



Code: QA312
Title: Policy on establishing, billing, collecting, and reporting, Course Fees
Date: June 2017
Approval: UMT

1. Purpose

- 1.1 To ensure that the establishment, billing, collection, and reporting of programme fees is carried out in an accurate, timely, and efficient manner.

2. Description & General Regulations

- 2.1 Fee income represents a key source of University funding and this policy seeks to ensure that appropriate fee levels are set, billed, collected, and reported, in a manner which addresses the University's overall budgetary situation, and cash flow requirements.
- 2.2 Programme and course fee levels shall take cognisance of underlying costs and market conditions and must be established in compliance with relevant legislation set out in 2.6 below. In order to meet prospectus and other published material deadlines, postgraduate fees shall be set 12 months in advance of the year to which they will apply.
- 2.3 Material amendment of fees levels (e.g. across the board increase/reduction) if any, shall be formally recommend by the University's Finance Resources Committee, to Údarás na hOllscoile as part of the annual budget setting process.
- 2.4 Individual course/programme fees may be amended from time to time by UMT approval, generally under advice from the offices of the Registrar & Deputy President, Secretary for Academic Affairs, and Bursar's office.
- 2.5 Fee income in the annual Financial Statements shall be reported on an accruals basis in accordance with the stated accounting policies of the relevant accounts
- 2.6 The University's policy will at all times be implemented in compliance with paragraph 40, Chapter VIII of the Universities Act 1997 which reads as follows:-

S.40 —(1) A university may determine and charge fees of such amounts for student registration, courses, lectures, examinations, exhibitions or any other event, service or publication held or provided at or by, or produced by, the University.

(2) An tÚdarás may review with the universities the fees charged or proposed to be charged by the universities for student registration and courses, and for lectures and examinations relating to those courses.

(3) Arising from a review under *subsection (2)*, An tÚdarás may, without prejudice to *subsection (1)* and after consultation with the Minister, advises the universities on the fees which in its opinion should be charged.

(Note: An tÚdarás = An tÚdarás um Árd Oideachas, i.e. HEA)

3. PROCEDURES – Fee Establishment

3.1 Existing Programmes/Courses*

The annual budgeting process will inform the requisite level of total fee income as a constituent element of University funding. Any required level(s) of fee amendment (decrease/increase) shall be advised annually to Finance Resources Committee by the Director of Management Accounting.

3.2 New/Proposed Programmes/Courses*

Having sought and obtained academic approval for new programmes/courses via the office of the office of the Secretary for Academic Affairs and Academic Management Team, schools/disciplines should submit detailed costings for the new course proposed together with comparisons to existing course fee levels (if any) to the Bursar's office. The Registrar's office will advise on appropriate fee levels as required.

3.3 E.U. Undergraduate Courses*

The level of fee amendment for fulltime E.U. undergraduate courses (if any) is sanctioned annually by the HEA who notify the sector each summer. The rate of adjustment sanctioned by the HEA takes cognisance of submissions by the sector via the IUA who in turn are informed by the annual budget setting process in each University.

3.4 E.U. Postgraduate and Diploma Courses*

The level of fee amendment for E.U. postgraduate and diploma courses (if any) will be set in accordance with paragraph 2 supra.

3.5 Non-E.U. Fees – Medical, ‘Junior Year Abroad’ and other*

The Irish Universities Medical Consortium recommends levels of Non EU medical and related fees on an annual basis to the Registrar’s office. These are tabled at FRC by the Bursar’s office for recommendation to Údarás.

Fee levels for ‘Junior Year Abroad’ and other non EU fees are recommended to the Registrar’s office by the University’s Director of International Affairs. These are tabled to FRC for recommendation to Údarás by way of liaison between the Office for International Affairs, the Registrar & Deputy President’s office, and the Bursar’s office.

*excluding fees of the Centre for Adult Learning and Professional Development

3.6 Adult Learning and Professional Development course Fees

Fee levels for CALPD courses are recommended to the Bursar’s office by the University’s Director of CALPD. Such fees form part of the annual budgeting process referred to at paragraph 2 supra, and the Registrar’s office will have an advisory role in these fees.

4. PROCEDURES – Fee Billing

4.1 Responsibility

With the exception of certain booking deposits, Post Graduate Applications, CALPD, and Acadamh course fees, all billing of students for main stream programmes and courses is the responsibility of the Fees Office, Financial Accounting, Bursar’s office.

