

## College Charges

*N.B. The Governing Body of Marino Institute of Education ('MIE') is not bound by any error in, or omission from, the following regulations.*

### A: GENERAL REGULATIONS

1. The charges for any academic course, examination or other service are those stated in this document for the current academic year or as notified to students by the Registrar's Office.  
MIE reserves the right to alter its scales of charges at any time. Revised scales of charges will apply from the date appointed by the Governing Body to all students pursuing any course the charges for which have been revised, whether or not such students have entered upon the course before the appointed date.
2. All charges become due on the dates specified in this document or as notified in the pre-registration pack issued by the Registrar's Office, whichever date is the earlier, for the current academic year, and **must** be paid into MIE's bank account at Bank of Ireland or to the Finance Office of the Institute on or before that date.
3. Payment may be made through any bank, using the fee payment giro form which will be issued to each student, in favour of MIE No.1 Account (no. 22399542) with Bank of Ireland, 26 Marino Mart, Dublin 3. Payment may also be made by crossed cheque, credit card (2% additional charge applies) or debit card (no additional charge, but card must be presented in person to Finance staff).
4. Students who are seeking an educational grant must nonetheless pay all amounts due, prior to registration. Students who wish the college to apply to their educational authority for reimbursement of their fees must lodge / renew their grant application with their grant authority (see section A 10).
5. Eligible E.U. undergraduate students may have their tuition fees paid by the Minister for Education and Skills under the Government's tuition fee remission scheme. See section C.
6. Students required to repeat the academic exercises of a year must pay the full annual tuition fee of the repeated year. See also section C and the table of repeat fees at section E 3.
7. Students who wish to receive credit for an academic year on the basis of academic exercises carried out at Coláiste Mhuire, Marino Institute of Education, but who are granted any exemption from attendance at lectures, must pay the same fee as they would pay if attending lectures.

#### **Application fee: Mature Direct Applicants**

8. Undergraduates who apply for direct entry to the college (i.e. not through the Central Applications Office) must pay, as set out in section E 2 below, a non-returnable application fee at time of application. In addition, a payment must be made, equal to the *student contribution* (deductible from the charges which become payable on or before registration) as soon as they receive an offer of a place. This additional payment is refundable, in the event of a student who receives a conditional offer being unsuccessful in the required Leaving Certificate subject(s).

#### **New Students: Payment of Undergraduate College Fees**

9. Undergraduate students who accept an offer of a place in the college through the C.A.O. must comply in full with the instructions set out in the offer notice. The offer will lapse unless accepted within the specified time period. The college reserves the right to cancel the offer despite any payment or performance of acceptance. Students will be contacted by the Finance Office with regard to payment of fees due. Students eligible for the Government's tuition fee remission scheme will be liable for the student contribution, college materials charge and curriculum books (see the table of fees and charges at section E 2 below).

Students may be required to provide bank receipted evidence of payment of all relevant amounts.

Students may opt to pay the student contribution in two equal instalments, 50% prior to registration and 50% by 31 January.

**Students shall not be permitted to register, attend classes or avail of library, email and other services until all the relevant amounts (including 50% of the student contribution, if paying in two instalments) have been paid.**

Students not qualifying for the Government's tuition fee remission scheme will be billed for any fees due. Such fees (or the first instalment- see Section 13 below) must be paid by the Monday before registration date.

In cases where students are admitted after the beginning of the academic year no reduction of fees will be granted.

#### **Local Authority Grant-Holders**

10. All incoming students who are offered a place and returning students, irrespective of whether they are grant-applicants, will have the place reserved only on payment of the *total* amount due for the year, as set out at A 9 and A 11 OR, if paying in instalments, the first instalment of student contribution and tuition fee (if applicable), OR submission of grant approval letter, AND payment by the Monday before registration date of any other amounts due (e.g. college materials, curriculum books or TCD sports charge). Students submitting a grant approval letter at registration nonetheless remain liable for amounts due in the event that the relevant authority does not pay the student contribution for any reason.

