

MARY IMMACULATE COLLEGE

STUDENT FEES

REGULATIONS & CHARGES

Introduction

It is the responsibility of all students to familiarise themselves with the College's regulations, which cover student fees, enrolment and registration procedures. It is also the Students responsibility to inform themselves of the prescribed payment dates and the regulations 5.8 in the Student Handbook.

Payment of fees does not constitute registration. Full details of registration procedures are available from Student Academic Administration Office.

Undergraduate students must register by the required deadline date(s) to permit the College to claim free tuition fees on your behalf from the HEA. Failure to register on-time may require the student to pay the tuition fee in the event that the fee cannot be collected from the HEA.

Students who, as part of their programme, spend time off campus i.e. Erasmus/Exchange/Co-operative Education programmes must pay fees, as normal, to the College.

Students may also be personally liable for late registration fees if they fail to register in the manner specified by the College.

Students admitted under the Non-EU student classification category shall not be permitted to change their status to that of an EU student following admission.

The exception to the above is students, who complete 4 year undergraduate degree programmes at MIC paying full Non-EU fees, and opt to proceed to postgraduate study at MIC on a self-funded basis, are granted fee reductions from the Non-EU fee and charged at EU fee levels.

Students should quote their ID Number on all correspondence with the Fees Office via their MIC student email address only. Please do not use personal email addresses.

Please Note – Information will NOT be advised to any third party. In order for Mary Immaculate College (MIC) to discuss your student Fee Account with a third party, for example your parent (s) or guardian (s), MIC requires your consent. If consent is not given, MIC will not be a position to respond to the third party.

The 3rd party consent form can be found on the MIC Website [Third Party Agent Consent form here](#).

It is the responsibility of the student to ensure that all correspondence is notified to the payee and the prescribed payment dates are adhered to.

Student Fee Classification

(EU AND NON-EU)

An EU/EEA/Swiss passport or EU/EEA/Swiss citizenship does not grant automatic entitlement to EU fees. Applicants must meet one of the EU fee rate conditions below.

Criteria for Determining the Fee Status of an Applicant

EU FEE STATUS

(a) For all applicants aged under-23 on 1 September of year of entry to a programme:

- Parent(s) must have been resident as tax-payer(s) (that is - principal residence for the purpose of taxation) in the EU/EEA/Switzerland for three of the five years prior to the applicant commencing a programme and
- Applicant/student must have been ordinarily resident* in the EU/EEA/ Swiss Confederation for three of the five years prior to commencing a programme.

(b) For all applicants aged 23 or over on 1 September of year of entry to a programme:

- Applicants over-23 are considered independent, mature applicants. The applicant/student must have been resident as a tax-payer (that is - principal residence for the purpose of taxation) in the EU/EEA/Swiss Confederation for three of the five years prior to commencing a programme.

Notes:

- Any period of residence as holder of a student visa (Stamp 2) is not included in the assessment of years of residence.
- The minor/dependent adult children who are in full time post-primary education and the spouse/the civil partner of EU/EEA/Swiss State Officials, who reside with that State official while posted outside the EU/EEA/Switzerland on diplomatic or consular missions, shall be deemed to be resident in their home EU/EEA/Swiss State for the purposes of the residency clause of the Free Fees Initiative.
- The dependents of Non-EU diplomatic staff based in the EU are entitled to EU (not free fees). This includes the minor/dependent adult children who are in full time post-primary education and the spouse/the civil partner of the Non-EU diplomatic staff. They must present a letter from their Embassy each year to verify their entitlement.

Exceptions:

For Undergraduate registration:

- EU fees may apply for applicants born in the EU/EEA/Swiss Confederation who do not meet the normal residency requirements but who completed 5+ years of their primary and/or secondary education in the EU/EEA/Swiss Confederation and have no previous third level attendance.

Student Fee Classification

(EU AND NON-EU) (*Continued*)

Exceptions Continued:

For Graduate registration:

- EU fees may apply for applicants born in the EU/EEA/Swiss Confederation who do not meet the normal residency requirements but who received all of their primary, secondary and third level education in the EU/EEA/Swiss Confederation.
- Students who complete 4 year undergraduate degree programmes at MIC paying full Non-EU fees, and opt to proceed to postgraduate study at MIC on a self-funded basis, are granted fee reductions from the Non-EU fee and charged at EU fee levels.

Definitions

- ***Ordinarily resident** means being resident in the EU/EEA/Swiss Confederation for a minimum of 183 days in any one calendar year for a minimum of 3 years.

NON-EU Fee Status

- Students not meeting the EU eligibility requirements as set out in the foregoing section will be classified as Non-EU and be accordingly liable for Non-EU fees.
- Applicants classified for fee purposes as Non-EU will not be permitted to change their fee status following admission to their programme. An exception to this clause is noted in the Free Fees Initiative section (9) below.

