

Document Information

1. Document Details

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Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

| Version | Revision Date | Summary of Changes | Changes tracked? |
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| 1 | Jan 2016 | Creation of the Fee Collection Policy & Procedure | - |
| 2 | Aug 2016 | Updated for the Academic year 2016/17 | |
| 3 | Sept 2017 | Updated for the Academic year 2017/18 | |
| 4 | Nov 2018 | Updated for the Academic year 2018/19 | |
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3. Relevant Existing/Related Documents

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| IOTI Guideline Procedure for the Collection of Student Fees, Deloitte, 2012 |
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4. Consultation History

This document has been prepared in consultation with the following bodies:

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5. Approvals

This document requires following approvals (in order where applicable):

| Name | Date | Details of Approval Required |
|----------------------|------------|---|
| VP Finance | 12/11/2018 | Review by VP Finance & Administration |
| GB Finance Committee | 19/11/2018 | Recommendation to Governing Body for Approval |
| Governing Body | 13/12/2018 | Approval by the Governing Body |

Section 1 - Introduction

1. Introduction

This document sets out the guideline procedures of Cork Institute of Technology for the collection of student fees. This is an administrative internal guideline procedure document. The purpose of this document is to provide guidelines and procedures in relation to the collection of student fees. The scope of this document extends to all fees and charges due to the Institute by students to include tuition fees for full and part-time courses at all levels, student contributions, exam payments, repeat fees, library fines etc.

Registration and management of students fees and records are maintained through the Banner system. A formal procedure is in place to give access to this system, there are different levels of access assigned to different staff dependant on the needs of each staff member. User access is reviewed on a periodical basis by the Senior Staff Officer.

It is imperative that the Institute collects all fees owing, and will endeavor to do so in the most efficient manner. However, at the same time the Institute is aware of the financial strain that is placed on students particularly in difficult economic conditions and therefore will ensure that all processes and procedures are, in so far as possible, sympathetic and understanding of the student's personal circumstances.

This document was initially developed by IOTI guidelines produced by Deloitte in 2012, in 2015 a working group in the Finance Department of CIT developed this into a more specific document of procedures for the collection of Fees in CIT. The document is not intended to be prescriptive in its detail as it is recognised that it is not feasible to provide for all situations that may arise in relation to student fee collection.

Section 2 -Policy

1. Policy

The Institute will endeavour to collect all student fees in line with procedures. Facilitating all students in the payments process is central to the success of the collection of fees.

A student with outstanding fees and charges will not be permitted to register in a subsequent year, until such time as the outstanding fees are paid in full.

Students with fees owing to the Institute:

- Will not be able to access their results
- Will not be issued with academic transcripts or any other official credentials
- Will not be permitted to graduate
- Will not have access to library borrowing and other library services
- Will not have access to the Institute's computer systems, including internet and email
- Will not have access to any Institute facilities
- Students will not be issued with a letter of recommendation or a reference

2. Liability

In all cases the Institute considers the student to be solely responsible for any financial liability to the Institute.

Students who have a recognised sponsor will be liable for any unpaid tuition fee costs if the sponsor defaults on payment in any given semester.

3. Modification

Any modification to the Fee Collection Policy shall require the approval of the Governing Body.

Section 3 – Fee Setting Authority

3.1 Legislation – Authority to Charge Fees

Regional Technical Colleges Act 1992 - Section 17

“The college may charge fees or admission charges and such other charges of such amounts as may from time to time be determined by its governing body subject to such conditions as may be specified by the Minister from time to time for courses, lectures, examinations, exhibitions and other events held at or by the college and for other activities including research, consultancy and development work undertaken by the college.”

3.2 Setting of Fees

The Government, through the Department of Education and Skills and the Higher Education Authority (HEA) determine the:

- Student contribution fee
- Fees for levels 6-8 undergraduate programmes
- Apprentice programme fees

Apart from the above, the Governing Body has prime responsibility for the setting and approval of all other academic related fees and charges. The Governing Body where appropriate, may delegate to the Executive Management Team authority to approve or vary academic fees within agreed parameters.

3.3 Review and Amendment of Fees

Fees are reviewed by the head of the department annually and if any changes are made these need to be approved by the governing body in advance.

3.3.1 Tuition Terms for Fee Paying Students

Students who commence their programme after 1 September/1 January, for future years, the Institute reserves the right to adjust annual tuition fees.

