



## S5 – Fee Policy for non-EU Applicants

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## 1. Introduction

This document outlines the Dublin Institute of Technology (DIT) Policies and Procedures in relation to the fee rates charged to students whose nationality is from outside the EU, EEA or Switzerland. For the purposes of this document such students should be referred to as non-EU students.

Fees charged to students are composed of three components; (1) tuition, (2) student service charge and (3) medical insurance. The fee charged to non-EU students is the sum of these components, each of which may be changed from time-to-time.

### 1.1. Basis of Fee Rates

Different fee rates are charged to students based on two determining factors; (1) nationality and (2) residency. Thus, in general non-EU students are levied fees to ensure full cost recovery for the delivery of the programme. Students from within the EU are, in general, levied fees at a lower, subsidised rate.

The principle behind this differential is that nationals of EU member states have contributed to the funding of higher education through the general taxation system. The different rates charged are in line with Department of Education & Skills guidelines.

The Total Non-EU Fee is composed of three elements; (1) tuition fee, (2) capitation fee and (3) medical insurance fee.

### 1.2. Fee Setting

Fee rates for each programme are set annually by the Governing Body of DIT, and are notified through a circular from the Director of Finance.

### 1.3. Fee Assessments

To determine the correct fee rate for a student a fee assessment may be undertaken by officers of the institute. Applicants will be requested to present certain documentation, as detailed in this policy to verify that the correct fee rate is applied.

On completion of a fee assessment, each student will be issued a certificate indicating the fee rate and the basis of this decision. It is the responsibility of each applicant to present the required documentation in a timely manner as required by the Institute.

Officers of the Institute can only make a decision based on the documentation provided and thus incomplete documentation may result in an applicant being levied a higher rate of fees.

Applicants may have their fee status re-assessed once such a request is made prior to the close of business on the 31<sup>st</sup> of October in any year. Such requests should be made to a Student Service Centre.

Applicants may be invited to attend fee assessment events at any time during the year prior to commencement of the programme. Advance notification will be given and publicised on [www.dit.ie](http://www.dit.ie).

### 1.4. Basis of Fee Assessments

In undertaking a fee assessment applicants will be required to provide a copy of their passport, Garda National Immigration Bureau (GNIB) card and/or letters from the Department of Justice to confirm that they are legally resident in Ireland.

Residency is determined by virtue of payment of tax and/or receipt of social welfare payments. Thus, applicants may be required to provide proof of payment of tax or receipt of social welfare benefit to confirm periods of residency within the EU. The term P21 is interpreted to mean and certificate from the Irish Revenue Commissions confirming payment of taxes, or an EU equivalent.



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All time frames are calculated back from the 1<sup>st</sup> of September or the 1<sup>st</sup> of January depending on the commencement date of a programme.

Applicants under the age of twenty three years (23) on the 1<sup>st</sup> of September/January in the year of entry to DIT may have their visa and residency status assessed based on their parent's, spouse's or civil partner's status.

## 2. General Rules

### 2.1. Nationality

Applicants who are in possession of a passport of an EU member state do not require a visa to remain in Ireland. Passport holders of Accession States of the EU, as notified in the EU Official Journal and EEA member states are treated in the same manner as EU passport holders for fee assessment purposes.

Passport holders from all other countries are required to register with the GNIB if they remain in Ireland for more than ninety (90) days and will be issued a GNIB card. The GNIB card will bare a "stamp", usually a number, which indicates the basis of the holder's right to remain in Ireland. This stamp is part of the basis on which the holder will be assessed for fee purposes.

#### 2.1.1. Naturalised Irish/EAA Citizens

Applicants who become naturalised Irish/EAA citizens before the 1<sup>st</sup> of September in their first year of entry to the Institute are entitled to Free Tuition Fees for the remainder of their study in DIT.

Applicants who become naturalised Irish/EAA citizens between the 1<sup>st</sup> of September and the following 31<sup>st</sup> of January are eligible for Half Free Tuition Fees for the current academic year and will be eligible for Full Free Tuition Fees in the following academic years, for the remainder of their studies in DIT. In such cases applicants **MUST** present to a Student Service Centre/International Office to obtain a new Fee Status Certificate.