Documentation

- Documentation required for Student Fee Classification will be notified by the Fees Office upon request.

Free Fees Initiative

Criteria for Determining Eligibility

Tuition fees may be paid in respect of the full-time students listed below who have been ordinarily resident in an EU state or a state which is a contracting state to the EEA Agreement / the Swiss Confederation / United Kingdom for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. The student has Official Irish Refugee status or has particular permissions to remain in the state as outlined by the HEA Free Fees Initiative and has lived in the EU for 3 of the past 5 years. Eligibility under the scheme is determined at date of entry to the course. Details of the nationality criteria to be applied are attached at Appendix 1.

The scheme is subject to the following conditions:

1. Tuition fees will be paid in respect only of students attending full-time undergraduate courses.
2. The courses must, other than exceptionally, be of a minimum of two years duration.
3. Tuition fees will **not** be paid in respect of:
 - students pursuing a second undergraduate course.
 - students who already hold a postgraduate qualification

Notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing on the same programme to a Level 8 (Honours Bachelor Degree) course without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees for their final year.

Students who hold a Level 6/7 qualification, and who were approved under the FFI for the course, and who undertake a **new** Level 8 course from year one cannot be considered as progressing for the purposes of the FFI. In this case the Level 8 course would be considered as a second undergraduate course and not eligible under the FFI. However, students may be entitled to free tuition fees for the final year of their Level 8 programme.

4. Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.
5. Subject to compliance with the other conditions of the Free Fees Initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:
 - a) May be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost).

Free Fees Initiative

Criteria for Determining Eligibility (Continued)

- b) Are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course.
- 6. Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2023/24 academic year.
- 7. The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.
- 8. The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services (i.e. €3,000).
- 9. With effect from 2013/14, students who obtain EEA citizenship during their third level studies, may be entitled to Free Fees for the remainder of their course of study as follows:
 - a) Students who obtain EEA citizenship up to 31 January in an academic year may be entitled to Free Fees from for the second half of the academic year.
 - b) Students who obtain EEA citizenship from 1 February may be entitled to Free Fees from the commencement of the next academic year.

In order to be eligible under the 'Change of Nationality' clause, students must have met all other criterion of the Free Fees Scheme, apart from nationality, at the date of entry to their course of study.

Source: HEA Free Fee Initiative:

<https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/>

Free Fees Initiative

Criteria for Determining Eligibility (Continued)

APPENDIX 1

In order to meet the nationality criteria of the Free Fees Initiative students must meet one of the following:

Students must be a national of:

- (i) an EU Member State,
- (ii) a state which is a contracting state to the EEA Agreement,
- (iii) the Swiss Confederation,
- (iv) United Kingdom, or

- Persons who have official refugee status in this State. Time spent from date of official lodgement of application papers for refugee status will be included for the purpose of meeting the three year residency requirement.

or

- Family members of a refugee who are granted permission by the Minister for Justice and Law Reform to enter and reside in the State under Section 18 of the Refugee Act 1996.

or

- Persons who have permission to remain in the State as a family member of a Union citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council).

or

- Persons who have been granted Humanitarian Leave to Remain in the State (prior to the Immigration Act 1999).

or

- be a person in respect of whom the Minister for Justice and Law Reform has granted permission to remain following a determination not to make a deportation order under section 3 of the Immigration Act 1999.

or

- be a person granted permission to reside in the State under Regulation 4(4) or 16(3)(a) or 16(4)(a) of S.I. No. 518 of 2006 (see Subsidiary Protection with Permission to Reside in the State, below).

or

- be a person granted certain permissions under the International Protection Act, 2015.

Visit the Irish Refugee Council website for further information:

<https://www.irishrefugeecouncil.ie/Listing/Category/education>

Payment of Undergraduate Programme Fees

Undergraduate Students Entering the College for the First Time

Students should refer to the Admissions Orientation Handbook for full details covering student fees, enrolment and registration procedures.

A full listing of all Course Fees and Payment Dates are available on the Fees Office web page <http://www.mic.ul.ie/fees>

1st Year Undergraduate Students AY23/24: You will be advised to log onto your student portal <http://register.mic.ul.ie> to complete your **Online Enrolment and Payment**.

You will require the following:

- Student Portal Account Login Details - Student ID number, Pin / Password (these will be on your letter from Admissions)
- SUSI application number, if applicable
- Laser or Credit Card Details

All students MUST pay College Levies. SUSI do not cover any College Levies.

Tuition Fees

You will be asked to complete the HEA declaration to the Free Fees Initiative. This determines your eligibility to Free Tuition Fees of €2,564. (Please see Free Fees Initiative above). Should you be liable for tuition fees you can opt during your Enrolment to pay these in full or in 2 equal instalments. Students who opt to pay in 2 instalments must familiarise themselves with the second instalment payment date.