3.3.2 Adjustment of Fees

For adjustment of fees the following procedure must be adhered to. The head of department must fill out “Change of Course Fees Form” (Appendix VII) and return this to the senior staff officer in the Fees Office on or before the 31st of January for courses commencing in the following academic year. Fees for courses can only be changed once this procedure is followed as prior approval from the governing body is needed, and enough time needs to be given to update the prospectus, website etc.

3.3.3 Third Party Discounts

A discount may be offered to a third party where a number of their employees are undertaking a specific course. The discount is at the discretion of the Head of Department and should only be offered for financially viable courses. Intention to offer a discount must be notified in advance to the fees office.

3.3.4 Correction of Fees

The Institute reserves the right to correct the fee charged to a student in the event that an incorrect fee is notified as a result of error, incorrect information being obtained at enrolment/registration or a change in student circumstances which affect the fee due.

3.3.5 Permanent Programme Transfers

Fee paying students undertaking a permanent course transfer will be fee assessed at the commencing rate of the new course relevant to the year the student transfers.

Section 4 Collection of Fees

4.1 General

The Finance Office is ultimately responsible for ensuring that student fees are collected. The process for collection of student fees is facilitated by the following offices:

- Fees
- Admissions
- Examinations
- Academic Departments
- International Office
- Access Office
- Students Union

By engaging in the registration process the student understands that they become liable for fees and charges incurred by them.

The student's classification for fee purposes must be determined upon registration.

Non receipt of payment request/invoice issued is not a valid reason for failure to make payment by specified Institute deadlines.

The student understands that non-payment of fees will necessitate withdrawal from the Institute and that they will be liable to pay any outstanding debt (including any awards unpaid by third parties).

4.2 Method of Receiving Payment for Fees Owning

The Institute can receive payment through the following methods:

- Online
- Laser/Credit Card
- Giro
- Cheque
- Bank Transfer
- Pay to Study – Payment Facility for Non EU Students

4.2.1 Receiving Payment – Full Time Students

The facility to pay fees in 2 instalments is available to all full time students. The 1st Instalment is due in September at the start of Semester 1 and the 2nd Instalment is due at the end of January prior to the start of Semester 2. All fees must be paid in the semester the fee relates to.

The Institute also offers a facility to pay in instalments for full time students outside this where financial hardship can be demonstrated. Determination of eligibility of students to pay by instalment resides with the Fees Office. All fees must be paid in the semester the fee relates to.

Students who are awaiting grant approval can apply to pay their fees in monthly instalments pending the outcome of their grant application. Where a student is refused a grant or only receives partial funding they will then become liable for the outstanding semester balance due. If a grant application is unsuccessful the student can apply to continue paying in instalments through the means tested instalment process.

If a student is approved for a grant any money paid to date will be refunded where appropriate. Students who complete and sign the Instalment form are thereby agreeing to pay the fees by the specified dates.

Students who fail to pay the instalments by the due dates will be subject to the 10% late fee on the balance outstanding and the withdrawal of services as outlined in the Fee Policy Section.

Students who do not qualify for the instalment facility must pay the full fee immediately.

4.2.2 Receiving Payment – Part Time Students Short Courses (under 12 weeks)

Payment must be received in full before commencement of the course.

4.2.3 Receiving Payment – Part Time Students Semesterised Courses

For Semesterised courses the annual fee can be paid in two instalments. The first Instalment must be paid in September before the Start of Semester 1 and the second must be paid at the end of January before the start of Semester 2. All fees must be paid in the semester the fee relates to.

4.3 Fee Collection Deadlines

All student fees are required to be collected by a specified due date. Failure to pay outstanding fees will result in consequences outlined in the policy mentioned earlier in this document. Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding fees is made.

4.3.1 International Students

Commencing International students are required to submit payment with their application to the Institute as a delay or difficulty in payment may affect VISA approval. Students pay before travel to Ireland. The only exception to this rule are students who are part of a preapproved scheme.

Progressing International students are required to submit payment by the collection dates specified by the Institute.

4.3.2 Government Payment “Undergraduate Free Fees” Scheme and other Government Schemes

The Government, through the Higher Education Authority determine the payment arrangements available through the “undergraduate free fees” scheme and other Government schemes.