Applicants who become naturalised Irish/EAA citizens after the 31<sup>st</sup> of January will be eligible for Full Free Tuition Fees in the following academic years for the remainder of their studies in DIT. In such cases applicants **MUST** present to a Student Service Centre/International Office to obtain a new Fee Status Certificate.

### 2.2. Residency

All applicants, regardless of nationality are required to prove they have been resident in Ireland or an EU member state for three (3) of the five (5) years prior to entry to DIT.

Following a direction from the Minister of Education & Skills (14/03/2014), EU/EEA/Swiss nationals who have not been resident in the EU/EEA/Switzerland for three (3) of the five (5) years preceding entry to a programme of study, but have completed five (5) full academic years of study at primary or post-primary level(s) within the EU/EEA/Switzerland will be charged the appropriate EU rate of fees.

Acceptable forms of proof of residency are as follows;

- A P21 Tax Certificate from the Irish Revenue Commissioners, or equivalent from an EU member state. Any such document not in English must be accompanied by a certified English translation.
- A Self-Assessment Certificate from the Irish Revenue Commissioners, or equivalent from an EU member state, for self-employed individuals. Any such document not in English must be accompanied by a certified English translation.
- A letter from the Department of Social Protection confirming receipt of social welfare payments for specific periods, or equivalent from an EU member state. Any such document not in English must be accompanied by a certified English translation.

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- A letter from a post primary school principal certifying that the applicant has undertaken all their post primary education in the school. Any such document not in English must be accompanied by a certified English translation.

Accession State nationals applying for undergraduate and postgraduate programmes for the first time will be fee assessed by the Admissions Office. Accession States are countries in the process of applying for membership to the European Union. Once the Accession State has officially joined the EU such applicants are entitled to be fee assessed again by the International Student Office for the following academic year.

### 2.3. Fee Increases

A student paying the non-EU fee will not be subjected to an increase in fees for the duration of the programme in DIT, unless he/she repeats a year, defers a year, switches programmes, or moves onto a higher level programme. The term level refers to the levels defined by the National Framework for Qualification ([www.nfq.ie](http://www.nfq.ie)). Any of these circumstances may result in a higher fee being charged.

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### Category I – Undergraduate Programmes of Study

To qualify under the Free Fee Scheme a student **must** meet the following **three** criteria:

1. **First Undergraduate Qualification:** Application for study at DIT must be the applicant's first undergraduate programme of study.
2. **Nationality Test:** The applicant must be in possession of a valid EU passport **OR** an original EU Birth Certificate **OR** an original EU National Identity Card **OR** be in possession of Official Refugee Status **OR** be in Ireland under the Family Reunification Scheme. Please note that EEA and Swiss applicants are considered as possessing EU nationality in terms of fee assessment.
3. **Residency:** The applicant must have been ordinarily resident in an EU member state for at least three of the five years preceding their entry to an approved third level programme.

Following direction from the Department of Education & Skills (14/03/2014), applicants who fulfil requirements 1 and 2 above but do not meet the residency requirement may qualify for the EU Rate of Fees. To qualify for the EU rate applicants must have completed 5 years education to Primary Level or Secondary Level in the EU/EEA/Switzerland but not been resident for 3 of the last 5 years, within the EU/EEA/Switzerland.

**PLEASE NOTE:** While the Scheme uses the term “free fees” all students are required to pay the appropriate student capitation charge.

#### Special Exemptions

**Free Fees (Level 8)** will be applied to applicants that meet one of the following criteria:

1. A child or spouse of Irish government officials on assignment outside Ireland. However, application for study at DIT must be the applicant's first undergraduate programme of study and the applicant must fulfil the nationality requirements above.
2. A child or spouse of officials of Irish semi-state agencies on assignment outside of Ireland. However, application for study at DIT must be the applicant's first undergraduate programme of study and the applicant must fulfil the nationality requirements above.
3. A child or spouse of Irish volunteer development workers, as certified by Irish Aid/APSIO. However, application for study at DIT must be the applicant's first undergraduate programme of study and the applicant must fulfil the nationality requirements above.

#### Residency Waiver Exemption for Official Refugee Status or Family Reunification Scheme

Applicants to Third Level Training (TLT), Level 6 or Level 7 programmes are entitled to free tuition if they meet the following criteria:

**Official Refugee Status** OR are in Ireland as part of the **Family Reunification Scheme**,

Such applicants are entitled to free fees for level 6 or level 7 programmes if they do not meet the residency requirement. However, it must be the applicant's first undergraduate programme of study.