Student Contribution Fee

(a) Students in receipt of a SUSI grant or in the process of application,

You will be asked to supply a valid SUSI application number. Students who supply a valid SUSI application number during their enrolment will be given a period of grace until the end of week 4 of term, for payment of the Student Contribution Fee (€3,000). Students confirmed by SUSI by week 4, are not liable for the amount awarded. Should SUSI have not confirmed to the College your award by week 4, you are advised to pay the 1st instalment of course fees.

If you are in an appeal process with SUSI you are advised to make payments towards your Student Contribution Fee. Should SUSI later grant your appeal you will be refunded any overpayment. You are advised to inform the Fees Office of any appeal process. Students in receipt of a SUSI grant must pay College Levies. Levies are not covered by SUSI and may affect your enrolment and release of examination results if left unpaid.

Payment of Undergraduate Programme Fees *(Continued)*

Student Contribution Fee (Continued)

(b) Students not in receipt of a SUSI grant,

Students will be asked if they wish to pay their Student Contribution Fee in Full or in two equal instalments. Students who opt to pay in two instalments must familiarise themselves with the second instalment payment date.

College Levies:

All Courses attract College Levies and these are not covered by SUSI, they must be paid at point of Enrolment and are available on the following link, <http://www.mic.ul.ie/fees>

Returning Undergraduate Students

Students will receive Fee Payment Information with instructions on payment procedures for Academic Year 2023/24 via their student email account in September.

Students, who as part of their programme of study, spend time off campus, i.e. Erasmus/Exchange/Cooperative Education programmes, **must pay fees, as normal, to the College.**

Returning Undergraduate Students AY23/24: You will be advised to log onto your student portal <http://register.mic.ul.ie> to make your **Payment.**

You will require the following:

- Student Portal Account Login Details - Student ID number, Pin / Password
- SUSI application number, if applicable
- Laser or Credit

All students MUST pay College Levies. SUSI do not cover any College Levies

College Enrolment Process is as follows:

- A. Fee Payment
- B. Online Module Enrolment – Module Selection/Confirmation

Payment of Undergraduate Programme Fees *(Continued)*

If you experience difficulty logging on Student Administration Portal <http://register.mic.ul.ie>

Forgot your password then you can change it at <https://passwordreset.microsoftonline.com>
Password has expired then you can reset it at <https://adconnect.mic.ul.ie>

If you are having difficulty paying online please use our **Automated Telephone Payment Service** on **061 – 529092**, you will require your ID#, DOB & Card Details.

Fee Payment Deadlines for AY 2023/24

Payment deadline for first instalment of course fees for continuing Undergraduate students and all Postgraduate students: **15 September 2023**

Payment deadline for first instalment of course fees for first year Undergraduate students: **22 September 2023**

Payment deadline for second instalment of course fees is **15 January 2024**

Note: Students will be advised of **Second Semester Payment** via text and portal message only.

Link In Students

Students pursuing undergraduate programmes on a Link In basis must pay fees by the actual module charge.

Students who register for more than three modules per semester are classified as full-time students and are liable to pay the appropriate programme fee as set out in the fee schedule.

Payment of Postgraduate Research & Thesis Fees

The MIC Schedule of Fees & Charges for Postgraduate Students (Research & Thesis) is reviewed and approved by the ET on an annual basis and it is published on the Student Fees Office web page <http://www.mic.ul.ie/fees>

Postgraduate students should refer to this web page, the Student Fees Office and/or the Research & Graduate School for updates or clarifications regarding fees. It is the responsibility of the students to ensure that they understand the fee schedule as it applies to them individually.

Acceptance Fee

Prospective first-year postgraduate students are invited to pay a pre-registration acceptance fee of €500 (EU) / €1,000 (Non-EU) as an expression of strong interest.

This fee will be offset against course fees for that Academic Year. **This fee is refundable only if the course does not run.**

Course Fees for Masters and PhD (Research & Thesis)

Research & Thesis students may not register or participate in their programme unless course fees have been paid in full, and must pay the prescribed academic year fee regardless of whether they are in attendance or receiving supervision.

Full fees will be charged for the standard duration of postgraduate programmes as follows:

- *Master's programme – two years full fees (followed by Continuance Fees if required)*
- *PhD programme – four years full fees (followed by Continuance Fees if required)*

Under the regulations of the University of Limerick (UL Handbook of Academic Regulations and Procedures # 5.8.1, p57), the minimum period of registration for a Master's degree by research is one year and for a PhD degree by research is three years.

Full fees will apply to Master's and PhD students for the full duration of these minimum periods of registration. Thereafter, fees will be calculated with reference to receipt of the 'soft-bound' or examination copy of their thesis.

Students' fees liabilities should end on submission of a 'soft-bound' examination copy of their thesis (**See Table 1**).