Students who receive grant approval after registration must forward their grant approval letter to the Finance Office upon receipt. The local authority will then be invoiced for the amount due. Grant-holders will have the student contribution paid on their behalf by the relevant local

authority, and the amount paid by the student will be reimbursed upon receipt by the college of payment from the local authority. If for any reason the relevant authority does not pay the student charge, the student's payment will be retained by the college.

### ***Continuing Students - Payment of Fees***

11. Undergraduate students must pay the relevant fee or the first instalment (if paying in two instalments - see section 13 below), by the Monday before the commencement of the new academic year. Undergraduate students qualifying for the Government's tuition fee remission scheme will be required to pay to the College as directed in the pre-registration pack:

- the student contribution (see section E 2 below);
- the TCD student Sports Centre charge (B.Ed years 3 and 4 only for 2011/12), see sections A 12 and E 2 below.

**Students shall not be permitted to register, attend classes or avail of library, email and other services until all the relevant amounts due have been paid.**

Please note that all continuing students are billed on the basis that they are successful in examinations upon which their progression depends. In the event of students having to repeat their year 'on books' they will become liable for the full annual tuition fee. See also section C, EXCHEQUER PAYMENT IN RESPECT OF FULL-TIME UNDERGRADUATE TUITION FEES.

### ***TCD Student Sports Centre Charge***

12. A TCD annual student Sports Centre charge, for Sports Centre usage for students, was introduced following a referendum held by the students. This is a mandatory charge and will be billed in advance of registration to all B.Ed students who are entitled to use those facilities (years 3 and 4 for 2011/12). Payment of the student Sports Centre charge must be made by the date specified in the pre-registration pack. T.A.P. (Trinity Access Programme) students will be entitled to apply to the Finance Office for a refund of this charge.

### ***Payment in Two Instalments***

13. All E.U. students may avail of the option to pay the student contribution and, if applicable, tuition fees, in two instalments. The amounts payable will be as set out in the pre-registration pack from the Registrar's Office. The second instalment where applicable will be payable on or before 31 January (31 March in the case of January/February registrants). Instalments received after the due date and before the end of February (end of April in the case of January/February registrants) will be subject to a late payment charge of €212. If the second instalment is not paid by the end of February (end of May in the case of January/February registrants) the student's name may be removed from the College books, and may be replaced on payment of a replacement fee of €358 together with the balance of fees due.

Note that charges other than the student contribution and tuition fees (e.g. college materials, curriculum books and TCD Sports Centre charge, as applicable) may not be paid in instalments and must be paid in full by the Monday prior to registration.

Undergraduate students who have not notified the Registrar in writing before 31 January that they are withdrawing from college will be liable for the second instalment of fees. Non receipt of a fee giro payment form by a student will not be accepted as an excuse for non payment of fees or other charges.

### ***Non-Publication of Examination Results***

14. Publication of examination results may be withheld if there are any outstanding fees on a student's account (including library dues). Students must ensure that fees are paid in accordance with sections 11 and 13 above.

### ***Late Registration Fees***

15. A charge of €212 will be imposed for late registration (i.e. after 15 October). In the case of graduate students admitted to the graduate register in January/February, a charge of €212 will be imposed for registration after 1 March.

Students also registering with TCD (B.Ed years 3 and 4 for 2011/12) should refer to the College Charges section of the TCD College Calendar, available at [http://www.tcd.ie/assets/documents/calendar/part1\\_college\\_charges.pdf](http://www.tcd.ie/assets/documents/calendar/part1_college_charges.pdf).

### ***Refund of Fees***

16. The Governing Body accepts no obligation to refund any fee, or any part of any fee, paid in respect of any exercise to be performed in the college. Refunds may, however, be made in the current academic year as stated below.

