

Institute Charges

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. The Governing Body of MIE is not bound by any error in, or omission from, these regulations.

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. **Note that it is the student's responsibility to read and be familiar with this document. There are charges and penalties for late payment of amounts due, and charges for repeat examinations/Student Placement, as set out in this document. Students are strongly encouraged to contact the Finance Office (email: finance@mie.ie) in advance if they anticipate difficulty in meeting any of the payment dates, and to pay careful attention to any communication/reminders from the Finance Office.** These will normally be issued by email.

3. The preferred payment method is online. Instructions are set out on invoices. Payment may also be made through any bank, in favour of MIE No.1 Account (no. 22399542) with Bank of Ireland, 26 Marino Mart, Dublin 3 (sort code: 90-05-43, IBAN: IE09 BOFI 9005 4322 3995 42), quoting student name or account reference on the payment. Crossed cheques or credit/debit card payments are also accepted. Please note that cards may be subject to a daily transaction limit of €1,500 (imposed by the issuing bank).

4. Students who are seeking an educational grant may defer payment of student contribution / tuition fee pending the outcome of their grant application, but must pay any other amounts due (eg materials charge) prior to registration (see section A 10). **All students should notify the Finance Office if they are applying for a grant for the current year, irrespective of whether they were in receipt of grant in previous years.** Students may be requested to sign and return a 'Third Party Authorisation Form' to authorise SUSI to communicate with MIE in relation to the student's grant status.

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 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 Institute (i.e. not through the Central Applications Office) must pay, as set out at 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* (or 50% thereof if paying in instalments) as soon as they receive an offer of a place. This payment is deductible from the charges which become payable on or before registration. 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 Fees

9. Undergraduate students who accept an offer of a place in the Institute 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 Institute reserves the right to cancel the offer despite any part 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 and materials charge (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 (and tuition fee, where applicable) in two equal instalments, 50% prior to registration and 50% by 31 January. The materials charge, however, must be paid in full prior to registration.

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 12 below) must be paid by the notified due date, before registration date.

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

SUSI 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. materials 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 or fee for any reason.

Students who receive approval for a partial grant must pay the balance in accordance with these regulations (i.e. 50% prior to registration, the balance by 31 January (28 February for postgraduate students)).

Students who receive grant approval after registration must forward their grant approval letter to the Finance Office upon receipt. The grant-awarding body will then be invoiced for the amount due. Grant-holders will have some or all the student contribution/fee paid on their behalf by the grant-awarding body, and the amount paid by the student will be reimbursed upon receipt by the Institute of payment from the grant-awarding body. If for any reason the relevant authority does not pay the student charge, the student's payment will be retained by the Institute.

Continuing Students - Payment of Fees

11. Undergraduate students must pay the relevant fee or the first instalment (if paying in two instalments - see section 12 below), by the Monday before the commencement of the new academic year. B.Ed/B. Oid undergraduate students qualifying for the Government's tuition fee remission scheme will be required to pay to the Institute the student contribution (see section 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.

Payment in Two Instalments

12. 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 are set out at Section E below. The second instalment where applicable will be payable on or before the date set out in the table at section E.2 (normally 31 January for undergraduate programmes, 28 February for postgraduate programmes). Instalments received after the due date and before the end of the following month will be subject to a late payment charge of €212. If the second instalment is not paid by the end of that month – or if there are other outstanding charges on the student's account - the student's name may be removed from the Institute's 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. materials charges) may not be paid in instalments and must be paid in full by the Monday prior to registration.

Non-Publication of Examination Results

13. Publication of examination results may be withheld if there are any outstanding fees or charges on a student's account (including library dues). Students must ensure that fees are paid in accordance with sections 11 and 12 above. A student must have paid all amounts owing on their account in order to be permitted to graduate.

Late Registration Fees

14. A charge of €212 will be imposed for late registration/payment (i.e. after 15 October, except in cases where the late registration is for a Junior Fresh student who received a late offer of a place, following the upgrade of exam results).

Refund of Fees

15. 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 Institute. Refunds may, however, be made in the current academic year as stated below. Students withdrawing from their course should in all cases notify the Registrar's Office in writing in the first instance. The date of withdrawal will be taken as the date of receipt of such notification.