Payment of Postgraduate Research & Thesis Fees *(Continued)*

Course Fees for Masters and PhD (Research & Thesis) (Continued)

Table 1: Postgraduate Fees Schedule

Research Programme	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 (& each subsequent semester/Year)
PHD(Research & Thesis) PhD (Structured)	Full Fees Apply	Full Fees Apply	Full Fees Apply	Full Fees Apply (unless 'soft-bound' thesis is submitted)	Continucane Fees Apply	Continucane Fees Apply
MA Research & Thesis	Full Fees Apply	Full Fees Apply (unless 'soft-bound' thesis is submitted)	Continucane Fees Apply	Continucane Fees Apply	Continucane Fees Apply	Continucane Fees Apply

If the 'soft-bound' examination copy of the thesis is submitted for examination within the minimum period of registration, no further fees should apply.

If a Master's student enters Year 2 without having submitted the 'soft-bound' examination copy of their thesis, then full fees for Year 2 will apply.

If a PhD student enters Year 4 without having submitted the 'soft-bound' examination copy of their thesis, then full fees for Year 4 will apply.

If the 'soft-bound' examination copy of the thesis is submitted for examination within Year 2 (Master's) or Year 4 (PhD), no further fees should apply.

If the PGR enters a 3rd (Master's), 5th (PhD) or subsequent year without having submitted the 'soft-bound' examination copy of their thesis, 'Continucane Fees' will apply in each of these years.

Postgraduate Fees Schedule

Table 1 shows a simplified Postgraduate Fees Schedule for ease of reference. Full details of Postgraduate Fees and Charges, including Non-EU, can be found on the MIC Fees Office web page, <http://www.mic.ul.ie/fees>

All postgraduate students are strongly advised to consult this link, as student fees and charges are subject to change over time and it is the responsibility of students to ensure that they understand the fee schedule as it applies to them as individuals.

Payment of Postgraduate Research & Thesis Fees *(Continued)*

Fee Payment Deadlines for AY 2023/24

Students are required to pay Course Fees before enrolment in their programme at MIC. Fees may be paid annually in full at the beginning of each academic year.

The payment deadline for the first instalment of course fees for Postgraduate students is **15 September 2023**

The payment deadline for the second instalment of course fees is **15 January 2024**

Note: Students will be advised of Second Semester Payment via text and portal message only.

Fees for students transferring from the Master's to PhD register

Where a Master's student transfers to the PhD programme at the end of Year 1, they will be subject to full fees for Year 1 of the Master's plus three* additional years on the PhD register. They will therefore be liable for four years full fees plus any Continuance Fees that may arise beyond the fourth year.

Where a Master's student transfers to the PhD programme at the end of Year 2, they will be subject to full fees for Years 1 & 2 of the Master's plus two* additional years on the PhD register. They will therefore be liable for four years full fees plus any Continuance Fees that may arise beyond the fourth year.

Continuance Fees

Across the HEI sector in Ireland and elsewhere, continuance fees are commonly applied where postgraduate students exceed the standard registration period of their postgraduate programme. At MIC, continuance fees apply as follows:

a) Where a student has not completed her/his studies (i.e. submitted a 'soft-bound' examination copy of their thesis) within the standard duration of two years for Master's degree by research and four years for a PhD, 'Continuance Fees' of €1,000 per annum or part thereof will apply up to the point where a student submits the 'soft-bound' examination copy of their thesis. This substantially reduced fee recognises that students will continue to require MIC services from their supervisor as well as administrative, library, ICT services etc., but that they are likely to be at the 'writing-up' phase of their studies and do not necessarily require the level of services as before.

Payment of Postgraduate Research & Thesis Fees *(Continued)*

Continuance Fees (Continued)

b) Where a student proceeds to examination (see Table 2) and is required to make amendments as set out in the Viva Voce Examiners' Report, amendments must be completed and a 'hard-bound' thesis must be submitted by a Deadline Date set by the Head of Graduate School in line with the regulations ('Up to 3 months'; 'Up to 6 months'). Fees will not be payable for the period allowed to make the amendments set out in the Examiners' Report. This is the period between the Viva Voce and the Deadline Date. However, if the student fails to complete amendments and submit a 'hard-bound' thesis by the Deadline Date, then the examination process will be deemed to be concluded. Thus, the candidate's enrolment will continue on the relevant register in line with Section 5.14 of the UL Handbook of Academic Regulations. In such cases the student will be required to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.

c) Continuance Fees apply for any extra year(s) or part of a year. If a second year in continuance mode is required, the 'Continuance Fee' will apply to that second year and each subsequent year. **(See Table 2).**