17. The Finance Office is authorised to make refunds to all **students entering College** as follows:

- a) If a student requests to withdraw from the course or to defer the year before 31 October, any monies paid may be reimbursed minus an administration handling charge of €212. Free Fees will not be claimed on 1 November on behalf of the student.
- b) If a First Year student requests to withdraw from the course or to defer the year after 31 October but before 31 January, the second moiety of the free fees will not be claimed on 1 February on behalf of the student. This will have the effect that, in the event of the student resuming elsewhere Third Level education, only half of first year tuition fees will be payable under the Free Fees scheme. If a student withdraws from the course after 31 January, full Free Fees will be claimed on their behalf, and the student will not be entitled to Free Fees for the first year of study in the event of their subsequently resuming elsewhere Third Level education.
- c) Where students who have already paid the full annual tuition fee, notify the Registrar's Office after 13 September but before 31 January that they do not intend to take up the place offered, or that they are withdrawing from college if they have already registered, half of the full annual tuition fee will be refunded. Application for such refunds must be made, in writing, to the Registrar's Office;
- d) Where a student has made payment to confirm acceptance (see Section A 8 and E 2) of a place in college, this amount may be refunded, less €212, where the student notifies the college before 13 September that they do not intend to take up the place.
- e) Where a student withdraws to change to a higher course choice on their CAO application following a recheck and Upgrade of Leaving Certificate results, all fee/charges paid will be refunded in full.
- f) Where a student, having registered on the B.Ed course, applies and is accepted to the H.Dip in Education course at the college, the College Materials charge already paid will be applied to the H.Dip College Materials charge. Students who paid full tuition fees will have 50% of those fees applied against the H.Dip fee. Similarly, 50% of the student contribution will be applied against the H.Dip fee. Amounts paid in respect of curriculum books are not refundable.

Please note that course deposits paid are non-refundable.

The foregoing rules apply irrespective of the date on which an offer of a place is made.

18. The Finance Office is also authorised to make refunds to all **continuing students** as follows:

- (a) where students who have paid the full annual tuition fee due on 1 September fail in a supplemental examination on which their progression depends, and in consequence discontinue their course, the fees paid will be refunded. Students who have paid only the student contribution will have this amount refunded if they decide to discontinue their course in these circumstances. Students who are permitted to repeat the year 'on books' will be billed for the balance of any fees due, if they have not already paid the full annual fee. See also section C;
- (b) where the annual tuition fee has been paid and the student has not returned to college, the fee may be refunded, subject to a deduction of €212, on application to the Registrar's Office. Similarly where students have paid only the student contribution this amount will be refunded less a deduction of €212. Applications, in writing, for such refunds must reach the Registrar's Office before 1 November;
- (c) where students who have already paid the full annual tuition fee and have completed registration, withdraw from college, one half of the full annual tuition fee will be refunded provided they notify the Registrar's Office in writing before 31 January (30 April in the case of graduate students who register in January/February). Applications, in writing, for such refunds must be made to the Registrar's Office. Where continuing students have paid only the student contribution no refund will be made.

#### **B: PAYMENT OF POSTGRADUATE COLLEGE FEES**

1. Students should have regard to the General Regulations at section A above, which apply to all students.
2. Incoming H.Dip in Education (Primary) students normally register in late January. If paying fees in instalments, due dates and amounts are as set out in the table at section E.
3. Due dates for returning H.Dip and all other postgraduate students are set out at section E.
4. Sanctions and penalties for late registration or payment for all postgraduate students are also set out at section E.

#### **C: EXCHEQUER PAYMENT IN RESPECT OF FULL-TIME UNDERGRADUATE TUITION FEES**

The following are the main eligibility criteria issued by the Department of Education and Skills in relation to the free fees initiative. Appendices to the criteria, which relate to nationality and Refugee status and the list of approved institutions (which includes this institution) are not reproduced here. Copies of the full document are available from the Finance Office on request.

