



Title: Centre for Adult Learning & Professional Development
Student Fees Policy
Date: September 2021
Document: General Fees Regulations 2021/22

This policy sets out student's fee liability, payment options and sanctions for late payment or non-payment of fees within the Centre for Adult Learning and Professional Development in association with the University's fees policy. Information regarding these matters is available at the Adult Learning website www.nuigalway.ie/adult-learning/faqs/fees-funding-&-scholarships/

University Fees Policy

- 1. University Policy** is that all fees and fee elements may be paid in advance, at the start of the academic year, or in two instalments.
- 2. Students** must have paid the first instalment of their fees no later than the 30th November 2021 of the registered academic year and the second instalment of fees must be paid no later than the 31st January of the same academic year.
- 3.** Students are liable for all elements of the fee i.e. the Student Contribution, the Tuition Fee and the Student Levy at the time of registration.
- 4.** Once registered, **students are liable for the full fee** regardless of whether or not the student completes / attends the course.
- 5. Payment:** where a student is **experiencing financial difficulty/hardship** they are advised to contact the Centre for Adult Learning and Professional Development where they will be advised of alternative payment arrangements and possible funding options, where appropriate. A formal approvals process will apply for students wishing to avail of an instalment payment plan. Please contact your Course Administrator for an application link.
- 6. Schedule of Fees:** All course fees are listed on the Adult Learning course webpages. All fees are per annum unless otherwise stated. Students will also be advised of their fee liability on course offer and at the point of registration by the relevant programme administrator.
- 7. Repeat exam fees:** students who have to attend repeat examinations in Autumn, or who are repeating any form of assessment/assignment/coursework are liable to pay the repeat examination fee of €295.
- 8. Unpaid historical fees:** Students who have fees outstanding from a previous course of study at NUI Galway are reminded that any unpaid fees carry for the duration of their studies. Students will be blocked from registering on another University programme until their outstanding historical balance has been cleared. Contact the NUI Galway fees at fees@nuigalway.ie to discuss outstanding balances, if applicable.

Late payment/Non-payment of Fees

Unless otherwise agreed in writing with the Centre for Adult Learning and Professional Development and the Fees Office, the following sanctions will be applied to students whose fees remain unpaid after the stated dates in items 2 and 3 above.

1. **Late Payment Penalty:** Unless otherwise agreed in writing with the Centre for Adult Learning & Professional Development and/or Fees Office, a late payment penalty of €200 applies in cases where fees payable by the student are paid after 30/11/2021. A further €200 penalty is payable if the second instalment (if applicable) of fees is not paid by 31/01/2022. Cumulative penalty €400. **Please note** exam results will be held if student records have an outstanding fee balance (including penalties). Progression to the next year of study will not be permitted. Conferring will not take place and access to transcripts will be blocked.
2. **Cancellation of Registration:** Where all payments to date, including penalties have not been discharged by 30/11/2021 without the formal agreement of the Centre for Adult Learning & Professional Development, **the registration and examination entry of the student may be cancelled.**
3. **Refunds:**
 - a. **Deposit cooling-off period:** under EU directive, applicants are entitled to a refund if requested within 14 days of payment. The deposit is non-refundable after the cooling off period of 14- days.
 - b. **Administration fee:** students who have commenced in their programme of study within the cooling off period will be charged an administration fee of €50 (CPD & Diploma courses), €100 (degree & masters courses) which will be deducted from the deposit refund;
 - c. **Fees Refund:** the University accepts no obligation to refund any tuition fee or part thereof after the 14-day cooling off period. Please see policy document [QA306](#) on fee refunds.
4. **Course Withdrawal**
 - a. Where a registered student decides not to complete a course of study, the student must formally withdraw;
 - b. If you withdraw from a course (after 31st October 2021), you are liable for the full semester 1 course fee regardless as to whether you completed/attended the course. A date of 28th February 2022 is applicable for semester 2 withdrawals. For further information see [Student Fee Regulations](#).
 - c. Having accepted your course place, students who withdraw before 31st October 2021 may do so without any fee implications and will be refunded tuition fees* paid to date (*this excludes a non-refundable deposit after the cooling off period of 14-days has passed);
 - d. Further information including a withdrawal form can be found at: <http://www.nuigalway.ie/student-registry-helpdesk/our-services/coursewithdrawal/>

Definitions

The definitions applicable for fee purposes are not necessarily the same as those used for application/admission purposes. Please ensure you check our website regularly www.nuigalway.ie/fees for fee and grant updates and general fee information. The Fees Office will use your NUI, Galway email address to correspond with you. Please ensure you check this regularly.

1. **The definition of an EU student for fee purposes:** EU nationals (i.e. holding an EU Passport/or Birth Certificate) who have been ordinarily resident* in an EU member state for at least three of the five years immediately preceding their entry to the third level course.
 - a) *ordinarily resident excludes residency for educational purposes.
 - b) The EU/Non-EU fee status determined on entry to a course will be applied for the duration of the course. NON-EU fees are payable in full prior to registration.
 - c) An EU student who is dependent on financial assistance from a source outside of the EU will be treated as a Non-EU student for fee purposes, and accordingly, the full Economic Fee will be payable.
 - d) **In order to be eligible for EU (as opposed to the higher Non-EU) fee rates, applicants must qualify through Nationality or Residency – see below. (N.B. Eligibility for EU fee rates does NOT confer entitlement to 'free fees'. You should contact the Fees Office if in doubt.**

2. **Nationality - Postgraduate:** If the student holds EU Nationality or official Irish refugee status, and has received ALL of his/her full-time post-primary education in the EU / EEA / Switzerland (whilst parents were resident as tax payers), they are eligible for the EU rate of fees. This applies even if the student has not been resident in the EU for three of the five years immediately prior to university entry.

Undergraduate: If the student is a new entrant undergraduate, holds EU nationality at the time of entry to the course and has completed five academic years of study in the EU / EEA / Switzerland (whilst parents were resident as tax payers), at either primary or post primary level, they are eligible for the EU rate of fees. This applies even if the student has not been resident in the EU for three of the last five years immediately prior to university entry.

3. **Residence:** Irrespective of above, if the student's principal residence for the purpose of taxation has been in an EU / EEA / Switzerland member state for at least 3 of the 5 years immediately prior to university entry, they may be eligible for the EU rate of fees. Prior residence as a full time student does not ensure eligibility for the EU rate of fees.

For all applicants aged under 23 on 1st September of year of entry to a program:

* Parent(s) must have been resident as tax-payer(s)*** in the EU / EEA / Switzerland for three of the five years prior to the applicant commencing a programme at NUI Galway and (***)principal residence for the purpose of taxation).

* Applicant / Student must have been ordinarily resident in the EU / EEA / Switzerland for three of the five years immediately prior to commencing a programme at NUI Galway.

For all applicants aged 23 or over on 1st September of year of entry to a program:

* Applicants over 23 are considered independent, mature applicants. The applicant / student must have been resident as a tax-payer in the EU / EEA / Switzerland for three of the five years immediately prior to commencing a programme at NUI Galway.

Related Fees Policies

- Please see policy documents [QA306 Fee Refund](#) and [QA307 Student Fee Liability](#) on student fee liability and sanctions for late or non-payment of fees.

Other related Policies

- Student Leave of Absence Policy
- Programme Withdrawal Policy

- Date: 23rd August 2021