Payment of Postgraduate Research & Thesis Fees *(Continued)*

Table 2. Viva Voce Outcome Scenarios & Fees Liability

Viva Voce Outcome	Result (cf. UL Regulations)	MIC Fees Liability
'A'	The degree of Doctor of Philosophy be	No further fees will apply.
'B'	The candidate be awarded the degree of Doctor of Philosophy subject to the correction of any minor errors within a period of three months for reconsideration by the internal examiner.	Fees will not be payable for the period allowed to make amendments as set out in the Examiners' Report. If the student fails to complete amendments and submit a 'hard-bound' thesis by the Deadline Date, then the student will return to the register (see above). In such cases the student will be required to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year. Fees will apply from the Deadline Date set by the Head of Graduate School (see text in Section b above). There will be no retrospective fees obligations for any period between the Viva Voce and the Deadline Date.
'C'	The candidate be awarded the degree of Doctor of Philosophy subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal and/or external examiner.	Fees will not be payable for the period allowed to make amendments as set out in the Examiners' Report. If the student fails to complete amendments and submit a 'hard-bound' thesis by the Deadline Date (see above), then the student will return to the register. In such cases the student will be required to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year. Fees will apply from the Deadline Date set by the Head of Graduate School (see text in Section b above). There will be no retrospective fees obligations for any period between the Viva Voce and the Deadline Date.
'D'	No degree be awarded and the candidate continue on the PhD register.	The student will continue on the PhD register and will be obliged to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year.
'E'	The candidate be awarded the degree of Master of _____ subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal examiner.	Fees will not be payable for the period allowed to make amendments as set out in the Examiners' Report. If the student fails to complete amendments and / or submit a 'hard-bound' thesis in time for approval at the next relevant Examination Board (see above), then the student will return to the register and will be obliged to pay either full fees (if in their 4th registered year) or Continuance Fees if they are in a fifth or subsequent registered year. Fees will apply from the date of the Examination Board nominated by the Head of Graduate School.
'F'	No degree be awarded.	The students exits. No further fees will apply.

Payment of Postgraduate Taught Fees

The MIC Schedule of Fees & Charges for Postgraduate Students is reviewed and approved by the executive team on an annual basis and it is published on the Student Fees Office web page <http://www.mic.ul.ie/fees>

Postgraduate students should refer to this web page for updates regarding fees. It is the responsibility of the students to ensure that they understand the fee schedule as it applies to them individually.

Acceptance Fee

Prospective first-year postgraduate students are invited to pay a pre-enrolment acceptance fee of €500 (EU) / €1,000 (Non-EU) as an expression of strong interest.

This fee will be offset against course fees for that Academic Year. **This fee is refundable only if the course does not run.**

Course Fees for Taught PG Programmes

Students are required to pay Course Fees before enrolment in their programme at MIC. Fees may be paid annually in full at the beginning of each academic year. Alternatively, fees may be paid in two equal tranches, payment dates as follows:

Fee Payment Deadlines for AY 2023/24

The payment deadline for the first instalment of course fees for Postgraduate students is **15 September 2023**

The payment deadline for the second instalment of course fees is **15 January 2024**

Note: Students will be advised of Second Semester Payment via text and portal message only.

Grant Aided Students

Students will be liable for any shortfall in fees where a course fee exceeds the maximum value of the grant award.

Students who have paid course fees and are subsequently awarded a grant will have their course fees refunded after the awarding body has made full payment to the College. Information on applying for a Higher Education Grant for postgraduate studies is available on the following link <http://www.studentfinance.ie>

Support Funding for Postgraduate Students

Postgraduate Support Schemes

MIC offers a limited number of Postgraduate Support Schemes on an annual basis.

These schemes are offered on a competitive basis.

They are designed to offer limited financial assistance to a number of postgraduate students, normally including stipends and fee waivers, and awards are reviewed on an annual basis. Normally postgraduate students may hold contemporaneous SUSI grants or other grants while availing of MIC Postgraduate Support Schemes.

Students should contact the Finance Office and the RGSO for guidance where this arises.

The following awards may be offered from year to year:

1. President's Scholarship
2. Departmental Assistantships
3. Postgraduate Studentship
4. Doctoral Studentship
5. Doctoral Award
6. Postgraduate Awards

Postgraduate students who wish to enquire about these awards and how to apply should contact the Research & Graduate School, John Henry Newman Campus (Tel 061-204318; email: rgso@mic.ul.ie)

Please note: MIC is required to disclose to Student Universal Support Ireland (SUSI) all funding provided by the College to students that have applied for a SUSI grant. Depending on the type of funding granted to students by the College, SUSI may include it as reckonable income in their determination of SUSI grants.

The MIC Schedule of Fees & Charges for Postgraduate Students is reviewed and approved by the executive team on an annual basis and it is published on the Student Fees Office web page <http://www.mic.ul.ie/fees>

Postgraduate students should refer to this web page for updates regarding fees. It is the responsibility of the students to ensure that they understand the fee schedule as it applies to them individually.

Tax Relief for Tuition Fees

Students can claim tax relief at the standard rate of tax on qualifying fees (Tuition fees & Student Contribution) that you have paid for third level education courses.

The qualifying fees must be paid for an approved course at an approved College.

