
V: June 2021 – Fees & Grants Office, USER GUIDE

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 advise/guidance pertaining to their individual student fee account.

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](#)

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 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.

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 deadlines.

Fee Liability (<https://www.maynoothuniversity.ie/student-fees-grants>)

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 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. 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 – 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.

Undergraduate students entitled to the Exchequer Free tuition fees scheme are required to confirm their attendance with the University Fees & Grants Office post the 31st 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 is available on the Fees & Grants Office website [Undergraduate EU | Maynooth University](#).

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

- *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. The student contribution can be paid in two instalments, 50% on or before the completion of registration, remaining 50% on or before 31st 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 31st 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 31st 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 31st 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 will receive an email from the Fees & Grants office with fee liability and 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>. Due to the COVID-19 pandemic, students are not being charged to sit Autumn Supplemental Exams in the 2019/20 & 2020/21 Academic years.

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

- *Postgraduate, non-funded students* are liable to pay 50% fee liability on or before the completion of registration, remaining 50% due on or before January within the Academic year.

- *Postgraduate, SUSI funded students* – if their SUSI funding does not cover 100% tuition fee liability, a student personally falls liable to pay any shortfall.

- *Postgraduate students in receipt of Scholarships or other funding* which covers their full fee 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>. – if funding does not cover 100% tuition fee liability, a student personally falls liable to pay any shortfall.

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

- Adult Education - students will receive an email from the Fees & Grants office with fee liability and payment details <https://www.maynoothuniversity.ie/student-fees-grants/adult-education>

International ([International | Maynooth University](#))

- *New incoming International students* are advised of their fee liability and payment method by the International Office as part of their application and admission process. 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 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 forward 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 students* in receipt of Scholarships or other funding which covers their full fee 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> – if funding does not cover 100% tuition fee liability a student personally falls liable to any shortfall.

Payment Methods

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

<https://studentwebauth.maynoothuniversity.ie/live/>. Please note you will need your username and password. A daily limit may apply to your card, you can check same with your provider.

International Student:- Current International students pay online through the Student Web -

<https://studentwebauth.maynoothuniversity.ie/live>. Please note you will need your username and password. A daily limit may apply to your card, you can check same with your provider. New

incoming International students pay through Transfer Mate, unless instructed otherwise by the University <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.

Scholarship recipients:

The relevant online form must be completed each Academic year.

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

Third Party Payments

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 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.

Students with financial difficulty – EU student

Students having difficulty in paying fees are advised to liaise directly with the Fees & Grants Office, advise will be provided on submitting an Easy Pay 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. Please note that full fee liability remains due with the Academic year. Easy Payment Application details are as follows:

- The student must complete an Easy Payment application form for assessment, through the Fees & Grants website - <https://www.maynoothuniversity.ie/node/394848> The student must agree to pay the amount owing over the remaining period of their annual course.
- 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 MU email address.
- If the easy payment arrangement is not honoured, your easy payment arrangement will be revoked and full fee liability then falls due.

Students are also advised to contact the University Student Budgeting Service, in the Access Office who will discuss budgeting, managing money throughout the Academic year and the Student Assistance fund criteria - [Student Assistance Fund | Maynooth University](#).

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. 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>

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 de-registration procedures will result in liability to all fees due.

EU Student Fee tuition 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.

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.

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>

Refunds/Rebates

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 (EFT). Please note that all course deposits paid through PAC are non-refundable.

- 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 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. We cannot rebate to a Credit Union or Post Office account. <https://www.maynoothuniversity.ie/student-fees-grants/undergraduate/student-fee-refund-procedure>.

Grant-holders, sponsored or 3rd 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 31st 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 31st October but before 31st January will not receive any rebate of 1st 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 31st 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 31st October will receive a full rebate of any fee paid to the University.*
- *EU Undergraduate students, not entitled to the Exchequer Free tuition fees, who register and officially withdraw after 31st October but before 31st January are liable to have paid 100% student levy + 50% student contribution + 50% tuition fee.*
- *EU Undergraduate students, not entitled to the Exchequer Free tuition fees, who register and officially withdraw after the 31st January will not receive any rebate. They are liable to pay 100% student levy + 100% student contribution + 100% tuition fee.*

EU Postgraduate:

- EU Postgraduate students who register and officially withdraw *on or before 31st October* will receive a full rebate of any fee paid.
- EU Postgraduate students who register and officially withdraw *after 31st October but before 31st January* are liable to have paid 100% student levy + 50% tuition fee.
- EU Postgraduate students who register and officially withdraw *after 31st January*, are liable to have paid 100% student levy + 100% tuition fee.

International Students:

- International students who fail to secure a VISA are required to liaise directly with the International Office regarding the process.

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

In all cases payments due to any recipient, they 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.

Students are required to submit *Irish bank account details* online

<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 <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.

2020/21 - Due to the COVID-19 pandemic, registered research postgraduate students in their final year, will not be charged their 1st semester 2020/21 tuition fee to submit by their deadline. Please contact the University Graduate Studies Office for further details - [Graduate Studies | Maynooth University](#).

Penalties & Sanctions for non-payment of fees

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 if appropriate to the home address. Details of all correspondence will be held on your 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 a financial block 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.
-