4.2 Main Stream Programmes/Courses

With the exception of certain CALPD & Acadamh courses, fees determined under 2 above will be updated to the relevant computerised systems by the Fees Office.

4.3 Registration triggers liability/bill

The act of registration for a course/programme by the student (self service, or assisted registration) triggers their liability for the course. Students should print and retain a copy of their course fee liability if registering ‘on line’. Additional manually generated invoices/bills may be issued by the Fees Office to students as required.

4.4 Issuing of ‘Bank Giro’ bill/invoice

Students who are requested to attend assisted registration, or who may opt not to register ‘on line’, will be provided with a bank giro (fee payment) form by the Fees Office. This form contains their student fee account details, including balance owed. This must be presented at a branch of an Irish bank by the student when paying their fees. The bank issued receipt for same should be retained as proof of payment.

5 PROCEDURES – Fee Collection

5.1 Responsibility

With the exception of certain CALPD and Acadamh courses, the collection of monies owed by students for main stream courses is the responsibility of the Fees Office, Financial Accounting, Bursar’s office.

5.2 Collection

In the course of registering for their programmes/courses, students will provide relevant information as to the funding sources (e.g. SUSI/Local Authority) for the various elements of the applicable fee. Students bear

responsibility for payment of all fees, although the NUIG fees office will invoice relevant third parties (notified by the student at registration), for any portion of fee that may be so funded. NUIG fees office reserves the right to collect applicable fees from the student, pending receipt of payment from third party funding sources. Refunds will be made as appropriate, in the event of subsequent payment by the relevant funding agency.

5.3 Payment Terms

As a general principle, fee liabilities are payable on or prior to registration. Forty five days grace, from *date of course commencement*, may be granted to students for payment of certain elements of the applicable fee, e.g. student levies. **Date of course commencement** is a computerise attribute of each academic course year code and is 1st of September in the majority of cases.

5.4 External Funding of Certain Fee Elements

Students awaiting confirmation of external funding for elements of their fee debt, e.g. 'Student Contribution and/or Tuition Fee, may be granted up to 90 days grace from *date of course commencement* to procure official confirmation of funding, from the relevant external funding source, e.g. SUSI/Local Authorities. Such external funding and the detail of same must be notified by the student to the NUIG fees office at point of registration, (on line), or at assisted registration. The University reserves the right to insist on immediate payment of outstanding fees, if satisfactory independent documentary confirmation of external funding is not furnished by the student when required.

5.5 Payment By Instalment

Where the fee liability payable by the student (as opposed to any element payable by an alternate source) is greater than €5,000, it may be paid in two equal instalments, the first prior to, or within 30 days of registration, the second within four calendar months of registration. More extensive instalment terms cannot be accommodated by the Fees Office and requests for same will be referred to local financial institutions who are equipped to administer same.

5.6 Late Payment Sanctions & Penalties

Where the payment terms detailed at 4.3 and 4.4 above are not honoured by the student, the following sanctions and penalties will apply:-

a) Failure to pay any fee balance that is not externally funded in accordance with the payment terms at 4.3 above will result in partial withdrawal of access to services, e.g. Blackboard, Library and Computer Suites plus addition of a late payment fee of €200.

b) Failure to pay any fee balance that is not externally funded within 90 days of course commencement will in addition to the sanctions at 4.6 (i), result in full withdrawal of all pedagogic and support services plus student remains liable for late payment fee of €200.

6 PROCEDURES – Fee Reporting

6.1 Annual Financial Statements

Fee income shall be reported annually in the audited financial statements analysed as between Academic and Miscellaneous. Such accounts are presented to FRC for recommendation to Údarás na hOllscoille.

6.2 Monthly Management Accounts

Fee income will be reported monthly with comparisons to budget. The Fee income will be analysed as appropriate under relevant headings e.g.

- EU Undergraduate
- EU postgraduate
- Non EU Medical Fees
- Visiting
- Centre for Adult Learning & Professional Development
- Acadamh
- Miscellaneous

A Detailed review of Actual Vs Budget fee income at a college level will be undertaken quarterly and material variances reported to the Bursar.

6.3 Monthly review of outstanding fees

The outstanding fees ledger shall be analysed monthly by the Fees Office manager, as between amounts owed by funding agencies, fellowships, and individual students. The analysis shall be reviewed and initialled monthly by the Director of Financial Accounting/nominee and reported to Bursar.