Other charges and levies do not qualify for relief.

The maximum amount you can claim is €7,000 per course, per person, per academic year.

Each claim is subject to a single disregard amount of €3,000 for fulltime programmes or €1,500 for part-time programmes each tax year.

If you have paid fees for more than one student, this disregard amount will only be deducted from your claim once.

You cannot claim relief for fees that are funded by grants, scholarships or by your employer.

If you have already claimed tax relief for tuition fees and the fees are later refunded by the College, you must notify the Revenue Commissioners within 21 days of receiving the refund.

To qualify for relief, an undergraduate course must be of a duration of two academic years and a postgraduate course must be of a duration of at least one academic year but no longer than four academic years.

To claim relief on a postgraduate course, you must already have an undergraduate degree or equivalent qualification.

Proof of fee payment must be submitted with your tax relief claim.

Students can access and print receipts from their Student Portal <http://register.mic.ul.ie>

Visit the Revenue Commissioners Website for full terms and conditions <https://www.revenue.ie>

General Regulations

Re-attendance at Programmes

The fee for re-attendance at a full or part-time programme is the normal full fee applicable to the programme. The Higher Education Free Tuition Fee Scheme covering EU fulltime undergraduate programmes will not apply to repeat students. This condition may be waived in exceptional circumstances, such as cases of certified serious illness.

Application Fees

All postgraduate programmes incur a **non-refundable** application fee of €50. Application fees are **not** off-set against course fees.

Acceptance Deposit

Acceptance deposits in respect of all programmes, both undergraduate and postgraduate, are **non-refundable**. All programme acceptance deposits will be offset against the student tuition fee liability. **Acceptance deposit is only refundable if the course does not run.**

Deferred Entry

Applicants who have been awarded a place in the College may be permitted to defer entry for one year. Full details are available from the Admissions Office.

Students that decide to defer, acceptance deposits will be retained for a period of **one academic year** to preserve their place. Students must also notify the Admissions Office of their intention to defer their place before the commencement of the academic year.

Should the student not take up their place after one academic year the acceptance deposit is non-refundable and non-transferrable, any other student fees paid will be subject to the terms of the normal refund policy.

Enrolment on Payment Plan

A Payment plan schedule splits the tuition / Student Contribution element of the fees monthly over the academic year, September to end of April. (Levies are NOT included in a payment plan) **There is a €50 charge for this option, payable with your 1st instalment.**

Alternatively, once an initial payment has been made, students can continue to pay by instalment through their student portal <http://register.mic.ul.ie> between September and the final payment due date **15 January 2024**, without signing up to a payment plan. There is no charge for this option but all fees must be paid in full by the 15 January 2024 due date. Failure to pay by this date will result in the withholding of semester 1 exam results.

General Regulations *(Continued)*

Refund of Fees

The College accepts no obligation to refund any fee or part of any fee paid in respect of any programme. However, in certain circumstances and on completion of a Student Exit Form, the College may consider a partial refund of the fee paid.

Students remain liable for fees up to the date that they officially withdraw from the College. Written notification of withdrawal (completion of a Student Exit Form) should be sent to Student Academic Administration Office. The date of receipt of this written notification will be taken as the date of withdrawal.

No refund is made to a student while a balance of fees remains due.

Booking fees, acceptance deposits and levies are non-refundable, these will automatically be deducted from refunds issued by the College regardless of the student fee type initially paid.

Refunds to grant holders or sponsored students who have paid fees and/or a deposit pending approval of a grant, are issued only when the College has received the fee payment from the grant authority/sponsor. These refunds are issued automatically and do not need to be claimed from the College.

No refunds are permitted in respect of programmes of short duration e.g. completed in one semester or less.

Payments made by credit/debit card are rebated directly to the cardholder's account. Refunds made 180 days or more after the payment date will be refunded by electronic transfer. For Non-EU students, refunds will be made by International Bank Transfer to the student's bank account in their home country

First Year Students – Leaving Cert Recheck Upgrade

First Year Student who register but withdraw due to a leaving cert upgrade and obtain a higher place at another institute will not incur any fees. All fees paid in this instance will be refunded.

General Regulations *(Continued)*

All Other Undergraduate Students

Students who exit between the 1st week of term and 31 October – full refund of fees paid. No HEA Free Fees initiative implications

Students who exit after 31 October and up to 31 January – No refund of Semester I tuition and student contribution fees. Semester II tuition and student contribution fees refundable in full. Levies are non-refundable. Half the tuition fee will be claimed from the HEA.

Students who exit after 31 January – No refund of Semester I or Semester II tuition and student contribution fees. Levies are non-refundable. Full tuition fee will be claimed from the HEA.

International Students

Students unable to take up their course as a result of being refused their visa will be refunded the cost of the course fees paid.

Postgraduate Students

Students that do not start a programme you will be entitled to a full refund of any tuition fees paid in advance. This **does not** include application fees or acceptance deposits.

