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## **Introduction**

This user guide is to be used in conjunction with the Fees & Grants Office Policy and details published on the University Fees & Grants Office website -

<https://www.maynoothuniversity.ie/student-fees-grants>.

## **Fee Schedules**

Unless otherwise indicated all fees listed cover **one Academic year only**. The published fee list maybe subject to change, students should always liaise directly with the Fees & Grants Office to ensure they are quoted the correct fee and receive the correct advice and guidance pertaining to their individual student fee account.

Updated fee schedules are published on the Fees & Grants Office website, as follows:

### **EU - Undergraduate:**

<https://www.maynoothuniversity.ie/student-fees-grants/undergraduate>

### **EU - Postgraduate:**

<https://www.maynoothuniversity.ie/student-fees-grants/postgraduate>

### **International - Undergraduate:**

<https://www.maynoothuniversity.ie/student-fees-grants/international>

### **International - Postgraduate:**

<https://www.maynoothuniversity.ie/student-fees-grants/international>

### **Adult Education:**

<https://www.maynoothuniversity.ie/student-fees-grants/adult-education>

### **Internal Repeat/Deficit/LCO:**

<https://www.maynoothuniversity.ie/student-fees-grants/internal-repeat-carry-deficit>

### **Autumn Supplemental Resit Assessments:**

<https://www.maynoothuniversity.ie/student-fees-grants/autumn-repeat-exam-fees>

### **Micro-Credentials:**

<https://www.maynoothuniversity.ie/student-fees-grants/micro-credentials>

## **Payment Schedules**

**Please note that all students are sent Fees & Grants Office communications to their Maynooth University email address with details on their specific fee liability, deadlines, and payment methods.**

### **EU Student**

Payment terms are set out as follows, all EU student fees must be paid by the defined and published dates, which are as:

- 1st Instalment date: Prior to or as part of the online registration process.
- 2nd Instalment date: On or before 31st January of the current academic year.

**\*\* PG BC13 students (Jan to Jan, PG only registration):**

- 1<sup>st</sup> moiety due prior to or as part of the online registration process.
- 2<sup>nd</sup> moiety due on or before 30<sup>th</sup> June, full year fee liability due within that Academic year. Usually, a BC13 student moves to a BC11 registration, thus fee liability falls into the above category. When a PG BC13 students registers in their final year, 50% payment from their 1<sup>st</sup> year of registration is rolled towards their fee liability.

### **International Student**

Full fee liability payment is required prior to the completion of registration.

Adult Education, Springboard, Professional Skills Student, Micro-credential Students – are advised in writing of fee liability and fee payment deadlines.

### **Fee Liability**

**Please note that all students are sent Fees & Grants Office communications to their Maynooth University email address with details on their specific fee liability, deadlines and payment methods.**

Once a student registers on a course they immediately become liable to payment of fees for the period of registration up to the date they officially withdraw. Students who apply for grants, loans or other funding and are later refused are personally held fully liable for their relevant fee.

Students will be sent fee specific communication from the Fees & Grants Office prior to registration. It is advisable that students familiarise themselves personally with their fee liability **prior** to registration. Please note that during the registration process, full fee liability will appear, please pay the fee that is relevant to your own registration i.e.

- in the case of an EU undergraduate student – tuition fee + student contribution + student levy will appear.
- in the case of an EU postgraduate student – tuition fee + student levy will appear.
- in the case of an International student - full fee liability will appear.

### EU – Undergraduate Student

Note: The Student Levy is **not** covered by any funding type for an EU student and is payable in full by the student on or before the completion of registration each Academic year.

Undergraduate students entitled to any % of the Exchequer Free tuition fees scheme are required to confirm their attendance with the University Fees & Grants Office post the 31<sup>st</sup> January.

*Undergraduate* students who attended a third level institution previously and benefitted from the Exchequer Free tuition fees scheme, ordinarily will not qualify for the Exchequer free tuition fees, full details on eligibility criteria are available on the Fees & Grants Office website: <https://www.maynoothuniversity.ie/student-fees-grants/undergraduate>

Student Fees and Grants
<b>Undergraduate</b>
- <b>Exchequer Free Fees Scheme</b>
- Undergraduate Fees List
- Payment Options
- Student Electronic Fund Transfer procedure
- Undergraduate Internal Repeat & Carrying a Deficit Module Fee

[Exchequer Free Fees Scheme](#)
[Leaving Certificate Upgrade](#)

### 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/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. 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.

- *Undergraduate* students **entitled** to the Exchequer Free tuition fees scheme are liable to pay 100% student levy + 100% student contribution. The University will claim tuition fees from the Exchequer free tuition fee scheme post registration. The student contribution can be paid in two instalments, 50% on or before the completion of registration, remaining 50% on or before 31<sup>st</sup> January within that Academic year.
- *Undergraduate* students **not entitled** to the Exchequer Free tuition fees scheme are liable to pay 100% student levy + 100% student contribution + 100% tuition fee. The student contribution and tuition fee can be paid in two instalments, 50% on or before the completion of registration, remaining 50% on or before 31<sup>st</sup> January within that Academic year.
- *Undergraduate* **SUSI** funded students – may qualify for 100% student contribution or a portion thereof from SUSI – depending on their SUSI application assessment. If there is a shortfall in student contribution payment from SUSI, a student personally falls liable to pay the shortfall. Ordinarily if they qualify for 100% SUSI student contribution funding, they are only required to pay their student levy. The University will claim the tuition fees from the Exchequer free fee scheme.
- *Undergraduate* **Non-SUSI** funded students, entitled to the Exchequer free tuition are liable to pay 100% student levy + 100% student contribution. The University will claim tuition fees from the Exchequer free tuition fee scheme. The student contribution can be paid in two instalments, 50% on or before the completion of registration, remaining 50% on or before 31<sup>st</sup> January within that Academic year.
- *Undergraduate* **Work Placement** students are required to pay are liable to pay 100% student levy + 100% student contribution. The University will claim tuition fees from the Exchequer free tuition fee scheme. The student contribution can be paid in two instalments, 50% on or before the completion of registration, remaining 50% on or before 31<sup>st</sup> January within that Academic year.
- *Undergraduate* students in receipt of **other funding**, which covers their full or a % of their fee liability are required to submit details of same online, each Academic year to the Fees & Grants Office – <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>