Please note that the residency requirement is waived in these cases for such applicants applying for level 6 or 7 programmes but that the residency requirement is **not** waived for such applicants applying for level 8 programmes.



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### Category 2 – GNIB Stamp I Holders

Stamp I is issued to non-EEA nationals who have received an employment permit, business permission or a working holiday authorisation. This is normally issued for one year at a time and is often referred to as a Green Card.

For applicants in possession of Stamp I the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	Non-EU	Non-EU
Resident in the EU for more than 3 of the last 5 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Passport

### Category 3 – GNIB Stamp IA Holders

Stamp IA is issued to non-EEA national trainee accountant.

For applicants in possession of Stamp IA the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	Non-EU	Non-EU
Resident in the EU for more than 3 of the last 5 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Passport

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#### Category 4 – GNIB Stamp 2 Holders

Stamp 2 is issued to non-EEA nationals undertaking fulltime programmes of study. This is often referred to as a Student Visa.

The period of time, in possession of this GNIB stamp is not reckonable for residency purposes

For applicants in possession of Stamp 2 the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Residency is not applicable for Stamp 2 holders	Non-EU	Non-EU

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- Passport

#### Category 5 – GNIB Stamp 2A Holders

Stamp 2A is issued to a non-EEA national student who is not permitted to work. This is normally issued to the children of a person who has a work related visa..

For applicants in possession of Stamp 2A the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	Non-EU	Non-EU
Resident in the EU for more than 3 of the last 5 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Passport
- Letter from School/College

\* Some students who are dependents of work permit holders may be issued Stamp 2 and not Stamp 2A and would be assessed the same as Stamp 2A.



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### Category 6 – GNIB Stamp 3 Holders

Stamp 3 is issued to a non-EEA national who is not permitted to work, such as, a visitor, a retired person of independent means, a minister of religion or the spouse, civil partner or dependant of an employment permit holder.

For applicants in possession of Stamp 3 the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	Non-EU	Non-EU
Resident in the EU for more than 3 of the last 5 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P2Is (or parent if under 23, or spouse/civil partner)
- Department of Justice & Equality letter
- Passport

**Note: Holders on this category of GNIB Stamp are advised to make an application to change to a GNIB Stamp 2 category**

### Category 7 – GNIB Stamp 4 Holders (excluding Refugee Status/Family Reunification)

Stamp 4 is issued to the following categories of people, all of whom do not need an employment permit to work in Ireland and are permitted to enter fulltime education.

- Spouses, civil partners and dependants of Irish nationals
- Family members of EEA nationals
- People who have permission to remain on the basis of parentage of an Irish child
- Convention and Programme refugees
- Former asylum-seekers granted leave to remain
- Non-EEA nationals on intra-company transfer

For applicants in possession of Stamp 4 the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	Non-EU	Non-EU
Resident in the EU for more than 3 of the last 5 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P2Is (or parent if under 23, or spouse/civil partner)
- Department of Justice & Equality letter
- Passport

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### Category 8 – GNIB Stamp 4 EUFAM/Humanitarian/Subsidiary/Section 3 Holders

Stamp 4 EUFAM is issued to non-EEA national family members of EU citizens who have exercised their right to move to and live in Ireland under the European Communities (Free Movement of Persons) Regulations 2006 and 2008. People holding this stamp are permitted to work without needing an employment permit or business permission, and they can apply for a residence card under the Regulations.

For applicants in possession of Stamp 4 EUFAM the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	EU	EU
Resident in the EU for more than 3 of the last 5 Years	Free*	EU

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Department of Justice & Equality letter
- Passport

\* Subject to the criteria in Category 1

### Category 9 – GNIB Stamp 5 Holders


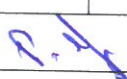
Stamp 5 is to non-EEA nationals who have lived in Ireland for at least 8 years and who have been permitted by the Minister for Justice & Equality to remain in Ireland without condition as to time. People holding these stamps do not need employment permit or business permission.

For applicants in possession of Stamp 4 the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the Ireland for more than 8 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Passport

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### Category 10 – GNIB Stamp 6 Holders

Stamp 6 certifies that the holder of the passport is permitted to remain in Ireland without condition.

