

# Student Fees and Charges Procedure

<b>Document Reference and Version Number</b>	<b>SFCPro25/V3.0 2025</b>
<b>Purpose</b>	Institute procedure 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
<b>Commencement Date</b>	April 2025
<b>Related Forms</b>	N/A
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>Student Fees and Charges Policy</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 “Procedure for Student Contribution, Tuition Fee and Charges Collection” to “Student Fees and Charges Procedure”</li><li>• Revised and updated information in relation to fee collection procedures</li><li>• Inclusion of additional information regarding refunds, free fees eligibility, student grand payments and additional charges</li><li>• Inclusion of information for International Students</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

1. Introduction + Scope .....	4
2. Fee Collection Procedures.....	4
2.1 Stage 1 - Letter of Offer issued by Admissions Office .....	4
2.2 Stage 2 - Registration August/September for all undergraduate students and throughout the year for all other students .....	5
2.3 Stage 3 - Fee Reminder February/March .....	5
2.4 Stage 4 - Fee Reminder April/May (final reminder re fees) .....	5
2.5 Stage 5 - Notice of outstanding fees (€200 or greater) related to progression to next academic year .....	6
3. Refunds.....	6
4. Free Fees eligibility .....	6
5. Student Grant Payments.....	6
6. Additional Charges .....	7

## 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 fees and charges due to the Institute by students. This includes the following:

- Student Fees (Student Contribution and/or Tuition Fees) for all programmes delivered at IADT
- Exam Appeals Fee
- Repeat Examination Fees
- Transcript Charges etc

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 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

The Institute will collect all fees due by the fee payment dates as set out in the **Student Fees and Charges Policy**.

### 2.1 Stage 1 - Letter of Offer issued by Admissions Office

**EU** Undergraduate students receive their initial offer through the CAO. An email from IADT follows, linking to the IADT Registration page (<https://iadt.ie/for-students/registration/>) which includes fee information and fee schedules.

**EU** Postgraduate, Certificate, Springboard and HCI successful applicants are notified of their fees due and provided with a link to the IADT [Fees + Grants page](#) which includes information regarding payment methods and fee payment deadlines in their Letter of Offer.

**Non-EU** (undergraduate and postgraduate) successful applicants are notified of fees due, method of payment and fee payment deadlines in their Letter of Offer.

Stage 1 Letter of Offer issued by Admissions Office		
Action	Timeline	Method of Communication
EU undergraduate applicants via CAO - Letter of Offer issued via CAO followed by IADT email	As per CAO calendar. On issue of offer by CAO IADT follows with email linking to IADT Registration page.	Via CAO Portal IADT email
Non-EU applicants and Postgraduate, Certificate, Springboard+ and HCI applicants.	Offers are made throughout the academic year.	Email sent to applicant via the email address stated in application.

## 2.2 Stage 2 - Registration August/September for all undergraduate students and throughout the year for all other students

All successful applicants who have accepted their offer and all continuing students are invited via email to register for their programme. The registration email contains a link to the IADT [Fees + Grants page](#) and also directs all applicants to the Student Hub; the online platform which is a repository of information about registration, programmes, fees and other student related information.

Non-EU applicants will not be invited to register if they have not complied with the terms of their Letter of Offer in Stage 1.

Stage 2 Registration August/September for all undergraduate students and throughout the year for all other students		
Action	Timeline	Method of Communication
Student notified of requirement to register and pay fees and fee payment deadlines.	Varies in line with start date of programme	Registration email + Student Hub

## 2.3 Stage 3 - Fee Reminder February/March

Undergraduate students with outstanding fees are sent an email to their student email address, after 31 January – this email reminds students that the deadline for the payment of their fees has passed and that all outstanding fees must be paid immediately.

Postgraduate students with outstanding fees are sent an email to their student email address, after 28 February – this email will remind students that the deadline for the payment of their fees has passed and that all outstanding fees must be paid immediately.

