



National College of Art and Design  
*A Recognised College of University College Dublin*

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

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

**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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## **Fee Payment**

### **Online Payments**

Students can pay their fees by logging into [My NCAD](#) 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**

- (1) First instalment by **Friday 7 September 2018**
- (2) Second instalment by **Friday 11 January 2019**

Students may pay fees all at once or in 2 instalments, September and January. Students with a full grant award are not required to pay fees. Incoming undergraduates awaiting approval of a SUSI grant application are not required to pay fees. All students with a grant award must submit a copy of the grant award letter to the NCAD Fees & Grants Office.

**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. In some cases a Department Materials Levy is set and used by individual Departments to cover specialist materials/consumables used in studio-based learning environments. This levy is specific to particular disciplines, set at the discretion of each Department and used in the Departments. Not all Departments operate this levy.

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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:
    - (i) when an amount in excess of the total fee due has been paid - **or** -
    - (ii) 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. Students should complete a **Refund Request Form** and include their bank account detail.
  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 fees 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 2018/19 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 Undergraduates Students

Students who withdraw on or before **31 October** will receive a full refund of any payments made in respect of the Tuition Fee and Student Contribution Charge, 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 and Student Contribution Charge). Students who officially withdraw (see point 3 above) on or after **15 February** are liable for payment of the full Tuition Fee and Student Contribution Charge.

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 the Tuition Fee 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% of the Tuition Fee
  - Withdrawals after 15 February 2019 - liable for the full Tuition Fee.

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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 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 information about the 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 has available – The Student Assistance Fund and

Student Welfare Fund. However, the terms of this funding (Department 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 and the Tuition Fee.

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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.

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