration in years				

*If you have previously attended Third Level (university or Institute of Technology) as noted above, you must have those organisations complete the Fee Declaration Form (HEA Free Fees Initiative). One form per institution is required.*

## Declaration

I certify that the above details are correct and I agree to be bound by all IADT regulations. I agree to familiarise myself with all information contained in the Student Handbook and Learner Charter. I understand that these publications are updated annually and are available from my Faculty Administrative Office and the Office of Academic and Student Affairs.

I am aware that receipt of TLT/Free Fees funding for the duration of my programme will be based on this information, and the serious implications of supplying any misleading information.

IADT is a Data Controller and will comply with obligations under the GDPR and Freedom of Information legislation with regard to dissemination to any third party.

IADT will use contact details you have provided to communicate with you on Institute matters.

<b>Signed</b>		<b>Date</b>	
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## Appendix 4 Fee Declaration Form – HEA Free Fees Initiative

# Fee Declaration Form – HEA Free Fees Initiative



*This form is for students who have previously attended or were accepted to, but did not attend, a 3<sup>rd</sup> level institution, and wish to have their eligibility for the Free Fees Initiative assessed. If you have prior attendance in more than one institution, you will need to complete separate forms for each of the institutions you have attended. Please note that incomplete and/or unreturned forms will result in your fee status remaining unchanged.*

### Section 1 For Completion by the Student

<b>Student Name</b>					
<b>Current CAO Number</b>		<b>Previous CAO Number</b>			
<b>Prior Institution Attended</b>					
<b>Programme Title</b>					
<b>Programme Type</b> (tick as appropriate)	<b>PLC</b>	<b>Certificate</b>	<b>Diploma</b>	<b>Degree</b>	<b>Other</b>
<i>I hereby declare that the above information is correct and understand that my eligibility for the Free Fees Initiative may be affected if found otherwise</i>					
<b>Student Signature</b>					
<b>Date</b>					

### Section 2 – For Completion by the Third Level Institution previously attended. One form per Institution is required.

<b>Start Date</b>		<b>End Date</b>					
<b>NFQ Level of Programme</b>		<b>Year at Exit</b>					
<b>Fees were claimed from the HEA, in respect of the above student, as follows</b> (tick, as appropriate)							
<b>Year 1</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>	<b>Year 2</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>
<b>Year 3</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>	<b>Year 4</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>
<b>Year 5</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>	<b>Year 6</b>	<b>0%</b>	<b>50%</b>	<b>100%</b>
<b>Staff Signature</b>					<b>Official College Stamp</b>		
<b>Date</b>							

*Please return the completed form, along with any additional documentation provided in support of your assessment, to Fees and Grants Section, Office of Academic and Student Affairs, Room A027, Atrium Building or email to [feesgrants@iadt.ie](mailto:feesgrants@iadt.ie)*

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## Appendix 5 Fees Reminder Email – 15 September

### Introduction to the Fees and Grants Section



15 September \_\_\_\_\_

Dear [Student Name]

As per the Fees Information Sheet you received in your registration pack, the deadlines for payment of fees is:

<b>30 September</b>	A <b>minimum</b> of 50% of fees owing
<b>31 January</b>	Final balance due

To pay, please log onto <https://epay.iadt.ie/invoice> and follow the online instructions. Your student number and your date of birth are required as validation to use the payments system. The balance due will be shown when you log in.

If you have any queries, please do not hesitate to contact the Fees & Grants Team, as follows:

<b>Call in person to</b>	Room A027, Atrium Building
<b>Phone</b>	<b>Linda Doyle</b> at 01 239 4722 or <b>Emma Fry</b> at 01 239 4624
<b>Email</b>	<a href="mailto:feesgrants@iadt.ie">feesgrants@iadt.ie</a>

Yours sincerely

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**Fees and Grants Section**  
**Office of Academic and Student Affairs**

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## Appendix 6 Fees Reminder Email – 1 November

### Fees and Grants – Reminder Letter



1 November \_\_\_\_\_

### Re: Outstanding Fees

Dear [Student Name]

As noted in previous correspondence, the deadlines for payment of fees is:

<b>30 September</b>	A <b>minimum</b> of 50% of fees owing
<b>31 January</b>	Final balance due

Our records show that payment for the first 50% of fees owed is now overdue.

To pay, please log onto <https://epay.iadt.ie/invoice> and follow the online instructions. Your student number and your date of birth are required as validation to use the payments system. The balance due will be show when you log in.

