



Code: QA307
Title: **Student Fee Liability and Sanctions for Late or Non-Payment of Fees**
Date: 22nd July 2014
Approval: UMT

1.0 Purpose

This policy sets out student's fee liability, payment options and sanctions for late payment or non-payment of fees. Information regarding these matters is available at the University's website www.nuigalway.ie/fees

2.0 Description

- (i) Students are **liable** for **all elements** of the fee i.e. the Student Contribution¹, the Tuition Fee and the Student Levy, at the time of registration.
- (ii) Students will be advised of their fee liability online at the point of registration (E&OE).
- (iii) The Student Levy is payable in full by all students at registration and may be paid online.
- (iv) All EU students who do not qualify for a SUSI/local authority grant or the Government's free tuition fee scheme may avail of the option to pay their fees in two instalments.
 - a. EU Undergraduates must have paid the first instalment of their fees (the full student levy plus 50% of the contribution plus 50% of the tuition fee) no later than the 31st October². The second instalment of fees must be paid no later than the 31st January³
- (v) EU Postgraduate students must have paid the first instalment of their fees (the full student levy plus 50% of the tuition fee) no later than the 31st October². The second instalment of fees must be paid no later than the 31st January³.
- (vi) Non-EU students are required to pay their fees in full **prior** to registration.
- (vii) Where a student is experiencing financial difficulty/hardship they may apply to the Student Hardship Fund for review. Alternative payment arrangements may be agreed where appropriate.

2.1 Approach

The Fees office will actively pursue payments throughout the academic year.

Students have online access to their accounts.

The University reserves the right to have a third party conduct the collection of fees on behalf of the University.

In line with the express provisions of the Student Data Usage Policy, the University may seek to make contact with the student in relation to any fee and registration issues using their home contact details or via any parent, guardian, or sponsor contact details furnished. Where fees are being funded (either partly or fully) from an external funder, the University may also make contact with any such external funder strictly in line with the Student Data Usage Policy.

2.2 Sanctions

Where a student does not pay their fees by the due dates the following sanctions apply:

- (i) If the first instalment is not paid by the due date a late payment fee will be applied.

¹ Applicable to undergraduate students only

² Within two months of registration for Students who are required to register outside of the main registration period.

³ Within four months of registration for Students who are required to register outside of the main registration period.

- (ii) If the second instalment is not paid by the due date a late payment fee will be applied.
- (iii) Late payment sanctions are cumulative.
- (iv) Examination results will not be issued to students with outstanding fee debt.
- (v) Returning students will not be permitted to register for the next academic session until they have cleared their debt or, in cases of financial hardship, have been granted an alternative payment arrangement.
- (vi) Students will not be permitted to graduate or attend conferring ceremonies until all outstanding debts (including penalties, where applicable) have been paid in full.

3.0 Related Policies

- Fee Refund Policy
- Approved Leave for Students Policy **(TBD Academic Secretary)**
- New Entrants to First Year Fulltime Undergraduate Degree Programme Transfer Scheme
- Student Withdrawal from Course of Study Policy **(TBD Vice-President for the Student Experience)**
- Student Data Usage Policy

4.0 Responsibilities

Name	Responsibility
Policy Owner	Director of Financial Accounting
Fees Office	To provide students with accurate information about their fee liability. To maximise the collection of fees billed to students.
Students	To pay their fees on time.

5.0 Attachments

Form for FAF is available from www.nuigalway.ie/student_services/ when applications can be made.

Appendix 1: Schedule of Administrative fees processed by the Fees office

Appendix 1

Category of Administration Fee processed by the Fees office

Refunds

International students who have paid some or all of their fees to the University but are subsequently unsuccessful in their visa application will be charged an administration fee of €190 in order to process their fee refund.

Late payment penalty

Where student fees and/or student levy payments are not made (and where proof of funding is not provided) within the timelines outlined the following sanctions apply :

(A) 31/10/xx - Late Payment fine of €200

(B) 31/01/xx - Additional late payment fine of €200

Exam fee

Students who have to attend the repeat examinations in Autumn, or who are repeating any form of assessment/assignment/coursework are liable to pay the repeat examination fee of €295.