Students who exit between the first day of term and 31 of October – Full refund of fees paid with the exception of the non refundable acceptance deposit.

Students who exit after 31 of October and up to 31 of January – are liable for levies and the first half of course fees due.

Students who exit after 31 of January are liable for the full course fees for that Academic Year.

Leave Of Absence

Students who have been granted a leave of absence for semester 1 – Semester 1 tuition fees, student contribution fees and levies will be refunded, with the exception of year 1 postgraduate non-refundable acceptance fee deposit.

Students who have been granted a leave of absence for semester 2 - No refund of Semester 1 tuition and student contribution fees. Semester 2 tuition and student contribution fees will be refundable in full. Levies are non-refundable. Half the tuition fee will be claimed from the HEA if applicable.

General Regulations *(Continued)*

HEA Free Tuition Fee Implications

Students must register by the required deadline date (s) to permit the College to claim free tuition fees on your behalf from the HEA. Failure to register on time may require the student to pay the tuition fee in the event that the fee cannot be collected from the HEA.

Where a student withdraws following enrolment and before 31 October 2023 there are no HEA free tuition fee implications.

Where a student withdraws following enrolment after 31 October 2023 and before 31 January 2024, half the tuition fee will be claimed from the HEA on behalf of the student.

It should be noted that if the student attends an approved programme at the same year level without having a break of five years, he/she would be liable for fees for a half-year.

Where a student withdraws after 31 January 2024, the full fees will be claimed from the HEA on behalf of the student. In this event the student will be liable for full fees if he/she attends an approved programme at the same year level without having a break of five years.

The above regulation may be waived in extenuating circumstances, i.e. where a student withdraws on grounds of certified serious illness. In such a case application should be submitted with supporting documentation (medical certificate).

In all cases, a completed Student Exit form must be submitted to Student Academic Administration Office MIC

Student Fee Regulations Regards Payment/Non-Payment

A full listing of all Course Fees are available on the Fees Office web page, www.mic.ul.ie/fees

Fees due to the College must be paid by the prescribed payment dates as advertised on the Fees Office web page. It is the responsibility of all students to familiarise themselves with the College's regulations, which cover student fees, enrolment and registration procedures.

Fee Payment Deadlines for AY 2023/24

Payment deadline for first instalment of course fees for continuing Undergraduate students and all Postgraduate students: **15 September 2023**

Payment deadline for first instalment of course fees for first year Undergraduate students: **22 September 2023**

Payment deadline for second instalment of course fees is **15 January 2024**

Note: Students will be advised of Second Semester Payment via text and portal message only.

Student Notification:

Notification of Enrolment and Fee Payment for the coming Academic Year is sent to all students in September preceding that Academic Year.

Notification of any outstanding debt will take place during the year. Students will be contacted via email to their MIC email account and/or by SMS text message to their personal mobile phone number.

Notification of Fee Liability will **NOT** be advised to any third party,(parent/guardian). It is the responsibility of the student to ensure that all correspondence is notified to the payee.

It is also the student's responsibility to inform themselves of the prescribed payment dates.

Non-receipt of Student Fee Payment information and Fee Schedule by a student will not be accepted as a valid reason for non-payment of fees. It is the student's responsibility to inform themselves of the prescribed charges and payment deadlines.

Student Fee Regulations Regards Payment/Non-Payment *(Continued)*

Undergraduate students, all PME students plus first & second year Postgraduate students for academic year 2023/24 can check their balance and make a payment at any point through their Student Portal Account <http://register.mic.ul.ie>

Returning third & fourth year Postgraduate students for academic year 2023/24 can check their balance and make a payment at any point through their Student Portal Account <http://www.si.ul.ie>

Payment Options

A full listing of payment options can be found on our Student Fees web page, www.mic.ul.ie/fees

Failure to Pay

Students should familiarise themselves with section **5.8 on the Student Handbook**.

Should a student's fee account not be cleared by the prescribed payment dates or they have not adhered to an agreed payment plan the following will occur.

5.8 Payment of Student Fees

5.8.1 Fee payment regulations are available from the Fees Office. A full list of Student Fee Regulations, Charges and Payment Dates can be found at the following link: www.mic.ul.ie/fees

5.8.2 All fees due to the College must be paid by the prescribed payment dates. It is the responsibility of the student to familiarise themselves with the College regulations and payment dates in relation to Student Fees.

5.8.3 Students who find themselves in financial difficulties in relation to fee payments should immediately contact the Fees Office who will advise them of the supports which may be available to them.

5.8.4 Students with outstanding fees at the end of any semester will not receive their examination results or be allowed access to register for the following academic session.

