



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

## NCAD Tuition Fee Policy

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## 1. Tuition Fees

### 1.1. NCAD Undergraduate and Postgraduate Tuition Fees

Tuition Fee Schedules and fee payment policies are published on the NCAD website.

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

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

- I. The Tuition Fee +
- II. 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.

<https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/>

NCAD **Postgraduate Tuition Fees** published on the web site include all registration charges.

### 1.1. Tuition Fee Deposits

Applicants on specified postgraduate programmes will be required to pay a non-refundable deposit in order to confirm acceptance of a place offer. For 2025-26 the deposit will be €500. The deposit amount will be deducted from the overall fees owing on registration.

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## 2. Fee Payment

NCAD undergraduate and postgraduate students are requested to 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.

**2.1** Fee Payment Deadlines for the 2025/2026 academic year

**2.2 (i)** Students on a September – May schedule may pay fees all at once or in 2 instalments, September and January

- First instalment **September 2025**
- Second instalment **January 2026**

(ii) Students on a January-August cycle pay fees in **January 2026** and **May 2026**.

(iii) Students on a 12-month programme may pay in 3 instalments, **September 2025**, **January 2026** and **May 2026**.

(iv) Students on a 15-month programme may pay in 3 instalments, **September 2025, January 2026 and September 2026.**

**2.3** 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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### 3. International Fees

**3.1** For applicants who reside outside the EU, being a holder of an EU/EEA/UK Swiss Confederation passport does not provide automatic entitlement to the EU rate of fees. Other factors such as, residency, age and educational history are relevant when assessing an individual's fee category. Students can avail of a fee assessment by contacting the Fees and Grants Department.

**3.2** International students who hold EU/EEA/UK/Swiss Confederation citizenship but do not meet the other requirements (see point 3.1 above) are required to pay the international fee for the duration of their studies. In order to qualify for the EU fee rate an applicant must have been an ordinary resident in the EU/EEA/UK/Swiss Confederation for at least three of the last five years prior to admission to their chosen course.

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### 4. Tuition Fee Refund Policy

#### 4.1. General

- i The College accepts no obligation to refund any fee, or part thereof.
- ii Refunds may be issued in the following circumstances only:  
when an amount in excess of the total fee due has been paid -  
**or** - when a student officially withdraws (see point (iii) below)  
from the College and this results in a credit balance.
- iii Students remain liable for fees for the period of registration up to the date they officially withdraw from the College (see section 4.2 below). To officially withdraw a student must return their student card and sign a formal **Withdrawal Form** which they should hand in to Academic Registry. For fee purposes the date of receipt of this withdrawal form will be taken as the date of withdrawal.
- iv No refund is made to a student while a balance of fees remains due.
- v 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.
- vi Refunds will be made directly to the student's bank account.

- vii If a student requires the money to be refunded to a bank account that is not their own, i.e. a third party such as a parent or guardian etc, then the college requires a letter from the student stating that they wish for the money to be refunded to a named person. The college will not process any third-party refunds without a letter.
- viii Refunds for students who receive funding from Design Skillnet and Cultural and Creative Industries Skillnet may differ depending on the organisation's refund policy.
- ix Course fee deposits made on acceptance of a place offer are non-refundable. Deposit fees will be returned in a limited number of verifiable circumstances: i) where an applicant fails to get a visa to study in Ireland, ii) under personal or medical extenuating circumstances, that emerge subsequent to the acceptance of a place, that prevent the student from taking up the course of study.

#### 4.2. Refunds for Undergraduate EU Students eligible for Free Fees

- i 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 4.1 (iv) and (ix) above.
- ii Students who officially withdraw (see point 4.1 (iii) above) from **1 November 2025 to 28 February 2026** inclusive are liable for payment of 50% of the Student Contribution Charge.
- iii 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 five years.
- iv Students who officially withdraw (see point 4.1 (iii) above) on or after the **28 February 2026** are liable for payment of the full fee. For 2025/26 the Student Contribution Charge is €3,000.
- v 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 five years.

#### 4.3. Refunds for EU and International Fee-paying Undergraduates Students

- i Students who withdraw on or before **31 October 2025** will receive a full refund of any payments made in respect of the Tuition Fee and Student Contribution Charge, subject to point 4.1 (iv) and (ix) above.
- ii Students who officially withdraw, see point withdraw (see point 4.1 (iii) above) above from **1 November 2025 to 28 February 2026** each year inclusive are liable for payment of 50% of the full fee (to include Tuition Fee and Student Contribution Charge.)
- iii Students who officially withdraw (see point 4.1 (iii) above) on or after **28 February 2025** are liable for payment of the full Tuition Fee and Student Contribution Charge.
- iv 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.

#### 4.4. Refunds to EU and International Postgraduate Students

- i Students who withdraw on or before **31 October 2025** will receive a refund of payments made in respect of the Tuition Fee subject to point 4.1 (iv) and (ix) above.
- ii Withdraw between **1 November 2025** and **28 February 2026** liable for 50% of the Tuition Fee
- iii Withdrawals after **28 February 2026** - liable for the full Tuition Fee.

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

## 5. 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.

### 5.1. 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:

- i Examination results will be withheld.
- ii 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.
- iii Continuing students will not be permitted to register for subsequent academic sessions.
- iv Late payment penalties may be imposed.
- v Students will not be permitted to graduate until outstanding debt (including fines, where applicable) has been cleared in full.
- vi Students will not receive information about the conferring, or be conferred, until their fees are paid in full.
- vii Accounts that have not been cleared by the end of the academic session may be referred to a debt management/collection agency.