16. The Finance Office is authorised to make refunds to **students entering The Institute** 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 (B.Ed/B.Oid students) will not be claimed on 1 November on behalf of the student. After 31 October and up to 31 January, half of the student contribution/fee is refundable. Students who withdraw after 31 January who have opted to pay the student contribution/fee in two instalments will be liable for the second instalment.
- b) If a First Year **B.Ed/B. Oid** 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 returning elsewhere to 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 third level education elsewhere.
- c) Where students who have already paid the full annual tuition fee (or student contribution, for B.Ed/B.Oid students), 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 the Institute if they have already registered, half of the full annual tuition fee / student contribution will be refunded. Application for such refunds must be made, in writing, to the Finance Office;
- d) 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.
- e) Where a direct entry applicant has made payment to confirm acceptance (see Section A 8 and E 2) of a place in the Institute, this amount may be refunded, less €212, where the student notifies the Institute before 13 September (/registration date) that they do not intend to take up the place.

Please note that course deposits paid are non-refundable, unless specifically stated otherwise within this document.

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

Separate regulations regarding refunds apply to the **Trinity International Foundation Programme (IFP)**. Enquiries should be directed to the Programme Manager, in the first instance.

17. 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 the Institute, the fee may be refunded, subject to a deduction of €212, on application to the Finance 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 Finance Office before 1 November;

(c) where students who have already paid the full annual tuition fee and have completed registration, withdraw from the Institute, one half of the full annual tuition fee will be refunded provided they apply to the Finance Office in writing before 31 January. For continuing B.Ed/B.Oid students half of the student contribution is refundable up to 31 January. Students who withdraw after 31 January who have opted to pay the student contribution / fee in two instalments will be liable for the second instalment.

18. Students experiencing financial hardship should contact their Tutor in the first instance, on a confidential basis, to discuss their situation.

B: PAYMENT OF POSTGRADUATE FEES

1. Students should have regard to the General Regulations at section A above, which apply to all students.
2. Due dates for PME (Primary) students and all other postgraduate students are set out at section E.
3. 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 MIE) 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. 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 current 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 Institute 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 ('Temporary' 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 2018/19

1. Eligible B.Ed/B. Oid 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 ('Free Fees') (see section C above).
2. The main fees and charges applying for the academic year are set out in the table below:

Fee/Charge	Section	Note	€
Undergraduate			
Bachelor of Education/B. Oideachais – tuition fee, where applicable, i.e payable only for B.Ed/B.Oid students who do not qualify for 'Free Fees' (payable in addition to the Student Contribution of €3,000)	N/A	Students may opt to pay in two instalments – see section A 12. Additional charges apply for late payment – see section A 12.	€2,564
BSc in Education Studies, B.Sc in Early Childhood Education – total fee		As above re instalments and late payments.	€3,000
International students (undergraduate)		i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria, as referred to at Section C	€15,950 (a bursary of €8,950 is available to international undergraduate students for the current year)
Entering (First year) students:			
B.Ed/B. Oid Student contribution	A 9, A 16 and 17	Students may opt to pay in two instalments – see section A 12. Additional charges apply for late payment – see section A 12.	€3,000

B.Ed/B. Oid materials charge	A 9, A 17(b)	Not reimbursable after 31 October. Payable in full prior to registration.	€295
B.Sc in Education Studies, B.Sc in Early Childhood Education materials charge		Not reimbursable after 31 October. Payable in full prior to registration.	€110, €170 (ECE)
Application fee – mature applicants direct entry	A 8 A 8, A 17(e)	Non-returnable Downpayment required on acceptance of an offer of a place	€30 100% or 50% of student contribution as for B.Ed/B. Oid above
Late registration fee	A 15	After 15 October	€212

Fee/Charge	Section	Note	€
Returning students:			
B.Ed/B. Oid Student contribution	A 11		€3,000
B.Sc Tuition Fee	A11		€3,000
Administration handling charge for students who withdraw before first registration date.	A 17 (a)	Students are reminded that they should notify the Registrar in writing immediately, if they withdraw from the course.	€212
‘Temporary’ students, including students taking individual modules (no degree/diploma award).	D	Separate charges may apply, e.g. for class materials.	€400 per module, 10% discount if four or more modules are taken.
Postgraduate*			
Professional Masters in Education (Primary) – tuition fee	N/A		€5,564
Materials charge –incoming PME. students only	A 9	Not reimbursable after 31 October. Payable in full prior to registration.	€295
Late registration fee – PME students	A 15	After 15 October	€212