4.3.3 Student Grant Schemes

A single unified grant scheme has been introduced under the Student Support Act 2011. SUSI has been nominated as the grant awarding authority.

Other bodies such as Failte Ireland may cover fees for specified courses.

Section 5 - Withdrawal

5.1 Withdrawal

Full-time Undergraduate Students wishing to withdraw from a course must do so where possible before 31st October, if after this date it is still important to submit this form so the Institute will make the correct claim from SUSI and the Exchequer.

If a Student withdraws from a course before 31st October the Institute will not claim tuition fees from the Exchequer.

If a student withdraws from a course between 1st November and the 28th February the Institute will claim 50% tuition fees from the Exchequer.

If a student withdraws from a course after 28th February the Institute will claim 100% tuition Fees from the Exchequer.

The withdrawal form may be completed online or obtained from the admissions office. Students should ensure that the completed form is submitted to the admissions office as soon as possible. Once your enrolment is updated the fees office will issue refunds where appropriate.

5.2 Reinstatement

Where a withdrawn student seeks reinstatement to continue their study/graduate at the Institute or obtain academic transcripts, they must pay all outstanding debt.

5.3 International Students

Withdrawn international students are reported to the International Office, who are obliged to inform the appropriate authority for breach of student VISA conditions.

Section 6 - Refunds

6.1 Full Time Undergraduate & Postgraduate Programmes

Where students withdraw from a programme prior to 31st October, the student contribution/tuition fees already paid to the Institute are refunded in full less a 15% administration charge, the students union levy is refunded in full. If a student withdraws before the last day in February the semester 2 student contribution/tuition fees will be refunded less a 15% administration charge.

6.2 CAO Applicants

For any CAO applicants, fees paid are refunded or transferred where a student subsequently takes up an offer from another Higher Education Institution or takes up an Apprenticeship or re-attends second level in the same academic year. No administrative charges apply.

6.3 Part-time and Evening Courses.

A full refund will be given to all applicants for courses which do not proceed.

A full refund will be given to students who withdraw before September 5th.

Where students pay the online application fee to accept an offer they have 14 days in which to withdraw and claim a full refund provided the course has not commenced.

A full refund (less 15% administration fee) will be given to applicants for short courses, if requested up to one week after course commencement. No refunds will be given thereafter.

A short Course is less than 12 weeks duration.

A full refund (less 15% administration fee) will be given to applicants for semesterised and full year courses if requested up to one month after the commencement of Semester 1 and before the end of February for Semester 2. No refunds will be given thereafter.

6.4 EU Full & Part time Springboard Students.

Successful Springboard applicants currently in employment are required to pay a 10% contribution towards their course fees.

The 10% fee applies to level 7, 8 and 9 courses only and must be paid in full when accepting your place on the course.

Students should note that the 10% contribution is **Non-Refundable** except where students pay the online application fee to accept an offer, they then have 14 days in which to withdraw and claim a full refund provided the course has not commenced within the 14 day period.

A full refund will be given to all applicants for courses which do not proceed.

6.5 International Students.

To accept a conditional or full offer students must email international@cit.ie of their intention to accept the offer and pay the required **Non-refundable deposit** to secure their place on the chosen programme. Students should refer to your offer letter for details of the deposit payment. The deposit will be deducted from the overall tuition fee. The balance of the tuition fee must be paid in full prior to registration in September.

Deposits will be refunded should a Visa application be refused or where students fail to meet the conditions of their offer. Evidence must be submitted in order for the refund to be issued.

6.6 Programme Not Being Delivered

In the event that the Institute is unable to deliver a programme, students are offered a refund of all money paid to date for that programme. Alternatively, students may be offered enrolment in another programme. Students must choose whether to obtain a full refund or accept a place on another programme.

6.7 Complaints and Appeals

In the event a student wishes to contest the Institutes rejection of their request for a refund, they will have access to established student grievance procedures. These procedures do not remove the right of the student to take further action under Ireland's consumer protection laws.

Credit/ Debit card refunds are processed automatically by the fees office.

All applications for refunds by EFT must be made on the appropriate Refund Form which can be requested from the CIT Fees Office. This form must be signed by the student.