##### **Criteria for Determining Eligibility**

*Tuition fees may be paid in respect of the full-time students listed below who have been ordinarily resident in an EU/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. Eligibility under the scheme is determined at date of entry to the course.*

*The scheme is subject to the following conditions -*

- (1) *Tuition fees will be paid in respect only of students attending full-time undergraduate courses.*
- (2) *The courses must, other than exceptionally, be of a minimum of two years duration.*
- (3) *The courses must be followed in one of the approved institutions. Coláiste Mhuire, MIE, is one of the colleges listed.*
- (4) *Tuition fees will not be paid in respect of:*
  - *students pursuing a second undergraduate course.*
  - *students who already hold a postgraduate qualification*

*Notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing to a Level 8 (Honours Bachelor Degree) course without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees.*

- (5) *Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.*
- (6) *Subject to compliance with the other conditions of the Free Fees initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:*
  - (a) *may be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost)*
  - (b) *are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course concerned did attract exchequer funding (as above). Part-time and evening students are included in this category.*
- (7) *Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2010/2011 academic year.*
- (8) *The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.*

The college may require students to provide proof that they meet the above eligibility criteria by either completing a declaration of compliance and/or providing proof of attendance at previous third level courses where appropriate.

It should also be noted that failure to disclose all relevant information required to determine eligibility for the fee remission scheme may render the student liable for the full fees plus a charge of €358.

**D: FEES PAYABLE BY STUDENTS ADMITTED FOR ONE ACADEMIC YEAR OR ONE TERM**

Students may be admitted to attend one or more individual modules in an academic year ('Occasional' students). Fees for these courses are set out in section E 2 and must be paid before 1 September for Michaelmas term and before 1 December for Hilary term.

**E: SUMMARY OF FEES AND CHARGES 2011/12**

1. Eligible undergraduate students may qualify to have the tuition fee element of the annual fee paid on their behalf by the Minister for Education and Skills (see section C above).
2. The main fees and charges applying for the academic year 2011/12 are set out in the table below:

Fee/Charge	Section	Note	€
<b>Undergraduate</b>			
Bachelor of Education – composite fee, where applicable, including tuition and student contribution	N/A	Students may opt to pay in two instalments – see section A 13. Additional charges apply for late payment – see section A 13.	€5,564
BSc in Education Studies – composite fee		As above.	€4,500
<b>Incoming students:</b>			
B.Ed Student contribution	A 9, A 16 and 17	Students may opt to pay in two instalments – see section A 13. Additional charges apply for late payment – see section A 13.	€2,000
B.Ed College materials charge	A 9, A 17(b)	Not reimbursable after 31 October. Payable in full by the Monday prior to registration.	€275
B.Sc College materials charge		As above	€90
Curriculum books	A 9	Payable in full by the Monday prior to registration.	€90
Application fee – direct entry	A 8 A 8, A 17(e)	Non-returnable Downpayment required on acceptance of an offer of a place	€30 €1,500
Late registration fee	A 15	After 15 October	€212
<b>Returning students:</b>			
Student contribution	A 11		€2,000
TCD student Sports Centre charge	A 12	B.Ed years 3-4 only, 2011/12. Payable in full by the Monday prior to registration.	€38
Administration handling charge for students who	A 17 (a)	Students are reminded that they should notify the	€212

