

## Fee Payment Dates 2017/2018

For students whose academic year commences in September 2017

In order to assist students in paying their student fees the Institute of Technology, Carlow has the following payment arrangements available to undergraduate and taught Post graduate programmes for 2017/18. ALL students unless grant awarded are required to pay the Student Contribution Charge.

### Tuition Fees

A Tuition Fee may apply to those who do not qualify for Free Tuition Fees under the Free Fees Initiative (level 8 programmes) or the MLT/HTBS Scheme (Level 6 & Level 7 programmes), e.g. students who have previously registered on third level course. The Tuition fee is set by the Higher Education Authority (HEA)

Student Category	Fee Type	How Much?	Deadline for Payment
1 <sup>st</sup> year Undergraduate Students <b>eligible for 'Free Tuition Fees'</b>	Student Contribution Charge €3000.00	50%  Remaining Balance due	31 <sup>st</sup> October 2017  31 <sup>st</sup> January 2018
Continuing Undergraduate students <b>eligible for 'Free Tuition Fees'</b>	Student Contribution Charge €3000.00	50%  Remaining Balance due	31 <sup>st</sup> October 2017  31 <sup>st</sup> January 2018
All <b>Self Pay</b> Undergraduate students <b>not eligible for 'Free Tuition Fees'</b>	Student Contribution Charge €3000.00 + <i>Tuition Fee</i>	50%  Remaining Balance due	31 <sup>st</sup> October 2017  31 <sup>st</sup> January 2018
ALL Undergraduate students <b>eligible for 'Free Tuition Fees'</b> <b>Awaiting approval of a grant application from SUSI or other awarding body</b>	Must provide their SUSI Wxxxx number at online registration Depending on the type of grant award made: <ul style="list-style-type: none"> <li>If awarded 100% including Tuition Fees if applicable</li> <li>If awarded 50% + tuition fees if applicable</li> <li>If awarded a % proportion + tuition fees if applicable</li> </ul>	<ul style="list-style-type: none"> <li>NONE</li> <li>50%</li> <li>Remaining balance due</li> </ul>	N/A  <ul style="list-style-type: none"> <li>31<sup>st</sup> Jan 2018</li> <li>31<sup>st</sup> Jan 2018</li> </ul>
ALL Taught Postgraduate students applied through PAC	Fees as set per Programme	<ul style="list-style-type: none"> <li>€500 at application</li> <li>Balance of 50% of total programme fee</li> <li>Full programme fee</li> </ul>	Application  On/Before Registration  15 <sup>th</sup> December 2017
Repeat and Attending Students	Pro Rata of Student Contribution Charge + Tuition Fee Based on number of credits and level of programme (6,7, 8 or 9)	<b>50% at registration</b>  Remaining Balance 31 <sup>st</sup> January 2017	<b>Registration Date</b>  31 <sup>st</sup> January 2017

## Online Payments

IT Carlow is committed to providing flexible and efficient services to all students. To facilitate this strategy we have implemented a facility to allow students to make payment of fees due to the institute online.

### **Fees:**

In recognition of the current economic climate IT Carlow has introduced options to assist those students who are experiencing financial difficulties in paying their fees. You now have the following options when paying your fees:

1. You can pay 100% of the fee due online
2. You can pay 50% of the fee due by 31<sup>st</sup> October 2017 and the remaining 50% by 31<sup>st</sup> January 2018.

If choosing option 2 above – in the student charges option, tick the box and enter the amount you wish to pay. Please don't tick the current fees box.

Student fees must be paid online using either credit, debit or laser cards. [Pay here link](#)

**Note:** there may be a limit or restriction on the amount per transaction (this is not a daily limit) and therefore you may be required to complete two or more transactions to pay fees in full.

Students who do NOT pay the fee amount due by the deadline dates in option 2 above will face possible sanctions (see FAQ).

**To make a payment you need your Student ID number (C00xxxxxx) and your password**

# Frequently Asked Questions

## **I have just accepted a place on a 1st year course. What happens next?**

A registration pack will be sent to all students in August which will outline details of the registration process. All students are required to complete both an online registration process and present at the Institute to complete formal registration. You will be required to attend in person on the day indicated on the published Registration Schedule which will be posted on the Institute's website [www.itcarlow.ie](http://www.itcarlow.ie) in August.

