

# Fees & Grants FAQs and Information 2018/19

The following information applies to both undergraduate and postgraduate students unless otherwise specified.

## What are the Fees for my course?

Please refer to the following link on the IADT website for the full fees schedule for 2018/2019. The student contribution and tuition fees are set by the government.

[http://www.iadt.ie/content/files/IADT\\_Fee\\_Schedule\\_2018-19.pdf](http://www.iadt.ie/content/files/IADT_Fee_Schedule_2018-19.pdf)

## How do I pay my fees?

Students can pay student contribution, tuition fees (as well as repeat exam fees, replacement ID Card fees) by logging onto IADT's online ePayment service: <https://epay.iadt.ie/invoice>

## When do my fees need to be paid?

- 50% of the overall programme fee must be paid by **30 September 2018**.
- The balance must be paid by **31<sup>st</sup> January 2019**.

## What do I need to pay my fees?

You just need your **IADT student ID**, **date of birth** and a **valid credit or debit card** to pay your fees online. Your student ID starts with the capital letter N, followed by 8 numbers, e.g. N00123456.

Before making any payments, you should ensure that the amount you are trying to pay does not exceed any limits placed on your card by its issuer. Some cards have a €1500 limit and you may need to make smaller payments over a few days if paying a larger amount.

## Is the ePayment service secure?

This service uses an encryption technology which offers a high level of security. Payments are made through a secure payment gateway, and 3D secure is enabled on this site in conjunction with REALEX and Evalon, thus IADT does not receive any of your card details.

## How long does it take for my payment to process?

All payments on IADT's online store are in EURO and your account will be immediately debited. Please note it may take at least 1 working day (or more at peak times) for the payment to be reflected on your student record balance.

The Institute will not accept any liability if payment is refused or declined by the credit/debit card supplier for any reason. It is the responsibility of the payer to ensure payment has been made. Please read the full [Online Payment Services Terms & Conditions](#) carefully before using IADT's online payment facility.

## Can I pay with cash / by cheque / over the phone?

No, unfortunately the fees office cannot accept cash or cheques and they do not have the facility to take payments over the telephone. All payments should be made via the online ePayment service. **If you do not have a credit or debit card, please contact the Fees Office.**

### Will I get a receipt at time of payment?

You will be sent an email detailing fees paid via EPAY. This is your **only receipt** for fees paid and must be kept safely for your records and in order to claim tax relief, etc. (Check your junk mail folder as sometimes automated emails can go there rather than delivered to your inbox).

### Can I setup a payment plan / pay in Instalments?

You can pay in full at the beginning of the academic year **or** you may pay in instalments. No special arrangement is required to do this. Please note, at least 50% of the fee must be paid by **30 September 2018**.

You can then pay the balance in as many installments as you wish and for any amount, however all fees must be paid by **31<sup>st</sup> January 2019**.

When you login to <https://epay.iadt.ie/invoice> the current balance will display on screen. You can simply overwrite this figure with the amount you wish to pay in that transaction. Please be aware, it can take at least 1 working day for the balance to update following an online payment.

### Can someone else pay fees on my behalf.

Yes, it is possible for another person to make payments on your behalf, but it is your responsibility to provide the necessary details for them to make the payment online. Please be aware the fees office staff cannot discuss fees or related information about your account with a third party.

### What happens if my fees are not paid by 31 January 2019?

It is the policy of this Institute not to provide transcripts of results for students with outstanding debts. You will also not be allowed to progress to the next year of your programme or graduate.

### What do my fees include?

#### **Undergraduate Course Fees**

There are two elements to student fees: **1) Student Contribution** and **2) Tuition Fees**

Both of these have to be paid for every student. In most cases the government 'free fees' initiative pays the Tuition Fee element while the student pays the student contribution themselves.

#### **1) Student Contribution**

An annual student contribution is payable by all undergraduate students. This amount, subject to change from year to year, includes an examination fee and is payable for each year of study. Students who receive a grant may have this contribution partially or fully covered depending on the level and type of grant received. The student contribution of €3000 (18/19 rate) is payable by all undergraduate students

#### **2) Tuition Fees - Who gets 'free' fees?**

**EU Students** enrolled on fulltime undergraduate programmes with no prior third level education will qualify for Free Tuition Fees (subject to certain criteria - see [www.studentfinance.ie](http://www.studentfinance.ie) or [www.hea.ie](http://www.hea.ie) for further information) under the HEA 'free fees' initiative.