- *Undergraduate Repeat/Deficit/LCO* - students should contact the Fees & Grants Office to discuss fee liability. Post registration students will receive an email to their Maynooth University email address from the Fees & Grants office with payment details - <https://www.maynoothuniversity.ie/student-fees-grants/internal-repeat-carry-deficit>.
- *Undergraduate External/Autumn Supplemental Exam* - students are required to liaise with and register with the University Examinations Office. Upon completion of registration with the Examinations Office you will receive an email to your Maynooth University email address from the Fees & Grants Office outlining your fee liability and payment process – <https://www.maynoothuniversity.ie/student-fees-grants/autumn-repeat-exam-fees>.

SUSI Grants	module will be charged €50.00).
ONLINE FORMS	<b>Examination Office Website</b>
Adult Education	<ul style="list-style-type: none"> <li>• Upon completion of registration with the Examinations Office, you will submit your Maynooth University email address from the Fees &amp; Grants Office outlining supplemental resit assessment fee amount due and instructions for payment.</li> <li>• If you are resitting on medical/exceptional grounds, you can submit an <a href="#">Undergraduate Medical/Exceptional Circumstances Assessment Form</a> and forward relevant medical documentation to <a href="mailto:joan.oriordan@mu.ie">joan.oriordan@mu.ie</a> for assessment. You can apply for sanction for that Academic year.</li> </ul>
<b>Autumn Supplemental Resit Assessments</b>	
EU Fee Assessment Process	
Internal Repeat / Carrying a	

### EU – Postgraduate Student

Note: The Student Levy is **not** covered by any funding type for an EU student and is payable in full by the student on or before the completion of registration each Academic year.

- Postgraduate, **non-funded** students are liable to pay 100% student levy + 50% tuition fee on or before the completion of registration, remaining 50% tuition fee is due on or before January within the Academic year <https://www.maynoothuniversity.ie/student-fees-grants/postgraduate>
- Postgraduate, **SUSI** funded students are liable to pay 100% student levy + if SUSI funding does not cover 100% tuition fee liability, a student personally falls liable to pay any shortfall.

- Postgraduate, **Scholarships, or other funded** students are liable to pay 100% student levy + any shortfall in funding, if your funding does not cover 100% tuition fee liability. Scholarships and funded student details are to be submit each Academic year by RDO (Research Development Office) email or by your Supervisor/Head of Department completing the relevant F&G online form  
: <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>.  
(A % of funded students pre the 2021.22 Academic year may not be liable to pay the levy, dependent on funding source).



- Postgraduate, **Block code 13** students (January to January registration) are liable to pay 100% student levy + 100% tuition fee in 2 instalments 50% in January + 50% on or before 30<sup>th</sup> June, full year fee liability due within that Academic year. Usually, a BC13 student moves to a BC11 registration, thus fee liability falls into the normal category. When a PG BC13 student registers in their final year and presents at the Fees & Grants Office with their submittal form for approval, their student fee account is adjusted at that point in time i.e 50% payment from their 1<sup>st</sup> year 100% payment is rolled towards their final year fee liability.

**Adult Education Student:** (<https://www.maynoothuniversity.ie/student-fees-grants/adult-education>).

Adult Education – post registration students will receive an email from the Fees & Grants office to their Maynooth University email address with fee liability and payment details  
<https://www.maynoothuniversity.ie/student-fees-grants/adult-education>).



**Micro-credential Student:** (<https://www.maynoothuniversity.ie/student-fees-grants/micro-credentials>).

- 100% fee liability is payable prior to the completion of registration.

**International Student:** (<https://www.maynoothuniversity.ie/student-fees-grants/international>).

- 100% fee liability is payable through Transfer Mate prior to the completion of registration.
- Current progressing students are liable to pay 100% fee liability online through the student web portal or via Transfermate on or before the completion of registration.
- Sponsored & US funded students – G5 Federal Aid, Veteran Aid, Sallie Mae, etc – details of funding category and amount is forwarded by the International Office to the Fees Office. If fee liability is fully covered by funding source students are not required to pay anything at registration, if there is a shortfall in funding a student personally falls liable to pay any shortfall.
- Postgraduate, **Scholarships or other funded** students are liable to pay 100% student levy + any shortfall in funding, if your funding does not cover 100 % tuition fee liability. Scholarship and funded student details are to be submit each Academic year by RDO (Research Development Office) email or by your Supervisor/Head of Department completing the relevant F&G online form – <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>.



- Postgraduate, **Block code 13** students (January to January registration) are liable to pay 100% student levy + 100% tuition fee in 2 instalments 50% in January + 50% on

or before 30<sup>th</sup> June, full year fee liability due within that Academic year. Usually, a BC13 student moves to a BC11 registration, thus fee liability falls into the normal category. When a PG BC13 student registers in their final year and presents at the Fees & Grants Office with their submittal form for approval, their student fee account is adjusted at that point in time i.e 50% payment from their 1<sup>st</sup> year 100% payment is rolled towards their final year fee liability.