Section 7 - Determination of Special Cases

Cases where the Guideline Student Fee Collection Procedures do not clearly deal with an issue may be dealt with as follows:

7.1 General Interpretation

The Institute will rule on any cases where the Guideline Student Fee Collection Procedures does not clearly deal with an issue.

7.1.1 Deferrals

Students may apply for a credit of fees already paid arising from deferrals, these are dealt with on a case by case basis by the registrar. It is important to note that a deferral of a place/programme/module(s) does not automatically entitle a student to a refund/credit/ transfer of fees paid.

Full-time fees may be waived on certified medical grounds or other exceptional circumstances. All medical waiver applications must be made in writing to the Registrar and Vice President for Academic Affairs and supported by documentary evidence. Students should not seek waivers other than on grounds of certified medical illness, family bereavement or other serious exceptional circumstances.

7.1.2 Prior Year(s) Outstanding Fees

Any student who has prior year outstanding fees which are preventing them from progressing onto the next stage of their education can meet with the Academic Admin and Student Affairs Manager and the Senior Staff Officer from the fees office to discuss the possibility of setting up a payment plan.

This Policy was approved by the Governing Body on 13th December 2018

Appendix I, Schedule of Miscellaneous Fees/Charges

| Fee/Charge | Description | Fee | | | |
|--|--|--|------------|--------|------------|
| Transcript | One copy of academic record is provided free at Graduation. Additional formal records are available Free of Charge | €0.00 | | | |
| Additional Module(s) | Applicable when a student wishes to take additional module (s) | As per Full or Part-time Fee Schedule | | | |
| Examinations – Autumn Repeats | Applicable when a student has to sit a repeat exam | €120 or €200 for Late Applicants (Date Dependent on when Summer Exam Results are Released) | | | |
| Examinations – Appeals | Applicable when a student appeals an exam | €80 These fees are refunded if there is a change in the result. | | | |
| Exam Infringement | Students are fined if found in possession of a mobile phone during an Exam | €50 | | | |
| Examinations – Exam Only | Applicable when a student only wishes to sit an exam (i.e. not attend throughout the year/semester) | €120 | | | |
| Graduation – Parchment Replacement | Initial parchment is free. Fee is applicable for a replacement parchment. | €65 Per Parchment | | | |
| Library Fine | Applicable when library rules are not adhered to | Standard Book Loan (2 Weeks) 0.20c per day | | | |
| | | Short Book Loan (24Hrs) €1.00 per Day | | | |
| Payment – Late payment fine | Applicable when a student doesn't pay by specified collection dates | 10% of any Outstanding Semester 1 Balance | | | |
| | | 10% of any Outstanding Semester 2 Balance | | | |
| Recognition of Prior Learning (RPL) – Assessment | Applicable when a prospective student seeks credit for modules previously completed either through prior learning or prior experiential learning. | €50 per module – Prior <u>Formal</u> Learning | | | |
| | | or | | | |
| | | Full Module Fees – Prior <u>Experiential</u> learning | | | |
| Registration – Late Registration Fine and Late Registration for Electives Fine | Applicable when a student has not registered for their Course or Electives by the specified due date | Sem. 1 | Reg After | Sem. 2 | Reg After |
| | | €30 | 05/10/2018 | €30 | 08/02/2019 |
| | | €70 | 19/10/2018 | €70 | 22/02/2019 |
| | | €100 | 16/11/2018 | €100 | 18/04/2019 |
| Re-Instatement | New – Fee that would be applicable where a student is “deemed withdrawn” and subsequently seeks to be re-instated | N/A | | | |
| Repeat Attend | Students who are required to repeat modules will be charged the full cost to re-register in that module based on the fees at the time it is repeated | As per the Repeat Fee Schedule | | | |
| Unpaid Cheque | Fee paid by a cheque which is subsequently returned by the bank unpaid. | €30 | | | |
| Replacement – Identity Card | All students receive a free identity card. A fee is applicable for replacing a lost card | €10 | | | |

