

## **NCAD Fee Policy**

The NCAD EU Undergraduate **Full Tuition Fee** is made up of:

- The Tuition Fee +
- The Student Contribution Charge

The Tuition Fee and the Student Contribution Charge are set by the Department of Education and Skills each year. In the case of the majority of EU non-repeat students who meet the residency requirements the Irish Government will pay the tuition fee portion of the full fee under the 'Free Fees' initiative.

NCAD **Postgraduate Tuition Fees** as published include all registration charges.

A student's fee status and eligibility under the 'Free Fees' initiative are established at the time of registration, based on the Department of Education and Skills regulations and policies in force at the time.

**NCAD UG and PG Tuition Fee Schedules and fee payment policies are published on the NCAD web site.**

<http://www.ncad.ie/study-at-ncad/fees/>

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## **Tuition Fee Refund Policy**

### **General**

1. The College accepts no obligation to refund any fee, or part thereof.
  2. Refunds may be issued in the following circumstances only:
    1. when an amount in excess of the total fee due has been paid - **or** -
    2. when a student officially withdraws (see point 3. below) from the College and this results in a credit balance.
  3. Students remain liable for fees for the period of registration up to the date they officially withdraw from the College. To officially withdraw a student must return their student card and sign a formal Withdrawal Form at the Student Services and Admissions Office. For fee purposes the date of receipt of this Withdrawal form will be taken as the date of withdrawal.
  4. No refund is made to a student while a balance of fees remains due.
  5. Refunds to grant holders or sponsored students who have paid fees pending approval of a grant, are issued only when the College has received the fee payment from the grant authority or sponsor. These refunds are issued automatically and do not need to be claimed from the College.
  6. Refunds will be made directly to the student's bank account.
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## Refunds to Undergraduate Students

### EU Students eligible for "Free" Fees

- Students who withdraw on or before **31 October each year** will receive a full refund of any payments made in respect of the Student Contribution Charge subject to point (4.) above.
- Students who officially withdraw (see point 3. above) from **1 November to 15 February** inclusive are liable for payment of 50% of the Student Contribution Charge.
- Free tuition fees will be claimed from the HEA on the same basis. A student will be liable to pay tuition fee for the equivalent period of attendance if s/he registers in any Irish third level institution within the next 5 years.
- Students who officially withdraw (see point 3. above) on or after the **15 February** are liable for payment of the full Student Contribution Charge. For 2016/17 the Student Contribution Charge is €3,000
- Free tuition fees will be claimed from the HEA on the same basis. A student will be liable to pay tuition fees for the equivalent period of attendance if s/he registers in any Irish third level institution within the next 5 years.

### EU - Fee-paying Undergraduate students

Students who withdraw on or before **31 October** will receive a full refund of any payments made in respect of the Tuition Fee, Student Contribution Charge and the College Studio Levy, subject to point 4. above.

Students who officially withdraw (see point 3. above) from **1 November to 15 February** each year inclusive are liable for payment of 50% of the full fee (to include Tuition Fee, Student Contribution Charge and College Studio Levy). Students who officially withdraw (see point 3. above) on or after the **15 February** are liable for payment of the full tuition fee.

Where students have registered for more, or less, credits than the standard (e.g. 60 credits) in the academic year, they will be liable for a proportionate amount.

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## EU – Graduate Students

- Students who withdraw on or before **31 October** will receive a full refund of payments made in respect of tuition fees subject to point 3. above.
- Students who subsequently withdraw (see point 4. above) from a graduate programme are liable for payment as follows:
  - Withdraw between 31 October and 15 February liable for 50% tuition fees
  - Withdrawals after 15 February 2017 – liable for full tuition fees.

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### NOTE:

Please note that it may take up to 15 working days, following application and approval, to issue a refund.

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## **Tuition Fee Non-Payment Policy**

All student fees are required to be paid by the defined and published dates. Notification of outstanding debt takes place as part of the invoicing cycle.

### **Encumbrance**

Where a student continues to have an outstanding debt (e.g. tuition fees, fines etc), their registration record will have an encumbrance place on it. The encumbrance is referred to as a 'hold' and will cause the following restrictions to apply:

1. Examination results will be withheld.
2. Access to transcripts, statements of result etc. will be withheld. The only documentation available to the student will be in the form of a simple confirmation of attendance, as applicable.
3. Continuing students will not be permitted to register for subsequent academic sessions.
4. Late payment penalties may be imposed.
5. Students will not be permitted to graduate until outstanding debt (including fines, where applicable) has been cleared in full.
6. Students will not receive information about conferring, or be conferred, until their fees are paid in full.
7. Accounts that have not been cleared by the end of the academic session may be referred to a debt management/collection agency.

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### **Debt carry-over facility for continuing Students**

The College has approved a debt carry-over facility for continuing students. This allows students who are carrying debt of €600 or less to register for the following academic year and removes any encumbrance from their registration record.

### **Advice**

- It is important that students maintain their accounts in good order and make payments when due. Billing reminders will normally be issued but it is the obligation of the student to ensure timely payment of fees.
- It is advisable to clear your account by the end of the academic cycle at the latest in order to avoid difficulties with continuance, graduation and access to results etc.
- Students with financial challenges are advised to contact the Student Access Officer who can provide information on the supports NCAD does provide - The Student Assistance and Student Welfare funds. However, the terms of this funding (Dept. of Education & Skills and the European Social Fund) precludes their use for payment of fees.

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### **Tuition Fee Policy for Students Repeating a Year or Part of a Year.**

Students who are repeating a year are liable to pay the full tuition fee due for that programme in the year they are repeating. Where a student is repeating part of a year the fee is based on the number of credits the student is repeating. The fee per 5 credit module is published on the Fee Schedule each year. The full tuition Fee includes the Student Contribution charge, the Tuition Fee and the College Studio levy (if applicable).



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### **Tuition Fee Policy for Students Repeating on Medical Grounds**

Students who are repeating on medical grounds and who have submitted medical certificates in support of their case are not required to pay repeat fees, subject to the conditions and policies in force at the time for eligibility to the 'Free Fees' Scheme and the Third Level Student Grant.