- International Summer Schools, MU International Office advise the Fees & Grants Office re 3<sup>rd</sup> party funded students, Invoices are processed thereafter. Students personally liable are to pay 100% fee liability in full, prior to completion of registration.

**Autumn Supplemental Resit Assessment:** <https://www.maynoothuniversity.ie/student-fees-grants/autumn-repeat-exam-fees>

- Student registers online with the Examinations Office, thereafter the Fees & Grants Office will advise on student of fee liability. 100% fee liability is payable prior to sitting a resit assessment. Minimum and maximum charge.
- Student sitting on medical/exceptional grounds, can complete an online Fees & Grants Office form for assessment.

#### **Examination Office Website**

- Upon completion of registration with the Examinations Office, you will subsequently receive an email to your Maynooth University email address from the Fees & Grants Office outlining the repeat Autumn supplemental resit assessment fee amount due and instructions for payment of same.
- If you are resitting on medical/exceptional grounds, you can submit an [Undergraduate Autumn Supplemental Medical/Exceptional Circumstances Assessment Form](#) and forward relevant medical/supporting documentation to [joan.oriordan@mu.ie](mailto:joan.oriordan@mu.ie) for assessment. You can apply for same from June onwards within that Academic year.

#### **EU Fee Assessment Process**

If you fall under the conditions below, you can complete and submit an online application to the Fees & Grants Office, please complete whichever form is relevant i.e. Under or Over 23 years of age – <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>.

- I am an EU citizen, but my place of birth is outside of the EU/EEA/Swiss Confederation/United Kingdom.

- I am an EU citizen, living 3 of the last 5 years outside of the EU/EEA/Swiss Confederation/United Kingdom but I have completed 5 years of primary/secondary education in the EU/EEA/Swiss Confederation/United Kingdom.
- I am a non-EU citizen, but I have been living and working within the EU for 3 of the last 5 years (please see the definitions below).
- I am a child/spouse of non-EU diplomatic staff based in the EU.
- I am a child/spouse of Irish State Official, and comparable EU/EEA/Swiss State official, who reside outside the EU on diplomatic or consular mission.
- I am in the asylum process for 3 of the last 5 years.



**Please note:** A student must meet the criteria for EU fee status **prior** to the 1st of September, of their first registration with Maynooth University. Students who do not meet the criteria for EU fee status, **prior** to 1st of September of their first registration with Maynooth University will remain at International Fee Status for the duration of their course. A further assessment may be permitted from a Maynooth University UG course to a Maynooth University PG registration, please [contact](#) the Fees & Grants Office to discuss.

## Payment Methods

**EU Student:** Pay by logging online through the Student Web

[Self Help iEnabler \(maynoothuniversity.ie\)](https://maynoothuniversity.ie)



**Student Web Login**

Student ID Number:

Password:

**Login**

Students completing their course and whose results go to the June Examination board will be available here on Friday 23rd June 2023. They will be released on a staggered basis. Please check the [exams office website](#) for further information.

Online registration for Autumn Supplemental/Resit assessments for semesters 1 and 2 will open here on Monday 26th June 2023 and close on Friday 7th July 2023. If you wish to resit a module in Autumn, irrespective of the method of assessment, you need to be registered. If you are not registered, we cannot accept a revised mark. Please contact [exams.office@nu.ie](mailto:exams.office@nu.ie) if you have any queries. Please refer to the Student Fees and Grants Office for the resit fees.

Your StudentWeb account will lock after 3 failed attempts. Please wait 5 minutes before trying again.

Transcripts may be requested by completing the Transcript Request Form at the following link: [Transcript Request Form](#)

Recommended Browsers: Chrome, Firefox and Edge.

Please note you will need a valid ID card, you can check same with your provider.

you


## **International Student:**

- New incoming International students pay 100% fee liability through Transfer Mate, unless instructed otherwise by the University Fees & Grants Office
- Progressing International students have the option to pay via their Student Web login or via Transfermate:

## **Student Web Login:**

[https://studentweb.maynoothuniversity.ie/pls/prodi41/w99pkg.mi\\_startupAD](https://studentweb.maynoothuniversity.ie/pls/prodi41/w99pkg.mi_startupAD)

Please note you will need your Maynooth University student number and password. A daily limit may apply to your card, please check same with your card provider.



**Student Web Login**  
Student ID Number:  
  
Password:  
  
**Login**

Students completing their course and whose results go to the June Examination board will be available here on Friday 23rd June 2023. They will be released on a staggered basis. Please check the [exams.office.website](#) for further information.


Online registration for Autumn Supplemental/Resit assessments for semesters 1 and 2 will open here on Monday 26th June 2023 and close on Friday 7th July 2023. If you wish to resit a module in Autumn, irrespective of the method of assessment, you need to be registered. If you are not registered, we cannot accept a revised mark. Please contact [exams.office@mu.ie](mailto:exams.office@mu.ie) if you have any queries. Please refer to the Student Fees and Grants Office for the resit fees.

Your StudentWeb account will lock after 3 failed attempts. Please wait 5 minutes before trying again.

Transcripts may be requested by completing the Transcript Request Form at the following link: [Transcript Request Form](#)

Recommended Browsers: Chrome, Firefox and Edge.

## **TransferMate - National University of Ireland Maynooth (studentfees.ie)**



**PLANT A TREE BY PAYING YOUR STUDENT FEES**

First graduate students must pay the full tuition fee online. This is necessary for visa purposes. The FSC (Forest of 2025) will be released after registration at Maynooth University.