If you have any queries, please do not hesitate to contact the Fees & Grants Team, as follows:

<b>Call in person to</b>	Room A027, Atrium Building
<b>Phone</b>	<b>Linda Doyle</b> at 01 239 4722 or <b>Emma Fry</b> at 01 239 4624
<b>Email</b>	<a href="mailto:feesgrants@iadt.ie">feesgrants@iadt.ie</a>

Yours sincerely

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**Fees and Grants Section**  
**Office of Academic and Student Affairs**

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## Appendix 7 Fees Reminder Email – January

### Fees and Grants – Reminder Letter 2



15 January \_\_\_\_\_

### Re: Outstanding Fees

Dear [Student Name]

As noted in previous correspondence, the deadlines for payment of fees is:

<b>30 September</b>	A <b>minimum</b> of 50% of fees owing
<b>31 January</b>	Final balance due

Our records show that your account is now overdue and the balance outstanding is €[insert figure here], and must be paid immediately.

It is imperative that you pay your fees in full by **31 January**. Not doing so will result in an escalation of this issue to the Academic & Student Affairs Manager.

To pay, please log onto <https://epay.iadt.ie/invoice> and follow the online instructions. Your student number and your date of birth are required as validation to use the payments system. The balance due will be show when you log in.

If you have any queries, please do not hesitate to contact the Fees & Grants Team, as follows:

<b>Call in person to</b>	Room A027, Atrium Building
<b>Phone</b>	<b>Linda Doyle</b> at 01 239 4722 or <b>Emma Fry</b> at 01 239 4624
<b>Email</b>	<a href="mailto:feesgrants@iadt.ie">feesgrants@iadt.ie</a>

Yours sincerely

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**Fees and Grants Section**  
**Office of Academic and Student Affairs**

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## Appendix 8 Fees Reminder Letter – February

### Fees and Grants – Reminder Letter 3



\_\_\_\_ February \_\_\_\_\_

### Re: Outstanding Fees

Dear [Student Name]

As noted on the previous correspondence from the Fees and Grants Section, I note that your account is now overdue and the balance outstanding is €[insert figure here], and must be paid immediately.

The consequences of this non-payment of outstanding fees are:

- For progression year students, you will not be allowed to progress onto the next year of your studies
- Final year students will not be recorded as a graduate and no complete transcript of results will be issued
- You will not be able to register for repeat attempts
- You may be deemed withdrawn from your programme of study

To pay these outstanding fees, please log in on <https://epay.iadt.ie/invoice> and follow the online instructions. Your student number and your date of birth are required as validation to use the payments system. The balance due will be show when you log in.

It is imperative that you pay your fees in full. Not doing so will result in an escalation of this issue to the Registrar.

If you have any queries, please do not hesitate to contact the Fees & Grants Team, as follows:

<b>Call in person to</b>	Room A027, Atrium Building
<b>Phone</b>	<b>Linda Doyle</b> at 01 239 4722 or <b>Emma Fry</b> at 01 239 4624
<b>Email</b>	<a href="mailto:feesgrants@iadt.ie">feesgrants@iadt.ie</a>

Yours sincerely

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**David Doyle**  
**Academic and Student Affairs Manager**

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## Appendix 9 Fees Reminder Letter – March

### Fees and Grants – Final Reminder



\_\_\_\_\_ March \_\_\_\_\_

### Re: Outstanding Fees

Dear [Student Name]

I am writing in reference to previous correspondence with you regarding your outstanding fees. The amount of €[insert figure here] remains unpaid. This issue has now been escalated to me, as Registrar.

It is the policy of IADT not to release transcripts of results to those students who have outstanding debts. Such student will also not be allowed to progress to the next year of their programme, or, for final year students, to graduate with their cohort.

In order to avoid any further sanctions, you must pay your fees, in fully, by **[last working day in March – insert actual date]**. IADT reserves the right to de-register students who have fees outstanding.

If you have paid the outstanding amount or have any queries with regard to the above, please contact the Fees and Grants Team, as follows:

If you have any queries, please do not hesitate to contact the Fees & Grants Team, as follows:

<b>Call in person to</b>	Room A027, Atrium Building
<b>Phone</b>	<b>Linda Doyle</b> at 01 239 4722 or <b>Emma Fry</b> at 01 239 4624
<b>Email</b>	<a href="mailto:feesgrants@iadt.ie">feesgrants@iadt.ie</a>

Yours sincerely

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**Dr Andrew Power**  
**Registrar**