For applicants in possession of Stamp 6 the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	Non-EU	Non-EU
Resident in the EU for more than 3 of the last 5 Years	EU Fee	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Passport

### Category 11 – Refugee Status

Refugee status is issued to persons known as Convention Refugees or Programme Refugees. While these are different groups, with some difference in rights, for the purposes of fee assessments they can be considered as one group.

Refugees will receive **Stamp 4** and will not need an **employment permit** or **business permission** to work in Ireland.

Persons given refugee status are still required to meet the residency requirement. Once granted, residency is based on the date they made the application for refugee status.

For applicants with Refugee Status (Convention or Programme) the following fee rates apply;

	<b>Undergraduate Programmes</b>	<b>Postgraduate Programmes</b>
Resident in the EU for less than 3 of the last 5 years	EU Fee	Non-EU
Resident in the EU for more than 3 of the last 5 Years	Free*	EU Fee

Applicants are required to provide **ALL** of the following documents in support of their claim;

- Valid GNIB Card
- 3 P21s (or parent if under 23, or spouse/civil partner)
- Department of Justice & Equality letter
- Passport

\* Subject to meeting the criteria in Category 1.



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### 3. Re-assessment of Fee Status

Non-EU students are entitled to be fee assessed again at DIT when moving from undergraduate to postgraduate programmes.

Periods in Ireland with a GNIB Stamp 2 are not considered for residency.

Registered students paying the non-EU fee, whose visa status changes after the commencement date of their programme, are permitted to have their fee status reviewed (provided they satisfy the residency requirement). Such claims must be lodged to Registrations prior to the 31<sup>st</sup> of October in any given academic year. Applications for re-assessment after this date will only be considered for the following academic year(s), subject to Section 2.1.1 above.

### 4. Instalments

In line with Equality Legislation and other policies of the Institute, all students may pay their fees in two instalments. The availability of this facility to non-EU students may change, without notice, due to changes in regulations of the Irish visa authorities.

For non-EU applicants, the first instalment must be a minimum of €6,000 before registration. The balance of the total fee is due by 31<sup>st</sup> January of Semester 2.

Where a student pays the first instalment and subsequently leaves a programme no refund will be issued.

All students are reminded that failure to pay the second instalment will result in loss of access to facilities of the Institute, such as library, IT etc. Late payment may incur additional penalties.

### 5. Deferrals

Where a non-EU student wishes to defer and has attended some classes, DIT shall retain all fees paid and carry a portion, as set out below, forward to the year of re-entry to the programme. When a student commences their programme of study in Semester 2 (S2) the corresponding dates will apply

#### 5.1. Deferral on/before 31<sup>st</sup> of October (S2 28<sup>th</sup> of February)

**DI:** All fees paid will be carried over to the following academic year, less an administration fee of €100. The student will also be obliged to pay any outstanding amount arising due to increases in the capitation fee for the year of re-entry to the Institute.

#### 5.2. Deferral between the 1<sup>st</sup> of November and the 31<sup>st</sup> January (S2 28<sup>th</sup> February and 31<sup>st</sup> May)

**DA:** Half the non-EU fee, less the capitation, will be carried over. Upon re-entry to the programme the student will pay 50% of the published non-EU tuition fee plus the capitation fee for the year of re-entry.

Students may sit the semester 1 examinations up to one year later at no additional cost, if the examinations have not already been completed. Students may not attend lectures, tutorials, practical's or submit assignments/assessments during Semester 1.

#### 5.3. Deferral on/after the 1<sup>st</sup> of February (S2 1<sup>st</sup> June)

**DS:** No fees paid will be carried over.

#### 5.4. Deferral of Offer

A non-EU applicant may only defer an offered place for a maximum of one academic year. Deferrals are not available for conditional offers.

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A non-EU applicant who wishes to defer their place must request the deferral in writing to the Programme Director. The Programme Director must inform the Head of International Affairs, Head of Admissions and the Head of Registrations of the decision.

If a non-EU applicant has not paid a fee but wishes to defer the offered place, the student must pay the fee set for the year of entry to the programme, and the applicant must pay an administration fee of €300. This administration fee will be deducted from the tuition fee on commencing the programme but is otherwise non-refundable.