**Payment Registration**

- 1 Your Payment
- 2 Student Details
- 3 Payer Details
- 4 Confirmation

**Ready to make a payment?**

If you don't already have a Student account, please Register a Payment (You will create an account as part of the payment process).

**Register a payment**

Or

If you already have a Student payment account then please log in. You will then be able to make a payment.

**Student login**

<https://www.maynoothuniversity.ie/student-fees-grants/international>

### **International Sponsored, INTOC & US funded student:**

Liaise directly with International Office pre-registration. If fee liability is fully covered by funding source you are not required to pay anything at registration, if there is a shortfall in funding you are liable to pay shortfall at time of registration.

Funds are usually allocated to a student fee account, once the International Office authorisation request has been sent to the Fees & Grants Office. Ordinarily 50% or 100% fee liability is allocated to the student fee account.

If a student is in receipt of 2 instalments of funding, any rebate is processed thereafter to the student by EFT to an Irish bank account only (If you have not already set up an Irish bank account prior to registration you are advised to do so asap). An email is sent to a student's Maynooth University email address, with a remittance, each time funds are distributed to their student fee account. EFT process: <https://www.maynoothuniversity.ie/student-fees-grants/student-electronic-fund-transfer-procedure>.

### **Scholarship recipients:**

100% student levy to be paid online through the Student Web [Self Help iEnabler](#) ([maynoothuniversity.ie](http://maynoothuniversity.ie)) + the relevant online form must be completed each Academic year <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>



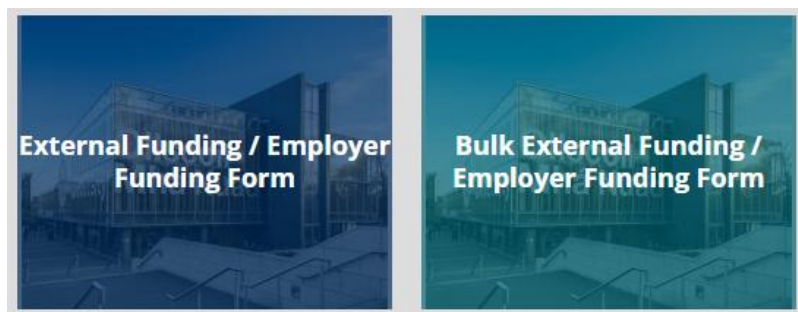
### **Draft/ Cheque / Postal Order:**

Can be submitted in person or via post to the Fees & Grants Office, along with the relevant student number for processing. Postal Address: Maynooth University Fees & Grants Office, The Busar's Office, Rye Extension, North Campus, Maynooth University, Maynooth, Co Kildare, Ireland.

### **Third Party Payments:**

The relevant online form must be completed each Academic year.

<https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>



### **Bank Transfer:**

In exceptional circumstances only, following discussions and agreement with the Fees & Grants Office only, a student may pay their liability through bank transfer.

**NB:** A student can print multiple receipts as proof of payment for personal or revenue purposes, by logging online to the student web services with their own personal log on details.

### **Students with financial difficulty – EU student**

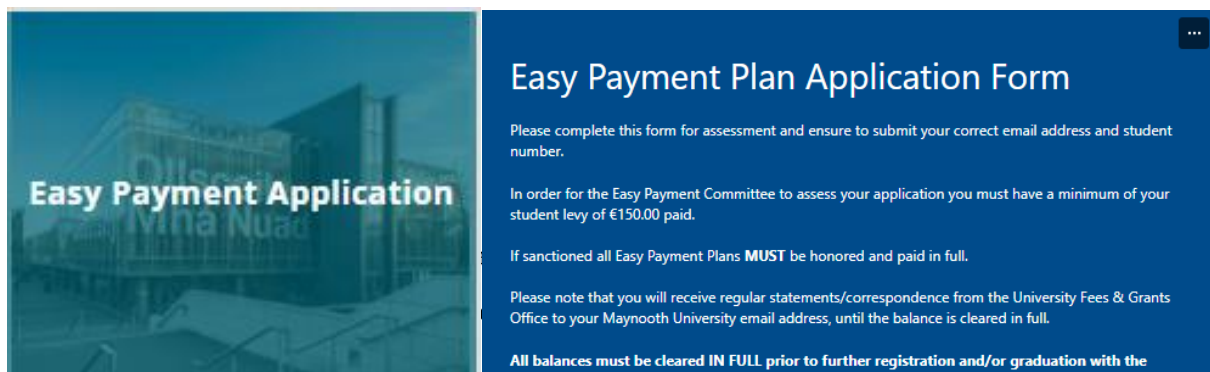
Students having difficulty in paying fees are advised to liaise directly with the Fees & Grants Office. Advice will be provided on submitting an Easy Payment plan for assessment to the Fees & Grants Office. This scheme can be tailored to the individual need of the student, it allows a student to spread the cost of tuition over the Academic year only.

Please note that a minimum of the student levy must be paid in full prior to submitting an Easy Payment Application. Easy Payment Applications are agreed for 1 Academic year only, they do not roll from year to year, you must submit a new application each Academic year.

Details are as follows:

- The student must complete an Easy Payment application form for assessment, through the Fees & Grants website - [Easy Payment Plan Form | Maynooth University](#). The student must agree to pay the amount owing over the Academic year.
- All easy payment arrangements must be paid online either weekly or monthly.

- All payment arrangements must be honoured and paid in full prior to further registration and/or graduation with the University.
- Students receive an online Statement on a fortnightly basis to their home or MU email address.
- If the easy payment arrangement is not honored, your easy payment arrangement will be revoked, and full fee liability then falls due.



The University Budgeting Office in the Student Services Department is available to discuss budgeting and managing money throughout the Academic year, they will also discuss the Student Assistance fund criteria - [Student Assistance Fund | Maynooth University](#).