### 5.2. 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.

### 5.3. Advice

- i 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.
- ii 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.
- iii 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.

## 6. 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 and the full tuition repeat fee is published on the Fee Schedule each year. The full Tuition Fee includes the Student Contribution Charge and the Tuition Fee.

**Joint Education Students** who move from the Joint Education programme into a studio only programme are technically repeating a stage of their study. Such students will be required to pay a fee equivalent to the standard student contribution charge (€3,000) as applicable to the proportion of the academic year they are 'repeating'.

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## 7. Tuition Fee Policy for Students Repeating on Medical Grounds and on Grounds of Extenuating Personal Circumstances.

- i UG Free Fee Students who have submitted detailed medical certificates or other documentation in support of their case may not be required to pay repeat fees subject to review and approval by Academic Affairs and subject to the conditions and policies in force at the time for eligibility to the 'Free Fees' Scheme and the Third Level Student Grant.
  - ii All other students who have submitted detailed medical certificates or other documentation in support of their case may not be required to pay repeat fees subject to review and approval by Academic Affairs.
  - iii It should be noted that in all cases significant medical or other personal circumstances should be documented and demonstrate that the student was prevented from attending College or engaging with their programme of study for a considerable length of time.
  - iv Students are not entitled to a fee refund based on medical illness.
  - v Medical and other extenuating circumstances that lead to a fee waiver must be proposed by the relevant School and approved by the Head of Academic Affairs. Such requests for the recognition of extenuating circumstances must be submitted to Academic Affairs with supporting documentation on the appropriate Extenuating Circumstances form.
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## 8. Staff Discount

NCAD staff who undertake a NCAD programme will be entitled to a 10% discount off the course fee. This does not apply to undergraduate full-time degrees.

Please note staff are required to pay the full course fee upfront and a refund of 10% will be issued once payment has been received.

## 9. Continuing Education in Art & Design (CEAD)

### 9.1. NCAD Continuing Education Fee Policy

NCAD Continuing Education Tuition Fee Schedules and fee payment policies are published on the NCAD website, <https://www.ncad.ie/continuing-education/cead-apply/>

### 9.2. CEAD - Fee Payment

#### 9.2.1. 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. Fees should be paid as indicated in the registration information.

#### 9.2.2. Fee Payment Deadlines 2025/26:

- i **Higher Diploma in Art, University Certificates Photography & Digital Imaging, Drawing and Visual Investigation, Jewellery and Object Design**
  - a. Students may pay fees all at once or in 2 instalments, **September 2025 and January 2026**. Payment details and instructions will be sent to students by email along with other registration information.
- ii **University Certificate in Visual Arts Practice (VAP)**
  - a. Students may pay fees all at once or in 2 instalments, **September 2025 and January 2026**
  - b. Payment details and instructions will be sent to students by email along with other registration information.
- iii **Summer and autumn non-credit courses –**
  - a. All fees to be paid in full with submission of online application.
- iv **Fee payments via Department of Social Protection –**
  - a. *DSP Accreditation of Provider & Training Form* to be submitted to NCAD CEAD Office on submission of online application.

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**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.

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### 9.3. CEAD - Tuition Fee Refund Policy

#### 9.3.1. General

- i The College accepts no obligation to refund any fee, or part thereof.
- ii Refunds may be issued in the following circumstances only:
  - a. When an amount in excess of the total fee due has been paid - or –
  - b. In cases of programmes and courses where two instalments are permitted and the student formally withdraws by the relevant deadline:
    - Students withdrawing before the 31<sup>st</sup> October will not be entitled to a course fee refund.  
Fees may be returned in a limited number of verifiable cases where personal or medical extenuating circumstances emerge, subsequent to the booking of a place, that prevent the student from attending the course. In such cases an administration fee of €100 will be retained.
    - Students who withdraw between **1 November 2025** and **28 February 2026** will be liable for 50% of the Tuition Fee subject to point 4.2 (iv) above.
    - Withdrawals after **28 February 2026** – students will be liable for the full Tuition Fee subject to point 4.3 above.
- iii No refund is made to a student while a balance of fees remains due [see point 4.1 (iv)].
- iv Refunds will be made directly to the student's bank account.
- v If a student requires the money to be refunded to a bank account that is not your own, i.e. a third party such as a parent or guardian etc, then the college requires a letter from the student stating that they wish for the money to be refunded to a named person. The college will not process any third-party refunds without a letter.
- vi Ordinarily there will be no refund of fees for CEAD non-credit courses.
- vii Fees may be returned in a limited number of verifiable cases where personal or medical extenuating circumstances emerge subsequent to the booking of a place that prevent the student from attending the course. In such cases an administration fee of €100 will be retained.

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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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## 9.4. CEAD - 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.

### 9.4.1. 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:

- i Examination results will be withheld.
- ii 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.
- iii Continuing students will not be permitted to register for subsequent academic sessions.
- iv Late payment penalties may be imposed.
- v Students will not be permitted to graduate until outstanding debt (including fines, where applicable) has been cleared in full.
- vi Students will not receive their official Diploma/Certificate until their fees are paid in full.
- vii 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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### 9.4.2. 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.

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## 9.5. CEAD - Tuition Fee Policy for Students Repeating on Grounds of Medical or other

### 9.5.1. Extenuating circumstances

Students who are repeating on grounds of medical or other extenuating circumstances and who have submitted detailed medical certificates or other documents 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.

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