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**V: December, 2021 – Fees & Grants Office, POLICY**

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**Introduction**

The University sets out in this policy the regulations in relation to the charging and payment of student fees to ensure that regulations are applied in a consistent and correct manner. The student fees policy is made available to prospective and existing students to ensure that they are aware of their obligations and commitments and forms part of the terms and conditions of online registration.

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**Scope**

This policy document sets out the student fee structure, how fees are set and approved, payment deadlines and the penalties for non or late payment and if the student subsequently withdraws from the course. It also addresses the process for refunds, submittal deadlines, students in financial difficulty and the process for assessing a tuition fee waiver. Students are advised of their fee liability during the online registration process. It is advisable that students familiarize themselves personally with their fee liability prior to registration. The student fee user guide contains further detail pertaining to each section within this Policy.

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**Fee setting and approval**

Student fees are calculated by the Bursar's Office and approved by the Governing Authority of the University. Undergraduate fees applicable to the Exchequer Free Fees Scheme can be increased with the approval of the Minister of Further and Higher Education, Research, Innovation and Science through the HEA. All other fee increases are approved by the Governing Authority on a periodical basis. A schedule of fees are submitted to the Finance, Human Resources and Development Committee on an annual basis for approval prior to final endorsement by the Governing Authority.

Fees for new courses are recommended by the Bursar's Office based on the cost of delivering the programme, market forces and in consultation with Academic stakeholders. In addition, a student levy was agreed between the University and Maynooth Student Union in 2014 and this amount is payable by all Undergraduate and Postgraduate students.

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## **Fee Schedules**

Unless otherwise indicated all fees listed cover one Academic year only.

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

EU - Undergraduate: [Undergraduate EU | Maynooth University](#)

EU - Postgraduate: [Postgraduate EU | Maynooth University](#)

International - Undergraduate: [International | Maynooth University](#)

International - Postgraduate: [International | Maynooth University](#)

Adult Education: [Adult Education | Maynooth University](#)

Professional Skills: [Adult Education | Maynooth University](#)

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## **Payment Schedule**

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

- 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.

International Student – full fee liability payment is required prior to the completion of registration.

Adult Education, Springboard & Professional Skills Student – are advised in writing of fee liability and fee payment deadline.

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## **Fee Liability**

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.

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.

Students will be advised of their fee liability during the online registration process. It is advisable that students familiarise themselves personally with their fee liability prior to registration.

EU Undergraduate students entitled to 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.

Note: EU 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 is available on the Fees & Grants Office website.

Please refer to the Fees & Grants Office website and the User Guide for a complete breakdown of each student type:

### **EU Undergraduate Student**

- Undergraduate students, *entitled to the Exchequer Free tuition fees scheme* are liable to pay 100% student levy + 100% student contribution for the 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 for the Academic year.
- Undergraduate students, *entitled to SUSI or 3<sup>rd</sup> party funding* are liable to pay 100% student levy + if their SUSI or 3<sup>rd</sup> party funding does not cover 100% student contribution, are personally held liable to pay any shortfall for the Academic year.
- Undergraduate students, *not entitled to SUSI, 3<sup>rd</sup> party funding or Exchequer Free tuition fees* are liable to pay 100% student levy + 100% student contribution + 100% tuition fees for the Academic year.

#### EU Postgraduate Student:

- Postgraduate students, *entitled to SUSI funding* are liable to pay 100% student levy + if their SUSI funding does not cover 100% tuition fee, are personally held liable to pay any shortfall for the Academic year.
- Postgraduate students, *entitled to Scholarships or 3<sup>rd</sup> party funding* are liable to pay 100% student levy + if their Scholarship or 3<sup>rd</sup> party funding does not cover 100% tuition fee, are personally held liable to pay any shortfall for the Academic year.
- Postgraduate students, *not entitled to SUSI or 3<sup>rd</sup> party funding* are liable to pay 100% student levy + 100% tuition fee for the Academic year.