### Deferral/Withdrawal/Cancellation of a registration

To officially withdraw, post registration, a student must return their student ID card and formally withdraw via the Student Records Office. Please refer to the Student Records Office website for all details on Amendments, Deferral, Withdrawals and for obtaining transcripts, letters and forms <https://www.maynoothuniversity.ie/records>

Records and Registration	<p>Welcome to the Office of Student Records and Registration. We are responsible for the Registration of the entire Student Population and the subsequent maintenance and up-date of the Student Records Database system. We are located in the Central Registration Area on the ground floor of Humanity House.</p> <p>Click on <a href="#">About Us</a> for our range of services.</p> <p><b>You can now book an appointment slot to come into our office. Please book through our <a href="#">BOOKING PAGE</a></b></p> <p>Fáilte go dtí an Oifig Taifead Mac Léinn agus Clárúcháin. Tá cúram orainn as Clárú na Mac Léinn uile agus as córas bunachar sonraí Thaifid na Mac Léinn a chothabháil agus a choimeád chun dáta. Táimid suite sa Lárlmistéar Clárúcháin ar bhunríár Theacht na Daonnachta.</p>
Student Records and Registration	
Student Registration	
Qualification, Subject or Module Amendments	
Withdrawing, Deferring or Suspending Registration	
Academic Transcripts Letters and Forms	
Student MyCard	



Part of the process involves an exit interview with the University Fees & Grants Office, whereby future fee implications are discussed:

- Exchequer Free tuition fees implications.
- SUSI students are also advised to liaise with SUSI in case there is future funding implications.
- Funded Postgraduate students are also advised to liaise with the Graduate Studies Office in case there is future funding implications.
- International students are also advised to liaise with the International Office in case there is future funding implications.
- International students who fail to secure a VISA are required to liaise directly with the International Office regarding the process.

Students remain liable for fees for the period of registration up to the date they officially withdraw. There is no automatic entitlement to a reduction or waiver of fee liability for withdrawing on medical grounds.

**Note:** Failure to follow officially de-registration procedures will result in liability to all fees due.

### **Medical tuition fee waiver assessment**

A student who previously ceased attendance on medical grounds or is repeating a year on medical grounds can complete an online Fees & Grants online form for assessment. A student must have a viable medical reason for seeking a waiver, along with supporting detailed medical documentation.

In the case of an *Undergraduate student*, if their tuition fee assessment application is approved on medical grounds, they will still fall liable to pay 100% student levy + 100% student contribution. If sanctioned you will receive a letter to confirm same from the Fees & Grants Office, this letter can be used to submit to SUSI or other funding bodies if required as part of your application to them.

In the case of a *Postgraduate student* supporting documentation from your Head of Department is required as part of the application process. If your application is approved on



medical grounds, you fall liable for 100% pay your student levy + any % of tuition that is not covered by the tuition fee waiver.

In the case of an *Autumn Supplemental Resit student*, supporting documentation must be submitted as part of the application process.

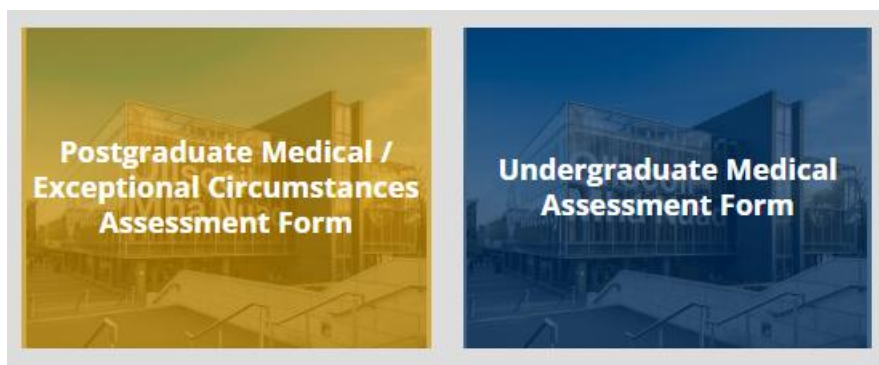
**Note:** if sanctioned a tuition fee waiver is relevant to one Academic year only and does not carry from one Academic year to another, nor from one University to another.

**EU – Undergraduate free tuition fee assessment form:**

<https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents.>

**EU – Postgraduate tuition fee assessment form:**

<https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents.>



**Autumn Supplemental Resist Assessment form:**

<https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents/undergraduate-autumn-supplemental-medicalexceptional-circumstances-assessment-form>



## Refunds

The University accepts no obligation to refund any fee, or part thereof once a student registers on a course. Students remain liable for fees for the period of registration up to the date they officially withdraw.

The Fees & Grants Office will advise on what method of rebate will be used. Please note that all course deposits paid through MU Apply are non-refundable.

Refunds are processed twice monthly (requests received and approved by close of business on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month are processed thereafter within a 10-day timeframe).

- Online payments - payments made by credit/debit card are rebated directly to the cardholder account it was originally paid from if the rebate is processed within a 180 day timeframe of the original payment.
- EFT (Electronic fund transfer) - rebates can only be processed once a student has submitted Irish bank account details online. (Please note that we cannot rebate to a Credit Union account). Please note that staff members *cannot* input bank details on behalf of any student, the sole responsibility lies with the recipient to input correct Irish Bank account details. If you submit incorrect Irish Bank account details, your EFT will not process in full and will be rejected by the Bank.
- TransferMate – International student rebates are processed via TransferMate.