## 6. Repeats

In the event of a non-EU student failing to progress to the next stage of a programme, on the recommendation of an Examination Board the following will apply;

### 6.1. Internal Repeats

Students who are required to repeat modules INTERNALLY (i.e. attend lectures, submit assignments, practical's, placements, internships and/or submit continuous assessments in full or in part) are required to pay the charges noted below. Such students are entitled to be registered as fulltime students and may be issued letters of support for visa and immigration purposes

- €150 per ECTS credits
- Direct cost of medical insurance applicable for the repeating year
- 100% of the Capitation charge for the repeating year

### 6.2. External Repeats

Non-EU students registering to take repeat examinations but not attending lectures will be required to pay the examination fee as set by DIT each year. **Note:** In such cases students may not be eligible to remain in the state and students should seek advice from the Irish Naturalisation & Immigration Service ([www.inis.gov.ie](http://www.inis.gov.ie)).

### 6.3. Thesis Extensions

Final year non-EU postgraduate students requesting to submit their thesis/dissertation beyond the published submission date, due to extenuating circumstances (such as, but not limited to ill health, family emergency etc.) must seek written approval of the College Director, and provide documentary evidence in support of the request. The College Administrator must inform the Head of International Affairs of the Director's decision in writing.

On approval, the following charges will apply;

- A Continuation fee of 10% of the current non-EU fee
- 50% of the current year's capitation fee for the programme
- Current fee for International Medical Insurance
- Administration fee of €100
- The student must be registered on a fulltime basis on the programme
- The student must be issued with a fulltime student card valid for a **maximum of six months** from the date of the end of the previous semester.

This facility is only available once to each student. This facility does **not** apply to any student requiring additional time to complete a project/thesis as a result of failing examinations.

## 7. Refunds



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### 7.1 Refunds will apply;

- Where the applicant has been refused a visa to study in Ireland and, in cases where it has been decided to appeal the visa refusal, where an appeal against the decision has failed, a full refund of tuition fees should be given on submission of all original documents and evidence of the refusal of visa to the International Office.
- In the event that an offer of a place is withdrawn or the Institute is unable to provide the programme, all tuition fees paid should be fully refunded.
- Where an offer was made on the basis of incorrect or incomplete information being supplied by the applicant or student the Institute may reserve the right to retain up to 50% per cent of the tuition fee as well as any cost incurred in recruiting the student.
- A student, who fails to meet course entry/progression rules and accordingly, is not permitted to pursue the programme, should be eligible for a refund of fees if paid in advance of notification of exclusion. The Institute shall have discretion to deduct 10% to 20% of the tuition fee to cover marketing, recruitment and administration costs.
- A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a full or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund. Examples of exceptional circumstances may include:
  - Inability of an applicant to obtain a student visa.
  - Refusal of entry by Irish immigration authorities at the point of entry into Ireland, despite the student having a valid visa.
  - Recent certified serious illness or disability.
  - Failure to meet English language requirements for admission having supplied documentary evidence that their language proficiency met or surpassed the criterion set for their chosen course, and subsequently having been determined by the Programme Coordinator not to meet the published requirement.
  - Death of the student or a close family member (parent, sibling, spouse or child; this would not normally include a grandparent).
  - Collapse of promised financial support or sponsorship of the student notified before commencement of the course.
- Where a student, having accepted an offer of a programme place and paid fees but not having travelled to Ireland, gives a minimum of four weeks written notice of an inability to undertake the programme, all tuition fees paid are refundable, provided that the student provides evidence of the cancellation or expiration of his or her study visa to Ireland. The notice period is measured as four weeks before the notified commencement date of the academic year, semester or specific programme. The Institute shall have discretion to deduct 10% of the tuition fee to cover marketing, recruitment and administration costs.
- Refunds are only paid when evidence is provided by the student that he/she has returned to his/her home country and the student has provided evidence of the cancellation or expiration of his or her study visa to Ireland.
- Refunds will be paid, less 10% if a student is not permitted to enter the State at a port of entry or is refused a registration certificate by the Garda National Immigration Bureau, subject to the student providing documentary evidence of the refusal.