#### International Student:

- International students are liable to pay 100% full fee liability prior to the completion of registration.
- International students *in receipt of Scholarships or other funding* are personally held liable to pay any shortfall in 100% full fee liability.

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### **Payment Methods**

EU - Online Payments: Pay online by logging onto the Student Web Services.

International Student Payments: New incoming International student pay through Transfer Mate, unless instructed otherwise by the University. Current students pay online by logging onto the Student Web Services.

International Sponsored, INTOC & US funded student: Liaise directly with International Office pre registration.

Scholarship recipients: The relevant online form must be completed each Academic year, prior to the completion of registration.

Third Party Payments: The relevant online form must be completed each Academic year, prior to the completion of registration.

Draft/ Cheque / Postal Order: Can be submitted to the Fees & Grants Office, along with the relevant student number for processing.

Bank Transfer: In exceptional circumstances, following discussions with the Fees & Grants Office, a student may pay their liability through bank transfer.

Student can print proof of payment for personal or revenue purposes, by logging online to the Student Web Services with their own personal log on details.

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### **EU Student with financial difficulty**

EU students having difficulty in paying fees are advised to liaise directly with the Fees & Grants Office, advise 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 a period of time.

Note: Full fee liability remains due within the Academic year.

Students are also advised to contact the University Student Budgeting Service who will discuss budgeting, managing money throughout the Academic year and the Student Assistance fund criteria.

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### **Deferral/Withdrawal/Cancellation of a course**

To officially withdraw, post registration, a student must return their student ID card and formally withdraw via the Student Records Office, part of the process involves an exit interview with the University Fees & Grants Office, whereby any refunds due or future fee implications are discussed. There is no automatic entitlement to a reduction or waiver of fee liability for withdrawing on medical grounds. Students remain liable for fees for the period of registration up to the date they officially withdraw.

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

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## **EU Student Fee tuition waiver assessment**

Students who previously ceased attendance on medical grounds or is repeating a year on medical grounds can submit an online application to the Fees & Grants online 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 a tuition fee assessment application is approved on medical grounds, they fall liable to pay 100% student levy + 100% student contribution.

In the case of a Postgraduate student supporting documentation from their Head of Department is also required as part of the application process. If their application is approved on medical grounds, they fall liable to pay 100% student levy + any % in tuition that is not cover by the tuition fee waiver.

Note: If sanctioned a tuition fee waiver is relevant to 1 Academic year only and does not carry from one Academic year to another, nor from one University to another.

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## **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. Refunds are processed online back to the card the original payment was received from or through the bank by Electronic Fund Transfer. PAC Deposits are non-refundable.

- Online refund - if the request is within the 6 month timeframe from the original payment, it will be processed back to the debit/credit card it was originally received from.
- EFT – students are required to submit Irish Bank Account details online through the Student Web Services.

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

De-registration - It is only on completion of the formal de-registration process that the University will assess any possible rebate due. Students remain liable for fees for the period of registration up to the date they officially withdraw from University.

Funding Rebates i.e. Stipends / Student Assistant Fund / Bursaries / Awards / Scholarships / US funding, etc – all payments are processed via EFT only to a student Irish Bank account.

International student VISA refusal – if a student pays a tuition fee and subsequently is not approved for their VISA, they need to advise the International Office immediately whereby any possible rebate will be discussed.

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### **Postgraduate Submittal deadlines**

Submittal deadlines are as follows - 31st October and 28th February each Academic year. As part of the submittal process, students are required to call in person or contact the Fees & Grants Office by email to have their submittal form signed off, prior to submitting to the Examinations Office. Any adjustments to the individual fee account or rebates to student or funding body will be discussed at this stage.

Note: Submittal form will not be signed off by the Fees & Grants Office if student has an outstanding fee liability on their account.

2020/21 - Due to the COVID-19 crisis, all registered research postgraduate student in their final year, will not be charged their 1st semester 2020/21 tuition fee to submit by their deadline.

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

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

Sanctions will be applied to all students whose fees remain unpaid after the dates outlined, 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.

- *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.
  - *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.
  - *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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