withdraw before first registration date (early October)		Registrar in writing immediately, if they withdraw from the course.	
<b>'Occasional' students</b>	D	Separate charges may apply, e.g. for curriculum books or class materials.	€400 per module
<b>Postgraduate</b>			
H.Dip. in Education (Primary) – tuition fee	N/A	Returning students January intake	€5,564 €2,782
College materials charge – incoming H.Dip. students only	A 9	Not reimbursable after 28 February. Payable in full by the Monday prior to registration.	€275
Curriculum books – incoming H.Dip. students only	A 9	Payable in full by the Monday prior to registration.	€95
Late registration fee – 1st year (the late fee/date for 2 <sup>nd</sup> year H.Dip. students is as for B.Ed students)	A 15	After 1 March	€212
<b>Other Postgraduate Programmes</b>			
Postgraduate diploma in Intercultural Education			€3,500
Postgraduate diploma in Spirituality and Leadership in Education			€4,500
Notes:			
<ol style="list-style-type: none"> <li>1. Fees for these programmes are payable on or before registration or, if paying in instalments, 50% on or before registration, the balance being payable three months from registration date.</li> <li>2. Students shall not be permitted to register, attend classes or avail of library, email and other services until all the relevant amounts have been paid.</li> <li>3. Sanctions and penalties apply as for other programmes for late registration (from two weeks after registration date), late payment of instalment (from 1 month after due date) and as set out at section A 14 above.</li> <li>4. A student withdrawing from any of these postgraduate programmes before first registration date may be reimbursed minus an administration handling charge, consistent with section A 17(a). Thereafter, fees for these programmes are not refundable.</li> </ol>			

Fee/Charge	Section	Note	€
<b>Fees in two instalments</b>	A 13	Note: the instalment option does not apply to college materials, curriculum books or TCD Sports Centre charge.	
<i>Students eligible for Free Fees:</i>			
B.Ed-1 <sup>st</sup> years; total due €2,365 (€2,000+€275+€90)		Due by first registration date	€1,365
		Due on or before 1 February	€1,000
B.Ed – 2 <sup>nd</sup> years: total due €2,000		Due by first registration date	€1,000
		Due on or before 1 February	€1,000
B.Ed -3 <sup>rd</sup> and 4 <sup>th</sup> years; total due €2,038		Due by first registration date	€1,038
		Due on or before 1 February	€1,000
<i>Students not eligible for Free Fees:</i>			
B.Ed – 1 <sup>st</sup> years; total due €5,929 (€3,564+€2,000+€275+€90)		Due by first registration date	€3,147
		Due on or before 1 February	€2,782
B.Ed – 2 <sup>nd</sup> years; total due €5,564		Due by first registration date	€2,782
		Due on or before 1 February	€2,782
B.Ed – 3 <sup>rd</sup> and 4 <sup>th</sup> years; total due €5,602 (€5,564+€38)		Due by first registration date	€2,820
		Due on or before 1 February	€2,782
<i>BSc in Education Studies</i>			
B.Sc –1 <sup>st</sup> years; total due €4,590 (tuition €2,500, student contribution €2,000, materials €90)		Due by first registration date	€2,340
		Due on or before 1 February	€2,250
H.Dip. in Education- 1 <sup>st</sup> years; total due €3,152 (€2,782+€275+€95)		Due by first registration date	€1,761
		Due on or before 31 March	€1,391
H.Dip. in Education – 2 <sup>nd</sup> years; total due €5,564		Due by first registration date	€2,782
		Due on or before 1 February	€2,782

3. Students repeating the year, examinations and Teaching Practice, or appealing a result, must pay fees according to the table below:

Fee/Charge	Section	Note	
Full year repeat	A 6	Full fees for the year, as set out in section E 2 above	
			€
Autumn repeat exams and assignments		Maximum fee of €450, for 3 or more modules/subjects.	€150 per module/subject.
Teaching Practice repeat			€400
Repeat fee 'off books' (not attending lectures) – exam repeat only		Maximum fee of €450, for 3 or more modules/subjects.	€150 per module/subject.
Examination Appeal fee (refundable if the appeal is successful)			€100
B.Ed Year 4- Dissertation repeat			€400

**F: CIRCULATION**

This document has been approved by the Governing Body of Marino Institute of Education and forms a part of the regulations applying to all students of Coláiste Mhuire, Marino Institute of Education. This document is circulated to all students at or before registration, and is also available on MIE's Moodle virtual learning environment.