### 7.2 Conditions Determining Zero Refunds

- A student, who withdraws from a programme for whatever reason after six teaching weeks, will not be eligible for a refund.
- A student whose visa is withdrawn subsequent to the granting of a visa will not be eligible for a refund unless there are extenuating circumstances.
- Where an offer of a programme place was made on the basis of documents which subsequently proved to be fraudulent or misleading the Institute may reserve the right to retain the full fee. At a minimum, the Institute will retain 10% of the total year's fees.
- A student whose entitlement to attend a programme is terminated due to academic misconduct or antisocial behaviour within the Institute, will not be eligible for a refund.



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- A student unable to continue or complete his/her studies because of having been in breach of government regulations governing his/her immigration status in Ireland will not be eligible for a refund.
- A student, who is unable to continue or complete his/her studies because of having been convicted of a criminal offence in the jurisdiction of the Republic of Ireland, will not be eligible for a refund.

In accepting a place on a programme in the Institute, all students accept and agree to be bound by the terms of this policy and any subsequent amendments. Students will be provided with a link to this policy on their letter of offer.

### 7.3 Appeals Process Pertaining to Fee Refunds

The appeals process provides for appeal by an applicant/student against decisions in respect of a refund (full or partial). The grounds on which an appeal can be made are as follows;

- The policy of the Institute was not applied correctly, or
  - The decisions to make a full or partial refund came to an incorrect determination, based on the published policies of the Institute and the information submitted by the applicant/student
1. A written appeal must be sent to the Head of International Affairs, on or before the 31<sup>st</sup> of October in the year of commencement of the programme, or for returning students the new academic year. The written appeal must include copies of all documentation previously submitted with the refund request.
  2. The Head of International Affairs will request the Director of Student Services to appoint an Appeals Officer, who will hold the position of Principal Officer Grade of the Institute.
  3. The Head of International Affairs (or nominee) will prepare a written report and submit it to the Chair of the Appeals Officer, within ten (10) working days of appointment of the Appeals Officer.
  4. The Appeals Officer shall consider all evidence relevant to the appeals listed for hearing. The Appeals Officer may, at its discretion consult other parties where this is considered appropriate. The applicant/student shall be entitled to make submissions on his or her behalf to the Appeals Officer.
  5. The Head of International Affairs, or nominee, shall present the written report to the Appeals Officer and respond to matters raised by the Officer. The appellant may be represented by a designated third party, in this case an officer of the Irish Council for Overseas Students (ICOS, [www.icosirl.ie](http://www.icosirl.ie)), if they cannot attend in person. It is the responsibility of the appellant to brief the ICOS representative fully in advance.
  6. No change shall be made retrospectively for the particular issue involved in the appeal.
  7. The Appeals Officer may instruct that the level of refund should be modified and the Officer shall notify in writing the appellant, the Head of International Affairs and the Head of Fees & Income of its decision as soon as possible.
  8. The decisions of the Appeals Officer shall be final and binding on the Institute and the appellant.

### 7.4. Special Circumstances

In extenuating circumstances (including, but not limited to, extended periods of illness, pregnancy, victim of a crime, repatriation due to family illness etc.) a student may be permitted at the discretion of the Institute to carry forward fees to the following year without any penalty.

In such circumstances, students must make a written case to the Programme Director, who must inform the Head of International Affairs in writing, outlining the case. The Head of International Affairs will then seek written approval from the Director of Student Services and inform the Head of Registrations.

### 8. Fee Assessment Appeals

The appeals process provides for appeal by an applicant/student against decisions in respect of a determination of Fee Status. The grounds on which an appeal can be made are as follows;

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- The policy of the Institute was not applied correctly, or
- The fee assessment came to an incorrect determination of Fee Status, based on the published policies of the Institute and the information submitted by the applicant/student

Applicants/students are advised that should their visa or residency status change a new fee assessment may be undertaken without recourse to this formal appeals procedure, as described in section 3 above.

