

# Student Fees and Charges Policy

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<b>Purpose</b>	Institute policy on student fees and charges
<b>Policy Author</b>	Office of the Registrar, including Academic + Student Affairs + Fees Office
<b>Policy Owner</b>	Office of the Registrar
<b>Intended Audience</b>	Registrar, Office of Academic + Student Affairs, including the Admissions Office, Examinations Office, Fees Office, prospective and current students
<b>Approved by Academic Council</b>	7 April 2025
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<b>Related Forms</b>	N/A
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>Student Fees and Charges Procedure</li> </ul>

## Document Version History

Previous Version	Notes	Replaced by
Version 1 2013		Version 2 2018
Version 2 2018		Version 3 2025
Version 3 2025	<ul style="list-style-type: none"> <li>• Updating the format and structure of the document and addition of Document Version History</li> <li>• Renaming of Policy from “Policy for Student Contribution, Tuition Fee and Charges Collection” to “Student Fees and Charges Policy”</li> <li>• The revised policy refers to and includes detail regarding the payment of fees and charges for EU students on Postgraduate, Certificate, SpringBoard+ and HCI programmes, along with Non-EU fee paying undergraduate and postgraduate students. The policy has been adapted primarily in the areas of Fee payment deadlines and the approach to fee refunds, with specific reference to these categories of students</li> <li>• New sections and information added in relation to: <ul style="list-style-type: none"> <li>○ Penalties for non-payment of student fees</li> <li>○ Student fee refunds</li> <li>○ Other charges</li> <li>○ Breakdown of information for EU and Non-EU Students in relation to fee payment deadlines and refunds following withdrawal</li> </ul> </li> </ul>	

*Note: All links included in the document are correct at time of publishing. For most up to date information, refer to the IADT website*

# Contents

<b>1. Introduction + Scope.....</b>	<b>4</b>
<b>2. Policy .....</b>	<b>4</b>
<b>2.1 Penalties for non-payment of Student Fees .....</b>	<b>4</b>
2.1.1 Registration for following Academic Year .....	4
2.1.2 Graduation withheld .....	4
2.1.3 Academic transcripts not issued. ....	4
<b>2.2 Liability .....</b>	<b>5</b>
<b>3. Fee Setting Authority .....</b>	<b>5</b>
<b>3.1 Legislation delegating Authority to Collect Fees .....</b>	<b>5</b>
<b>3.2 Setting of Fees .....</b>	<b>5</b>
<b>3.3 Review of Fees.....</b>	<b>5</b>
<b>3.4 Notification regarding Fees.....</b>	<b>5</b>
<b>3.5 Correction of Fees.....</b>	<b>6</b>
<b>3.6 Fee implications for Deferrals .....</b>	<b>6</b>
<b>4. Collection of Student Fees.....</b>	<b>6</b>
<b>4.1 Fee Payments .....</b>	<b>6</b>
4.1.1 Receiving Payment by Instalment .....	6
<b>4.2 Student Fee Payment Deadlines .....</b>	<b>6</b>
4.2.1 EU Students.....	6
4.2.2 Non-EU Students.....	6
4.2.3 Government Payments, Undergraduate Free Fees Scheme and other Grant Schemes .....	7
4.2.4 Student Grant Schemes .....	7
<b>5. Student Fee Refunds.....</b>	<b>7</b>
<b>5.1 Refunds following withdrawal from the programme – EU Students .....</b>	<b>7</b>
<b>5.2 Refunds following withdrawal from the programme – Non-EU Students.....</b>	<b>8</b>
5.2.1 Undergraduate and Postgraduate: Year of Entry .....	8
5.2.2 Undergraduate and Postgraduate: Continuing Years.....	8
<b>5.3 Specific delegation regarding refunds.....</b>	<b>8</b>
<b>6 Other Charges .....</b>	<b>8</b>
<b>6.1 Additional Charges.....</b>	<b>8</b>
<b>6.2 Notification of Charges .....</b>	<b>9</b>
<b>7 Complaints .....</b>	<b>9</b>

# 1. Introduction + Scope

This document sets out the IADT policy regarding collection of Student Fees and Charges. Procedures relating to this policy are available on the [Fees + Grants page](#) of the IADT website.

In this document, EU students refer to EU/EEA/UK/Swiss students who qualify for EU fees. Non-EU students refer to students who are non-EU/EEA/UK/Swiss and do not qualify for EU fees. Information regarding eligibility for EU fees is available at [Fees + Grants page](#).

The scope of this document extends to all student fees and charges that may be due to the Institute by students.

Regarding Student Fees –

- IADT publishes Fee Schedules annually for the various categories of programmes it delivers; Undergraduate, Postgraduate and Certificate. The Fee Schedule sets out student fees due for each programme.
- EU Undergraduate students pay EU Fees which include the Student Contribution (€3,000) and Tuition Fee (€819). Tuition fees may be paid by HEA in respect of eligible full-time undergraduate students under the “Free Fees Initiative”. However, all students, including those who are eligible for the Free Fees Initiative are required to pay a student contribution charge of €3,000 per year.
- All Non-EU undergraduates and all postgraduate and certificate students pay tuition fees as per the relevant Fee Schedule, available from the [Fees + Grants page](#) of the IADT website .
- The Fee Schedules set out the Student Contribution and / or the Tuition Fee payable as applicable to each category of student. For the purposes of this document the term, *Student Fees*, is considered to encompass Student Contribution and Tuition Fees where both, or either, may apply.

