

Continuing Education in Art & Design (CEAD)

NCAD Continuing Education Fee Policy

NCAD Continuing Education Tuition Fee Schedules and fee payment policies are published on the NCAD web site, <http://www.ncad.ie/continuing-education>.

Fee Payment

Online Payments

Students can pay their fees by logging into [MyNCAD](#) with their student number and password. Here a payment can be made using a debit/credit card. This is credited to the student account straight away. Once an online payment is made a receipt will be emailed to the address provided.

Fee Payment Deadlines 2018/2019

Diploma in Art & Design, P+DI, D+VI

Students may pay fees all at once or in 2 instalments, September and January.

- (1) First instalment by Sunday 09 September 2018
- (2) Second instalment by Thursday 31 January 2019

Summer and autumn non-credit courses and A/C VAP Certificate courses

All fees to be paid in full with submission of online application.

Fee payments via Department of Social Protection

DSP *Accreditation of Provider & Training Form* to be submitted to NCAD CEAD Office on submission of online application.

Note on Additional Costs: Students are expected to meet the cost of additional materials and equipment themselves. These costs may vary depending on the area of study.

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:
 - (i) when an amount in excess of the total fee due has been paid - or -
 - (ii) when a student officially withdraws from the NCAD Continuing Education part time course on medical grounds.
3. No refund is made to a student while a balance of fees remains due.
4. Refunds will be made directly to the student's bank account.

Note:

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

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 Fee, fines, etc.), their registration record will have an encumbrance placed 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 their official Diploma/Certificate 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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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.

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 may not be required to pay repeat fees, subject to the same conditions and policies in force at the time for eligibility to the 'Free Fees' Scheme and the Third Level Student Grant. In this regard, repeat fees may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.