5.8.5 Student ID Cards may be deactivated in the case of overdue fees.

5.8.6 Postgraduate Students in receipt of supervision may have access to that supervision suspended.

5.8.7 Students will not receive information regards conferring ceremonies, nor will they be permitted to confer until all outstanding debts to the College have been cleared (including library fines)

Student Fee Regulations Regards Payment/Non-Payment *(Continued)*

Once a student has cleared their debt to the College all facilities will be again available to them and they may progress as normal.

Students are advised to pay all debts by the final payment date given in order to avoid activation of the above.

Students who find themselves in financial difficulties, and who are unable to meet their fee obligations by the prescribed dates, should immediately contact the Student Fees Office, who will advise them of the supports which may be available to them. studentfees@mic.ul.ie

The College provides a Student Assistance Fund however, the terms of this funding precludes their use for payment of fees. Further information of this fund can be found from the Access Office,
AccessOffice@mic.ul.ie

Other support offices are, College Student Life office and Student's union (MISU), that may be able to provide assistance or further information relevant to your circumstances.

Student's union (MISU) webpage: <http://www.misu.ie/>

Student Life office, contact: Director of Student Life, Dr Geraldine Brosnan via e-mail to Geraldine.Brosnan@mic.ul.ie

MIC does not provide any facility by which a fee liability of a student for a given year can be waived or deferred.

The following web sites may be of assistance:

www.studentfinance.ie

www.susi.ie

Payment Plan Terms & Conditions

A Financial Payment Plan is available for EU Undergraduate and Postgraduate students who are experiencing financial difficulties. A Financial Payment Plan allows for payment of the academic year fees over 8 equal monthly instalments from September to April. To request a payment plan please visit the student fees webpage at www.mic.ul.ie/fees

There is a €50 non-refundable fee to enrol on a payment plan at the beginning of the academic year.

Undergrads – Student Contribution will be split evenly over the academic year. All levies and payment plan charge will be included with 1st instalment. (If a student is liable for Tuition Fees, this will be added to the Student Contribution and divided evenly.

Postgrads – Course Fees listed on MIC Website will be split evenly over the academic year. All levies and payment plan charge will be included with 1st instalment.

Students requesting an application for a Payment Plan for their course fees, must contact a member of the Student Fees Office to discuss their application and the viability of the plan. Contact for queries: studentfees@mic.ul.ie

An email will be sent to your Student Email Account when your Payment Plan is approved. This must then be signed and returned to the Fees Office. A payment plan is valid only when:

- *An agreed initial payment has been made*
- *A Completed and signed schedule is returned to the Student Fees Office*

All correspondence regarding your Student Fee Payment Plan will be with the Student & not with Parents/Guardians or Sponsors. Correspondence will be via your Student Email account or text message. No reminders will be sent to your home address. It is the responsibility of the Student to ensure that correspondence is notified to the payee.

Students experiencing difficulties in meeting the agreed payments must contact the Fees Office in advance of missed scheduled repayments. Failure to adhere to the payment schedule will result in the following as per the policy of the College:

- *Continuing Students will not be permitted to register for subsequent Academic sessions*
- *Examination Results will be withheld*
- *Student ID Cards will be deactivated*
- *Access to all Colleges services will be withdrawn*
- *Students will not receive information regarding the conferring or be permitted to be conferred until all outstanding debts to the College have been cleared*

A Student who defaults on their Payment Plan will not be offered the facility again. Payments can be made online through the Student Portal or by ringing the 24/7 Automated Telephone Number 061 529092.

Note: Payment Plans do not come into effect until a signed declaration along with the first payment has been received.

It is the Students responsibility to ensure the calculations on the payment plan are correct. The Student Fees Office is not responsible for any error or omission made.

Financial Assistance

SUSI Grant

Students are advised to visit the SUSI website, www.susi.ie where a comprehensive source of information provides you with a quick and user-friendly way to apply for your student grant.

Before applying for your grant however, students are encouraged to use the Eligibility Reckoner where you can quickly and easily self-assess whether you may be entitled to a grant.

Applications for the A/Y 2023/24 are open from April 2023. You do not have to wait until you receive an offer of a place or enroll in College.

Only when your application has been completed in full and submitted to SUSI can your eligibility be determined.

Financial Aid Fund

In conjunction with the Students' Union, the College administers a Financial Aid Fund.

This scheme is designed to help students who experience short-term financial problems. Application forms and further information are available from the Students Access Office AccessOffice@mic.ul.ie

The Student Assistance Fund for Third Level Institutions

This scheme is funded by the Government under the National Development Plan 2000-2006 with some assistance from the European Social Fund.

The fund is there 'to assist students in a sensitive and compassionate manner who might otherwise, because of financial reasons suffer severe hardship or be unable to continue their third-level studies'.

Applications should be made by the individual student to the College Access Officer. The fund is administered in a confidential manner and on a discretionary basis. AccessOffice@mic.ul.ie

Bank Loans

The major banks are prepared to provide student loans in special circumstances. Applications for loans should be made directly to the bank.