Student Charges include various payments that students may be requested to make during their time at IADT, including for example student card reprints, repeat exam charges etc. These are referred to in Section 6 below.

It is imperative that the Institute collects all student fees and charges 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 from time to time. Staff in the Fees + Grants office are available to discuss fee payments with students on a one-to-one basis at any time where students are experiencing difficulties in meeting their fee payment obligations.

## 2. Policy

The Institute endeavours to notify and collect all student fees and charges in line with published procedures.

IADT does not apply financial penalties for the late payment of fees. However, a number of non-financial penalties may be applied.

### 2.1 Penalties for non-payment of Student Fees

#### 2.1.1 Registration for following Academic Year

A student who fails to clear their student fees by the end of an academic year cannot register for the following academic year/repeat the year/repeat modules until they have paid their outstanding balance. This penalty is applied to all students with a debt of €200 or greater.

**2.1.2 Graduation withheld** A student who fails to clear their student fees before graduation will not be invited to or scheduled for conferral.

**2.1.3 Academic transcripts not issued.** Academic transcripts will not be issued to students who do not pay their students fees in full.

Students with fees outstanding may however:

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

The Fees + Grants Office communicate with students with fees outstanding throughout the academic year. If students do not engage with the Fees + Grants Office when they have fees outstanding, they may be deemed withdrawn from their programme of study.

## 2.2 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 Fees if the sponsor defaults on payment in any given year. If a fee invoice is issued to a third party, at the request of the student, the liability will remain with the student until such fees have been paid in full.

## 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 Further and Higher Education, Research, Innovation and Science (DFHERIS) and the Higher Education Authority (HEA) determine the following fees:

- Student Contribution and Tuition Fee for level 6 to 8 programmes

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 student fees for postgraduate and certificate (special purpose awards and micro-credential programmes) and fees for international students (non-EU).

### 3.3 Review of Fees

In relation to fees determined by IADT, student fees are reviewed and approved annually. If adjustments are made to student fees, the adjusted fee applies to students commencing the programme after the adjustment has been made. For continuing students, the fee on which they were enrolled on the programme applies until they complete the programme. Students undertaking a programme transfer will be fee assessed at the rate of the new programme relevant to the year into which the student transfers.

In relation to fees which are set by the government, the Institute applies the fees in line with government policy.

### 3.4 Notification regarding Fees

Fee Schedules for the current and forthcoming academic year (available from April of the prior academic year) are published on the [Fees + Grants page](#) of the IADT website. Details of Student Fees payable are included in letter of offer and/or registration email to all applicants. The appropriate fee is applied to their student account on Banner.

### 3.5 Correction of Fees

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

### 3.6 Fee implications for Deferrals

Please refer to the Deferrals Policy available on the [Deferrals page](#) of the IADT website.

## 4. Collection of Student Fees

### 4.1 Fee Payments

All registered students pay their fees via the online payment system <https://epay.iadt.ie/invoice> which uses encryption technology which offers a high level of data security.

#### Non-EU Students

Where non-EU applicants are requested to make payments in advance of registration, fees are paid via the IADT Bank Account. Full information is provided to the applicants in their Letter of Offer.

#### 4.1.1 Receiving Payment by Instalment

The facility to pay by instalment is available to all students, however, all fees must be paid by fee payment deadlines as outlined below.

### 4.2 Student Fee Payment Deadlines

Student fees are payable on an academic year basis. Each year, fees are payable as follows:

#### 4.2.1 EU Students

##### Undergraduate Programmes

<b>30 September</b>	50% of student fees must be paid
<b>31 January</b>	Final balance due

##### Postgraduate Programmes

<b>31 October</b>	50% of student fees must be paid
<b>28 February</b>	Final balance due

##### Certificate Programmes

<b>Before commencement of programme</b>	All student fees must be paid in full
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##### Springboard+/HCI Programmes

<b>Before commencement of programme</b>	All student fees must be paid in full
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#### 4.2.2 Non-EU Students

##### Undergraduate: Year of Entry

- For visa-requiring students – 100% student fee paid in advance of 1 June or in advance of submitting your visa application (if your offer is received after 1 June).
- Non-visa-required students - minimum of 50% tuition fee within 30 days of receiving offer notification, or by date specified on offer notification (for offers made after 1 June); balance to be paid on or before 1st September.

##### Undergraduate: Continuing Students

<b>30 September</b>	50% of student fees must be paid
<b>31 January</b>	Final balance due

##### Postgraduate\*: - Year of Entry

- for visa-requiring students – 100% student fee paid in advance of 1 June or in advance of

- submitting your visa application (if your offer is received after 1 June).
- b) Non visa-required students - minimum of 50% tuition fee within 30 days of receiving offer notification, or by date specified on offer notification (for offers made after 1 June); balance to be paid on or before 1st September.