Appendix II, Full-time Undergraduate Fees Schedule

EU Full-time Undergraduate Fees Schedule 2018/19

| Undergraduate | Tuition | Student Contribution | USI Levy | Total |
|--|---------|----------------------|----------|---------|
| Higher Certificate (Level 6) | € 250 | € 3,000 | € 7 | € 3,257 |
| Ordinary Degree (Level 7) | € 250 | € 3,000 | € 7 | € 3,257 |
| Architecture / Engineering Degree (Level 8) (other than Ordinary Degrees) | € 1,450 | € 3,000 | € 7 | € 4,457 |
| Other Degree (Level 8) | € 819 | € 3,000 | € 7 | € 3,826 |

| Undergraduate Repeat Fees 2018/2019 | Tuition per Credit | Student Contribution per Credit | Total Per Credit | 5 Credit Module |
|---|-----------------------|------------------------------------|-------------------------|--------------------|
| Higher Certificate (Level 6) | € 4.17 | € 50.00 | € 54.17 | € 270.83 |
| Ordinary Degree (Level 7) | € 4.17 | € 50.00 | € 54.17 | € 270.83 |
| Architecture / Engineering Degree (Level 8) | € 24.17 | € 50.00 | € 74.17 | € 370.83 |
| Other Degree (Level 8) | € 13.65 | € 50.00 | € 63.65 | € 318.25 |
| Exams Only Total Fee €120 | | | <i>Plus €7 USI Levy</i> | |

| ACCS Fees 2018/2019 | Tuition per credit | Student Contribution per credit | Total Per Credit | 5 Credit Module |
|---|-----------------------|------------------------------------|-------------------------|--------------------|
| Higher Certificate (Level 6) | € 4.17 | € 50.00 | € 54.17 | € 270.83 |
| Ordinary Degree (Level 7) | € 4.17 | € 50.00 | € 54.17 | € 270.83 |
| Architecture / Engineering Degree (Level 8) | € 24.17 | € 50.00 | € 74.17 | € 370.83 |
| Other Degree (Level 8) | € 13.65 | € 50.00 | € 63.65 | € 318.25 |
| | | | <i>Plus €7 USI Levy</i> | |

Apprentice Fees (Per Block)
Apprentice Repeat - Exams only Fee

Student Contribution €1000 + €3.50 USI Levy
€120

Appendix III, Non-EU Fees

The current annual tuition fee for Non EU Students is €12,000 for all levels of study.

There will be a limited number of 25% Scholarships available.

Students will be evaluated for scholarship eligibility based on the documents submitted as part of their application.

For further information students should visit our international office website:

<http://international.cit.ie> or email: international@cit.ie

Appendix IV – Postgraduate Research Fees

EU Postgraduate Research Fees 2018/2019

The annual fee for Fulltime EU Postgraduate Research students commencing in 2018/19 is **€5507** which include a €7 USI/Students Union Levy.

The Fees are charged annually over 2 years for a Masters and 3 years for a PhD Full-time.

Students who require additional time to complete their studies will be charged €757 for 1 Additional year and €120 per annum thereafter.

Part-time Postgraduate students are liable for 50% of the above fees €2750 per annum over 4 years for a Masters and 6 years for a PhD. Part-time Postgrads are not liable for the €7 USI Levy.

Part-time Students who require additional time to complete their studies will be charged €375 for 2 Additional years and €120 per annum thereafter.

EU Fulltime Postgraduate Research Scholarship

Fulltime Postgraduate Research Students who are Self-Funded* are eligible to apply for a Scholarship through the Registrar's office.

The value of the Scholarship is €1,000 per annum for the first 2 years (Masters) /3 years (PhD) only.

* Self-Funded students are defined as students that are:

- a) not availing of a full or partial fee scholarship from any source
- Or*
- b) not availing of a full or partial fee sponsorship from any source

The Scholarship applies to Full-time EU students only.

The Value of the Scholarship is for the full academic year or €500 per Semester, therefore students will be liable for the balance of €2257 each Semester.

Postgraduate Scholarship Application Form

Completed application forms should be submitted to the **Fees office** following registration. The fees office is located on the ground floor of the administration building. E-mail fees@cit.ie

Appendix VII, Change of Course Fees Form

Programme/Course or Module Fee Amendment Form

Amendments to an existing Programme or Module fees must be approved by the Governing Body. Should a Head of Department, School or Faculty wish to make any changes to the existing fees the proposal should be submitted using this form to the fees office before 31st January each Year.

Programme / Course Title

Programme / Course Code

Current Fee – Academic Year _____

Proposed New Fee – Academic Year _____

Reason for the Amendment to the Existing Fees:

Signed _____ Date _____

Approved _____ Date _____