<https://www.maynoothuniversity.ie/student-fees-grants/undergraduate/student-fee-refund-procedure>.

**Grant-holders, sponsored or 3<sup>rd</sup> party funded students** - rebates to grant holders or sponsored students, who have paid fees and/or a deposit pending approval of a grant, are issued only when the University has received the fee payment from the grant authority or sponsor.

**De-registration Rebates** - It is only on completion of the formal de-registration process that the University will assess and discuss any possible rebate due. Ordinarily:

**EU – Student:**

- EU Undergraduate students, entitled to the Exchequer Free tuition fees, who register and officially withdraw on or before 31<sup>st</sup> October will receive a full rebate of any fee paid to the University. The University will not claim any % of the Exchequer Free tuition fee scheme.
- EU Undergraduate students, entitled to the Exchequer Free tuition fees, who register and officially withdraw after 31<sup>st</sup> October but before 31<sup>st</sup> January will not receive any rebate of 1<sup>st</sup> semester fee paid to the University, they are liable to have paid 100% student levy + 50% student contribution. The University will claim 50% of the Exchequer Free tuition fee scheme.
- EU Undergraduate students, entitled to the Exchequer Free tuition fees, who register and officially withdraw after the 31<sup>st</sup> January will not receive any rebate, they are liable to have paid 100% student levy + 100% student contribution. The University will claim 100% of Exchequer Free tuition fee scheme.
- EU Undergraduate students, not entitled to the Exchequer Free tuition fees, who register and officially withdraw on or before 31<sup>st</sup> October will receive a full rebate of any fee paid to the University.
- EU Undergraduate student, not entitled to the Exchequer Free tuition fees, who register and officially withdraw after 31<sup>st</sup> October but before 31<sup>st</sup> January are liable to have paid 100% student levy + 50% student contribution + 50% tuition fee.
- EU Undergraduate student, not entitled to the Exchequer Free tuition fees, who register and officially withdraw after the 31<sup>st</sup> January will not receive any rebate. They are liable to pay 100% student levy + 100% student contribution + 100% tuition fee.

### **EU Postgraduate Student:**

- EU Postgraduate student who registers and officially withdraw on or before 31<sup>st</sup> October will receive a full rebate of any fee paid.
- EU Postgraduate students who register and officially withdraw after 31<sup>st</sup> October but before 31<sup>st</sup> January are liable to have paid 100% student levy + 50% tuition fee.
- EU Postgraduate students who register and officially withdraw after 31<sup>st</sup> January, are liable to have paid 100% student levy + 100% tuition fee.
- EU Postgraduate BC 13 (Jan to Jan) students who register and officially withdraw on or before 31<sup>st</sup> January will receive a full rebate of any fee paid.
- EU Postgraduate BC13 (Jan to Jan) students who register and officially withdraw after 31<sup>st</sup> January but before 30<sup>th</sup> June are liable to have paid 100% student levy + 50% tuition fee.
- EU Postgraduate BC13 (Jan to Jan) students who register and officially withdraw after 30<sup>th</sup> June, are liable to have paid 100% student levy + 100% tuition fee.

### **International Students:**

- Deposits = 100% non-refundable.
- VISA refusal - Proof of Visa refusal is required i.e., letter from the relevant Government Department required = 100% deposit non-refundable. Tuition fee payment will be refunded if a student is not registered pre-Visa refusal.
- Student registers and officially de-registers on or before 31<sup>st</sup> October = 100% deposit non-refundable + 10% Administration fee charged.
- Student registers and officially de-registers between 31<sup>st</sup> October & 31<sup>st</sup> January = 100 % deposit non-refundable + 1<sup>st</sup> Semester fee non-refundable.
- Student registers and officially de-registers after 31<sup>st</sup> January = No refund due.

**Funding Rebates:** i.e Stipends / Student Assistant Fund / Bursaries / Awards / Scholarships / Funds, etc

In all cases payments due to any recipient will only be processed through EFT (Electronic fund transfer) to an Irish bank account once the student funds have been sanctioned by the

funding body/department/unit. Students are required to submit Irish bank account details online. (Please note that we cannot process an EFT rebate to a Credit Union account).

<https://www.maynoothuniversity.ie/student-fees-grants/undergraduate/student-fee-refund-procedure>.

**International funding rebates:** i.e., G5 Federal Aid, Sallie Mae, Veteran Aid, etc

Students are advised to open an Irish Bank account as soon as possible, in all cases payment due to any recipient will only be processed through EFT (Electronic fund transfer) to an Irish bank account once the student funds have been received from the funding body. Students are required to submit Irish bank account details online. (Please note that we cannot process an EFT rebate to a Credit Union account).

<https://www.maynoothuniversity.ie/student-fees-grants/undergraduate/student-fee-refund-procedure>.

### **Postgraduate Submittal deadlines**

Submittal deadlines are as follows - 31st October and 28th February each Academic year. As part of your submittal process, you will be required to call in person or contact the Fees & Grants Office by email to have your PG submittal form signed off prior to submitting to the Examinations Office.

Any adjustments due to the individual fee account or rebates due to student or funding body will be discussed at this stage.

Please note that your PG submittal form will not be signed off if your student fee account has an outstanding balance due.

Research students who have completed the normal period of registration and who need some extra time to finalise and submit may avail of a one semester registration at a reduced rate of EU €1,000 / Non-EU €2,170 plus student levy, with permission from the Dean of Graduate Studies. Students must have paid the full continuation fee and student levy prior to applying for a Final Semester Fee. If they submit by the approved submission date, the Final Semester Fee will apply. Form GSF9 Research Student Final Semester Fee is available on the Graduate Studies website <https://www.maynoothuniversity.ie/graduate-studies/stipend-and-fees-forms-research-students>.