## 8.1 Appeals Process

- A written appeal must be sent to the Head of International Affairs, on or before the 31<sup>st</sup> of October in the year of commencement of the programme, or for returning students the new academic year. The written appeal must include the fee assessment certificate issued by the Institute and copies of all documentation previously submitted.
- The Head of International Affairs will request the Director of Student Services to convene an appeals panel in writing.
- The Director of Student Services will convene an Appeals Panel, comprised of (1) a Chair at the grade of Principal Officer/Senior Lecturer III, (2) an administrative officer of the Institute at Assistant Principal Officer Grade and (3) the Head of Disability Services.
- The Head of International Affairs (or nominee) will prepare a written report and submit it to the Chair of the Appeals Panel, within ten (10) working days of receipt of the written appeal.
- The Appeals Panel shall meet to hear all eligible appeals and shall consider all evidence (oral and written) relevant to the appeals listed for hearing. The Appeals Panel may, at its discretion consult other parties where this is considered appropriate. The applicant/student shall be entitled to make submissions on his or her behalf to the Appeals Panel.
- The Head of International Affairs, or nominee, shall present the written report to the Appeals Panel and respond to matters raised by the Panel. The appellant shall be invited to present the case in person to the Appeals Panel and shall indicate in advance if she/he wishes to appear and/or be represented by a third party
- The decisions of the Appeals Panel meeting in private session shall normally be formulated by consensus. Where the Panel is divided, the outcome shall be decided by a majority decision. In the event of an equality of votes the Chair of the Panel shall exercise a casting vote. No change shall be made retrospectively for the particular issue involved in the appeal.
- In the event of a change in Fee Status the Chair of the Appeals Panel may instruct that a new fee assessment certificate be issued.
- The Appeals Panel shall notify in writing the appellant, the Head of International Affairs and the Head of Registrations of its decision as soon as possible.
- The decisions of the Appeals Panel shall be final and binding on the Institute and the appellant.

## 9. Miscellaneous Provisions

### 9.1. Special Purposes Programmes

From time to time, special purposes programmes may be provided at the request of external organisations. In such cases the fee rate must reflect the actual costs associated with all aspects of the delivery of the programme and comply with any Finance Department policies and procedures in force at the time.

Fees for special purposes programmes must receive the written approval of the Director of Finance (or nominee) and be notified in writing to the Head of Registrations and the Head of International Affairs.



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In support of government policy students in receipt of a scholarship/fellowship funded 100% by Irish Aid will be levied the EU rate of fees for their programme of study.

### 9.2. Fee Negotiation

It is recognised that there may be negotiation in cases, such as dealing with overseas governments and scholarship bodies. The Head of International Affairs has discretion to agree fee rates in such cases..

Reduced fee rates must be notified in writing to the Head of Registrations, Head of Admissions and the Head of Fees & Income Office.

### 9.3. Loyalty Concession

DIT students who have completed their full undergraduate programme in the Institute and have paid the non-EU rate of fees for the full duration of the programme are entitled to a **Loyalty Concession** of a 20% reduction in the published fee rate if they progress to a taught postgraduate programme within the Institute.

Non-EU students who enter DIT as advanced entry students, or completed a DIT programme operated under franchise in a partner institution are not eligible for this concession.

Where two members of a family undertake a full undergraduate programme of study within the Institute, one of the two members is entitled to a fee discount of 10% of the published fee rates for the duration of their study.



### 9.4. Waivers

A requirement of all study visas (Stamp 2) is that the student has sufficient funds to support themselves for the duration of their study, including tuition. Thus fee waivers are not permitted under any circumstances in the case of students on Stamp 2 study visas.

### 9.5. Bank Charges

Applicants are obliged to ensure that any payment to the Institute in respect of fees is sufficient to meet bank charges and/or currency exchange fluctuations.



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## Appendix I

Sample of Fee Assessment Certificate

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## FEE STATUS CERTIFICATE



<b>First Name:</b>	
<b>Surname:</b>	
<b>Date of Birth:</b>	
<b>CAO/Student/Application Number</b>	
<b>Programme Code:</b>	
<b>Visa Stamp Type:</b>	
<b>Nationality:</b>	

The following documents were presented by the applicant/student in support of their application

<b>GNIB Card</b>	
<b>Letter from Department of Justice &amp; Equality</b>	
<b>3 x P21s (or equivalent)</b>	
<b>Passport</b>	
<b>Other</b>	

Based on the documentation presented to me, and in line with Institute policy I determine the above student/applicant to qualify for the following rate of fees

<b>Free Fees</b>	
<b>EU Fees</b>	
<b>Non-EU Fees</b>	

<b>Name of Deciding Officer:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Stamp**