## **What happens on registration day?**

You will be required to complete all documentation contained in your registration pack and submit it to staff on the day. Once this documentation has been submitted you will be formally registered and you will have your photo taken and be issued with a student ID card. You will receive details of student induction and your timetables.

## **What do I do if I am unavailable to attend on the day of registration?**

We will allow you to formally register on one of the other registration days. In the event of you not being available during registration week you should present yourself to the main reception desk soon as you start your course. We will officially register you, take your photo and issue you with a student ID card.

## **I have just completed repeat exams but the results won't be released before classes commence. What do I do?**

As soon as you receive your repeat examination results and providing you have passed and are eligible to progress to the next year you should call to the main reception desk, where you can find further details on registration

## **What do I do if I want to defer my place?**

Full time students who have been offered a place through the CAO system and want to defer must not accept their offer. You must write immediately to the Admissions Office outlining your reasons for your request and mark the envelope 'Deferred Entry'. Go the 'Deferral Procedure' section on the CAO for further information [www.cao.ie](http://www.cao.ie)

## **Do I have to pay fees?**

**All** students unless awarded a grant by Student Universal Support Ireland (SUSI) are required to pay the Student Contribution Charge of €3,000 for 2017/18.

If you have received a letter confirming your grant eligibility from Student Universal Support Ireland (SUSI), you may be exempt from paying the student contribution charge of €3,000. In some cases the SUSI may only award a percentage of the contribution charge making you liable to pay the balance. If you are liable to pay tuition fees (not eligible for free fees), SUSI may or may not pay these fees on your behalf, so it is **very important** you check this with SUSI.

## **If I don't qualify for a maintenance grant, what fees will I have to pay?**

If you do not qualify for a maintenance grant, you will be liable to pay the Student Contribution Charge. For academic year 2016/17 this is €3,000. The tuition element of your fees will probably be paid on your behalf, provided you are eligible under the 'free fees scheme' for Level 6, 7 and 8 programmes. For further information on fees go to [www.studentfinance.ie](http://www.studentfinance.ie). [Select here](#) to read more about Registration Fees.

### Can I pay my fees in instalments?

An instalment option is available. [Select here](#) to see Fee Payment Dates for 2017/18.

You can pay amounts off the balance as often as you like providing you pay the required amounts by these dates. If paying varied amounts you must use the student charges option of the online payments system. See [www.itcarlow.ie/onlinepayments](http://www.itcarlow.ie/onlinepayments)

### What are the consequences of not paying the fees due by the specified dates above?

Failure to adhere to these arrangements will result in your services being withdrawn including Institute PCs, Blackboard, Library facilities, examination results and possible restricted access to student services including gym membership and parking.

### I am repeating and attending classes for some or all modules. What fees will I have to pay?

If you are repeating and attending a full year of a programme, you are liable to pay full tuition fees and Student Contribution Charge for that programme. If you are repeating only some of a programme you will be liable to pay part of the tuition fees and Student Contribution Charge. In order to be considered to repeat a year you must complete a repeat tuition form [download the form](#) which must be completed by you and submitted to the Head of Department for consideration. Fees will then be calculated before you complete registration.

### If I decide to leave my course, what should I do?

If you decide to leave your course you must complete a student withdrawal form. This form is available from the Admissions Office or alternatively you can [download the form](#). This form must be submitted to the Admissions Office along with your student ID card. Please be aware that if you withdraw after the 31st of October, there will be fee implications. You will have a fee liability to IT Carlow for the time you attended on your course and also should you ever return to 3rd level education you may be liable for fees for the equivalent period of study, also future SUSI grant applications may also be affected.

### I have a medical card form/social welfare form that needs to be stamped. Where do I go?

Such forms can be stamped in your School Office once you have completed the registration process.

### I have lost my student ID card. Where do I go to get a replacement?

There is a €25.00 replacement charge if a card is lost, damaged or stolen. To request a replacement card;

- E-mail [idcard@itcarlow.ie](mailto:idcard@itcarlow.ie), from your Institute e-mail account, with your request for a replacement ID card.
- No replacement student ID cards will be issued on a request from personal e-mail addresses.
- You may be asked to verify your identity before a replacement card is issued.
- Once your identity is verified, you will be advised to pay the charge; you may pay this charge through your Student Self Service account.
- Login to Student Self Service; <https://ssb.ancheim.ie/itc/> and choose the 'Online Payments Option, pay the replacement ID card charge of €25.00.
- Your replacement ID card will be available for collection after 2:30pm the next working day after payment has been received.