Stage 3 Fee Reminder February/March		
Action	Timeline	Method of Communication
Reminder email issued, reminding students fee payment is overdue.	February/March	Email sent to student email address

## 2.4 Stage 4 - Fee Reminder April/May (final reminder re fees)

If fees remain outstanding, the issue is escalated to the Registrar/Assistant Registrar. Email communication will confirm the consequences of non-payment of outstanding fees are:

- No printed transcript of results will be issued at the end of semester
- Progression year students will not be allowed to progress onto the next year of their studies
- Final year students will not be recorded as a graduate and no complete transcript of results will be issued
- Students will not be able to register for repeat attempts into the following academic year
- Students may be deemed withdrawn from their programme of study

Stage 4 – Fee Reminder April/May (final reminder re fees)		
Action	Timeline	Method of Communication
If payment is not made, email will be sent by Registrar/Assistant Registrar; this email is sent to student to inform them of the overdue amount and consequences of non-payment of fees.	April / May	Email sent to student email address

## 2.5 Stage 5 - Notice of outstanding fees (€200 or greater) related to progression to next academic year

Notification to all students with outstanding fees is issued by the Exams Office following the release of the Summer Exam results. This notification is sent via email and includes the amount outstanding and confirmation that the student will not be able to register for the next academic year or graduate while fees remain outstanding. Fee holds are placed on all student accounts with outstanding fees. For those students who are sitting Autumn repeats, holds are not placed on their accounts until after Autumn exam results are issued.

Stage 5 Notification of outstanding fees (200 or greater) related to progression to next academic year		
Action	Timeline	Method of Communication
<ul style="list-style-type: none"><li>Any student who still has outstanding fees by late July/early August will receive notification that they cannot progress/repeat into the following academic 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>	July/August	Email to all students with outstanding fees – email issued by Exams Office

## 3. Refunds

Where refunds arise and are payable in compliance with the Student Fees and Charges Policy they will be processed as follows:

- Online payments** – refunds will be processed back onto the debit/credit card used to make the original payment. An automatic email will be sent to recipient of refund. Where online refund is not possible (e.g. time lapse since original payment, cancelled cards etc) a request will be issued to the student for BIC + IBAN information to facilitate a Bank transfer. Once this is received, a refund will be processed through fee payment requisition to Finance Office.
- Bank payments** - request will be issued to the student for BIC + IBAN information and once this is received, a refund will be processed through fee payment requisition to Finance Office.

## 4. Free Fees eligibility

IADT receives CAO Net Acceptances Data directly from the CAO which includes information on students who have declared prior higher education on their CAO applications. IADT, in line with practice at other higher education institutions, relies on this data to determine which students may not be eligible for Free Fees. Fee Declaration forms are issued to such students, via email to student email address, for completion. On receipt of the completed Fee Declaration form the student fee record is updated on Banner as per information received. *The Student Fee Declaration Form is available from the [Fees + Grants page](#) of the IADT website.*

## 5. Student Grant Payments

IADT has an agreement in place with both Student Universal Support Ireland (SUSI) and Student Loan Company (Northern Ireland). SUSI and the Student Loan Company contact IADT directly with all awards/grants issued. On receipt of confirmation of award from SUSI/SLC the fee contribution is

processed onto individual student records on our student database system (Banner).

## 6. Additional Charges

All additional charges are added to student accounts on Banner and are included in the balance payable by students either through the online payment link or if required via the Fees and Charges Bank Account.

Fee/Charge	Description	Current IADT Fee/Charge
<b>Repeat Exam Fee</b>	Applicable when a student has to sit a repeat exam/assessment	€25 per module
<b>Exam/Assessment Appeal Fee</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>Repeat Year of Study Fee</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>Repeat Year of Student (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>Duplicate Parchment Fee</b>	Initial parchment is free. Fee is applicable for a replacement parchment.	€100
<b>Replacement Student ID Card Fee</b>	All students receive a free identity card. A fee is applicable for replacing a lost card. Payment is made online.	€10
<b>Disciplinary related fines and charges</b>	please refer to <a href="#">IADT Student Disciplinary Procedures</a>	