**Non EU students (Undergraduate)** will not normally qualify for free tuition; they have to pay the non-EU fee. The non-EU fee is in the region of €13,500 per annum. In some cases non-EU students may qualify to pay fees at the EU rate. Please contact the fees office for more information.

### **Postgraduate Course Fees**

Postgraduate courses comprise of just Tuition fees payable by the student. Please refer to the Fees schedule : [http://www.iadt.ie/content/files/IADT\\_Fee\\_Schedule\\_2018-19.pdf](http://www.iadt.ie/content/files/IADT_Fee_Schedule_2018-19.pdf) for breakdown of fees by postgraduate course title.

**Non EU students\*** (Postgraduate) have to pay the non-EU fee. The non-EU fee is in the region of €16,000 per programme. In some cases, non-EU students may qualify to pay fees at the EU rate. Please contact the fees office for more information.

\*In certain circumstances, the non-EU student fee may be adjusted, as in the case of the IOTI Ontario Colleges initiative or the Ireland Homecoming Study Course initiative. Please contact the fees office for more information.

### **Accredited Part Time Certificate courses**

Fee must be paid in full prior to registration.

### **Can I claim tax relief on fees paid?**

- **Tax Relief on Fees Paid**

Tax relief may be claimed on fees paid **in excess of €3,000**. The rules in relation to claiming tax relief on fees paid can be found on. <http://www.revenue.ie/en/tax/it/leaflets/it31.html>

- **Reduced cost for two or more students at Third Level**

Please note 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 <http://www.revenue.ie/en/tax/it/leaflets/it31.html>

### **Am I entitled to a grant / scholarship.**

Grants are administered by Student Universal Support Ireland (SUSI). See [www.susi.ie](http://www.susi.ie) or [www.studentfinance.ie](http://www.studentfinance.ie) for information. **Decisions regarding eligibility are made by SUSI and not IADT.** If a grant is approved, SUSI communicate the relevant details to IADT for processing of fees.

**Scholarships** for Mature Students can be applied for via the Uversity programme. Further information on the programme and application process can be found here: <http://u-versity.eu/>

### **What happens if my course is cancelled?**

In the event of a programme being cancelled or the student's subsequent withdrawal from the Institute, a refund may be made in accordance with Institute policy. Refunds, if applicable, will be made to the credit/debit card used for the original transaction.

### **What happens if I withdraw my course in terms of fees?**

There are financial consequences of leaving a course prematurely. For more information, refer to <http://www.iadt.ie/study/current-student-info/leaving-or-withdrawing-from-iadt>

## Who do I contact if I have any queries about fees?

The Fees and Grants section are part of the Academic and Student Affairs Office.

<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>
<b>Office Location</b> You can call in person to:	Office of Academic and Student Affairs, Room A027, Atrium Building (Mon-Fri, 09:00-16:00)
<b>Postal Address</b>	Fees & Grants Section Office of Academic and Student Affairs, IADT, Kill Avenue, Dun Laoghaire, Co Dublin, A96 KH79

## How will the Fees Office contact me if they need to?

All email communication from the Fees Section and Academic and Student Affairs Office is sent to **student's IADT student email address**. It is your responsibility to check your IADT student email regularly.

Some printed communication may be posted to your home/term address as recorded on the Student Information system. If necessary, the Fees / Academic and Student Affairs Office may need to contact you by telephone.

Please ensure you advise the Academic and Student Affairs Office if you change address or telephone number.

## Useful Links

- IADT's online ePayment service for Student Fees:  
<https://epay.iadt.ie/invoice>
- Online payment for other services (e.g. Replacement Student ID Card, -Student Appeals- Exam Repeats):  
<https://epay.iadt.ie>
- IADT Online Payment Services Terms & Conditions:  
<http://www.iadt.ie/services/online-payments/online-payments-services-terms-conditions>
- HEA Student Finance information  
[www.studentfinance.ie](http://www.studentfinance.ie)
- Student Universal Support Ireland (SUSI)  
[www.susi.ie](http://www.susi.ie)
- Citizens Information: Third Level Education  
[www.citizensinformation.ie/categories/education/third-level-education/](http://www.citizensinformation.ie/categories/education/third-level-education/)
- Uversity Higher Education Scholarships for Adult Learners  
<http://u-versity.eu/>