#### Postgraduate – Continuing Students

<b>31 October</b>	50% of student fees must be paid
<b>28 February</b>	Final balance due

*\* Does not apply to PG programmes delivered fully online. Refer to fee schedule on [Fees + Grants page](#) on the IADT website for information.*

#### 4.2.3 Government Payments, Undergraduate Free Fees Scheme and other Grant Schemes

The Government, through the [Higher Education Authority](#), determines the payment arrangements available through the Free Fees scheme and other Government schemes, as may apply from time to time, such as Springboard+ and HCI.

Any fee reductions which result from such government schemes are applied to eligible students by the Institute and are reflected in the students' account on Banner, when applicable. The Institute informs students about any such fee reductions via email and the Institute website.

#### 4.2.4 Student Grant Schemes

IADT has agreements in place with both [Student Universal Support Ireland \(SUSI\)](#) and the [Student Loan Company \(NI\)](#) to process grants / loans awarded to individual students.

## 5. Student Fee Refunds

In certain circumstances, refunds of student fees paid may be made. Refunds are processed by the Fees + Grants office.

Refunds may be issued in the following circumstances:

- If a visa-requiring student has to withdraw due to visa refusal
- When an amount in excess of the total fee due has been paid
- When a student officially withdraws from their studies at the Institute and this results in a credit balance
- When a student officially defers their studies and this results in a credit balance
- If an IADT programme, course or module is cancelled, students will be offered a full refund of fees paid, or the opportunity to enrol on an alternative programme for which they meet the eligibility criteria.

Where a refund of fees arises, the refund will be made directly back to the card which was used to make the original payment. Where payments have been made directly to the IADT bank account refunds will be made to the student's bank account.

For CAO Applicants a full refund of student fees paid is made in the following circumstances:

- When a student subsequently accepts a place on a programme at another Irish higher education institution, in a subsequent round of the same CAO season.
- In the event that the Institute is unable to deliver a programme.

### 5.1 Refunds following withdrawal from the programme – EU Students

Eligible students who formally withdraw from undergraduate or postgraduate major programmes before the dates below may be entitled to a refund if the withdrawal results in a credit fee balance as follows:

<b>31 October</b>	100% of all student fees payments received to date
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<b>31 January</b>	All fee payments received in excess of scheduled fee payments due up to that date
<b>After 31 January</b>	0% refund due

Student fees relating to Certificate and Springboard+ /HCI programmes are strictly non-refundable.

## 5.2 Refunds following withdrawal from the programme – Non-EU Students

### 5.2.1 Undergraduate and Postgraduate: Year of Entry

Cognisant of the more complex scenarios which apply to non-EU applicants/ students, the following refund arrangements apply:

- Withdrawal due to visa refusal (supported by letter from the Department of Foreign Affairs or Irish Embassy) = 100% refund of student fees paid within 20 working days of receipt of evidence of visa refusal and relevant information.
- Withdrawal prior to 31st August in advance of the academic year commencing (reasons other than visa refusal) = refund of student fees paid less a €1,000 administrative fee.
- Withdrawal between 1st September and 31st October = 90% refund of student fees paid for that academic year.
- Withdrawal between 1st November and 31st December = 25% refund of student fees paid for that academic year.
- Withdrawal on or after 1st January = no refund.

### 5.2.2 Undergraduate and Postgraduate: Continuing Years

Eligible non-EU students who formally withdraw from undergraduate or postgraduate major programmes before the dates below may be entitled to a refund if the withdrawal results in a credit fee balance as follows:

<b>31 October</b>	100% of all fee payments received to date
<b>31 January</b>	All fee payments received in excess of scheduled payments due up to that date
<b>After 31 January</b>	0% refund due

## 5.3 Specific delegation regarding refunds

The Vice President, Academic Affairs + Registrar may decide, in liaison with other relevant Institute personnel, the level of refund over and above Institute regulations or refunds on compassionate grounds, on a case-by-case basis.

# 6 Other Charges

## 6.1 Additional Charges

Students may be subject to additional charges from time to time. These may include:

- **Repeat Exam Fee** – for further information please refer to [Exams page](#) of the IADT Website.
- **Repeat Year of Study Fee (with attendance / exam only)** - for further information please refer to [Exams page](#) of the IADT Website
- **Exam Appeal Fee** - for further information please refer to [Exams page](#) of the IADT Website
- **Duplicate Parchment Fee** - for further information please refer to [Exams page](#) of the IADT Website
- **Replacement Student ID Card fee** – Replacement student cards can be order via the IADT Store



- **Disciplinary Related Fines and Charges** – please refer to [IADT Student Disciplinary Procedures](#)

## 6.2 Notification of Charges

Notification regarding each of the above charges is issued to students upon request for the service and charges are collected via Banner or the IADT Store.

## 7 Complaints

In the event a student wishes to contest the Institutes rejection of their request for a refund or any matter relating to the notification or payment of student fees and charges, they have access to the established IADT Complaints Procedure on the [Complaints page](#) of the IADT website.