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➤ **Additional forms available on Registry website**

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Page ➤ **GSF7 Application for Postgraduate Occasional Student Admission**

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➤ **GSF8 PhD Transfer Application Form (External Candidates)**

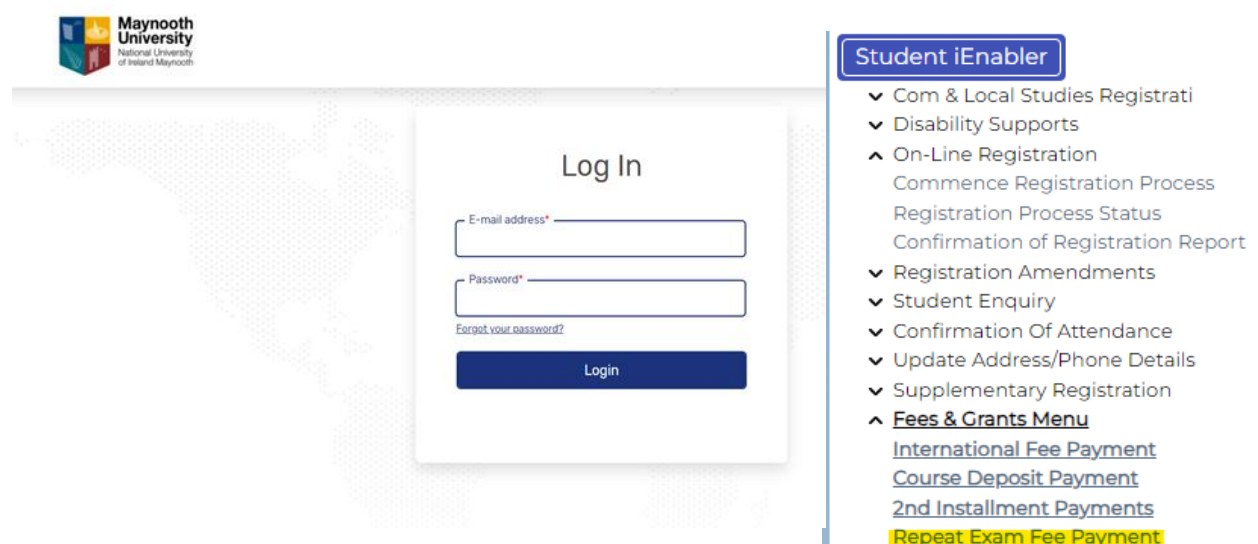
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The Final Semester Fee of EU €1,000 / Non-EU €2,170 plus student levy is available only once to Ph.D. / Professional Doctorate students who have completed a minimum of four years full time or six years part time study; or for a Research Masters student who has completed a minimum of two years full-time or three years part-time study. The fee will be valid for one semester only (e.g., those who would normally submit in October would have until February; those submitting in February would have until October to submit). Please contact the Graduate Studies Office if you have any further queries on this scheme

- <https://www.maynoothuniversity.ie/graduate-studies>.

**Autumn Supplemental Resit Assessment:** <https://www.maynoothuniversity.ie/student-fees-grants/autumn-repeat-exam-fees>.

- Student registers with the Examinations Office. Therefore they will receive an Invoice for the Fees & Grants Office with details on the fee payment process, please note that 100% payment is due prior to sitting the resit assessment.
- Fee payment online via the Student Web login.
- Minimum and Maximum charge for an Autumn resit exam.
- If a student is sitting an Autumn resit on medical/exceptional grounds, they can complete and submit supporting documentation via the Fees & Grants Office online form: <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents/undergraduate-autumn-supplemental-medical-exceptional-circumstances-assessment-form><https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents/undergraduate-autumn-supplemental-medical-exceptional-circumstances-assessment-form>.



**Maynooth University**  
National University of Ireland Maynooth

### Log In

E-mail address\*

Password\*

[Forgot your password?](#)

Login

#### Student iEnabler

- ✓ Com & Local Studies Registrati
- ✓ Disability Supports
- ^ On-Line Registration
  - Commence Registration Process
  - Registration Process Status
  - Confirmation of Registration Report
- ✓ Registration Amendments
- ✓ Student Enquiry
- ✓ Confirmation Of Attendance
- ✓ Update Address/Phone Details
- ✓ Supplementary Registration
- ^ **Fees & Grants Menu**
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  - [2nd Installment Payments](#)
  - [Repeat Exam Fee Payment](#)

### **Penalties & Sanctions for non-payment of fees**

Once a student registers on a course, they immediately become liable to payment of fees for the period of registration up to the date they officially withdraw. Students who apply for grants, loans or other funding and are later refused are personally held fully liable for their relevant fee.

As part of your registration process, you agree to adhere to the rules and regulations and payment deadlines pertaining to your time at University, which is binding once registration is confirmed.

The Fees Office will actively pursue overdue payments throughout the Academic year and communicate through the students Maynooth University email address. Follow up letters will be sent to the registered home address. Details of all correspondence will be held on your student fee record.

Sanctions will be applied to all students accounts whose fees remain unpaid after the dates outlined in said correspondence, without the formal agreement of the University's Fees & Grants Office.

Where a student continues to have an outstanding debt, their registration record will have financial blocks placed on their student fee account, which will prohibit them as follows:

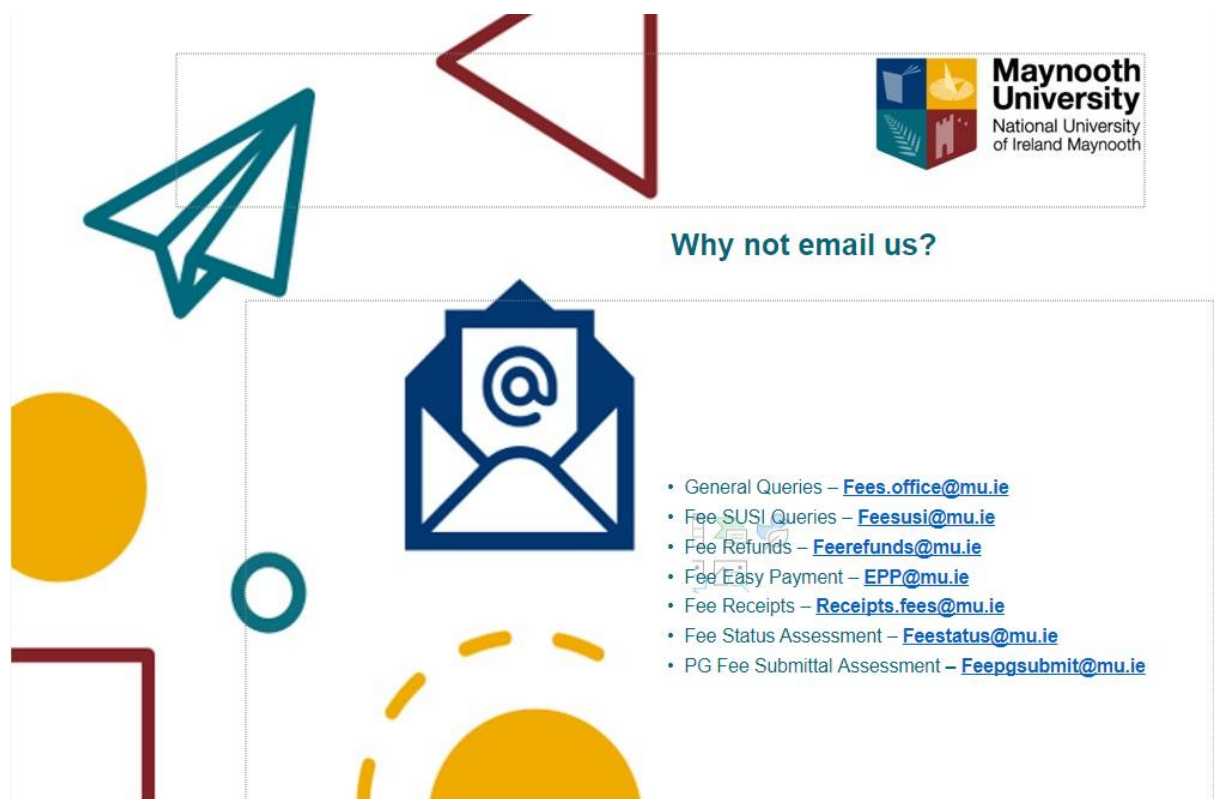
- Continuing students with an outstanding balance, will have a financial block placed on their account, which will prohibit further registration, until the balance is cleared in full.
- Continuing students with an outstanding balance, will have a financial block placed on their account, which may have Library and other on campus access implications.
- Students due to graduate with an outstanding balance, will have a financial block placed on their account which will prohibit them from graduating, until the balance is cleared in full. Once payment is received in full, the Fees & Grants Office will send an email to the Conferring Office, who will liaise directly with the student on future Conferring dates, they may have to wait until the next scheduled Conferring ceremonies before receiving their parchment.

- Students due to graduate with an outstanding balance, will have a financial block placed on their account which will prohibit printing of a parchment and/or transcript, until the balance is cleared in full. Once payment is received in full, the Fees & Grants Office will send an email to the Conferring Office, who will liaise directly with the student on future Conferring dates, they may have to wait until the next scheduled Conferring ceremonies before receiving their parchment.
- Students due to submit thesis or minor thesis, their submittal form will not be signed off by the Fees & Grants Office until fee liability has been cleared in full, which will prohibit submitting within the required timeframe.

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## **Contact Details:**

### **Email-**



### **Book An Appointment –**

[https://outlook.office365.com/owa/calendar/FeesGrantsOffice@maynoothuniversity.onmicrosoft.com/bookings/.](https://outlook.office365.com/owa/calendar/FeesGrantsOffice@maynoothuniversity.onmicrosoft.com/bookings/)

### **Webchat-**

<https://www.maynoothuniversity.ie/student-fees-grants.>



Version	Date	Changes Made	Individual Responsible
1	30.06.2021	Published	JoR (F&G)
2	04.08.2021	2021/22 update	JoR (F&G)
3	12.10.2021	Autumn Supplement Exam	JoR (F&G)
4	16.11.2021	PG Research funded levy	JoR (F&G)
5	02.12.2021	BC13 & PG submittal reduced fee	JoR (F&G)
6	11.01.2022	Micro-credentials	JoR (F&G)
7	09.02.2022	IO Rebates (TransferMate)	JoR (F&G)
8	23.3.2022	Penalties & Sanctions Conferring	JoR (F&G)
9	12.01.2022	BC13 payment deadlines	JoR (F&G)
10	22.06.2022	EU Fee Assessment	JoR (F&G)
11	04.07.2022	2022/23 update	JoR (F&G)
12	10.2.23	Autumn Resit Fees	JoR (F&G)
13	26.6.23	IO Refunds	JoR (F&G)
14	15.08.2023	Images & table of contents added	JoR (F&G)
15	23.1.24	Update guide to align with F&G webpage updates	JoR (F&G)
16	30.5.25	Updated graphics & Fed Aid, PAC/MU Apply	JoR (F&G)