Application Fee		An Application Fee applies to all postgraduate programmes at MIE	€30 / €50 (PME)
Other Postgraduate Programmes*			
Master in Education Studies (Intercultural Education/Early Childhood Education/Visual Arts/ Inquiry-Based Learning/ Christian Leadership in Education) – note 1 below.			€3,950 per annum
Professional Diploma in Education (Further Education)			First year: €2,700 per annum; second year €2,500.
International students		i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria, as referred to at Section C	€15,950 (a bursary of €8,950 is available to applicants, for 2018 / 2019).

***Notes:**

1. Fees for Masters programmes are payable before registration or, if paying in instalments, 50% before registration, the balance being payable by 28 February.
2. (i). Fees for first year Further Education students are payable €500 (non-refundable) upon acceptance of offer (by 30 June 2018), a further €1,100 before registration, if paying in instalments, and the balance of €1,100 by 28 February. Second year fees, €2,500, are payable 50% before registration, the balance by 28 February;
(ii). For students opting to complete the course in one year, the amount payable is €5,400: €500 upon acceptance, €2,450 before registration and the balance of €2,450 by 28 February.
3. 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.
4. 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 13 above.
5. 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) (except for acceptance deposits, which are not refundable). Otherwise, refunds may be granted for withdrawal during the year as set out at section A ,16(c) (first year students) and 17(c) (continuing students).

Fee/Charge	Section	Note	€
Fees in two instalments	A 12	Note: the instalment option does not apply to materials charges.	
<i>Students eligible for Free Fees:</i>			
B.Ed/B. Oid -1 st year; total due €3,295 (€3,000+€295)		Due by first registration date	€1,795
		Due on or before 31 January	€1,500
B.Ed/B. Oid – 2 nd , 3 rd and 4 th years: total due €3,000		Due by first registration date	€1,500
		Due on or before 31 January	€1,500
<i>B.Ed/b. Oid Students not eligible for Free Fees:</i>			
B.Ed/B.Oid – 1 st year; total due €5,859 (€2,564+€3,000+€295)		Due by first registration date	€3,077
		Due on or before 31 January	€2,782
B.Ed/B.Oid – 2 nd , 3 rd and 4 th years; total due €5,564		Due by first registration date	€2,782
		Due on or before 31 January	€2,782
<i>BSc in Education Studies</i>			
B.Sc –1 st year; total due €3,110 (tuition €3,000, materials €110)		Due by first registration date	€1,610
		Due on or before 31 January	€1,500
B.Sc – 2 nd , 3 rd and 4 th year; total due €3,000		Dates as for 1 st year above	€1,500 each instalment.
<i>B.Sc in Early Childhood Education</i>			
B.Sc ECE –1 st year; total due €3,170 (tuition €3,000, materials €170)		Due by first registration date	€1,670
		Due on or before 31 January	€1,500
B.Sc ECE – 2 nd , 3 rd and 4 th year; total due €3,000		Dates as for 1 st year above	€1,500 each instalment.

Professional Master in Education (Primary)- 1st years; total due €5,859 (€5,564+€295)		Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
		Due before first registration date	€2,577
		Due on or before 31 January	€2,782
Professional Master in Education (Primary) – 2nd years; total due €5,564		Due before first registration date	€2,782
		Due on or before 31 January	€2,782

3. Students repeating the year, examinations and Student Placement, 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 (excluding student placement) *		Maximum fee of €450, for 3 or more modules/subjects.	€150 per module/subject.
Student Placement repeat			€400 per placement
Special Education placement repeat			€200
Special examination (normally on recommendation of Court of First Appeal)			€382
Repeat fee 'off books' (not attending lectures) – exam repeat only		Maximum fee of €450, for 3 or more modules/subjects.	€150 per module/subject.
Repeat one or more blocks 'on books' (excluding for degree examinations – see below)		In such cases, the fee payable is determined as a percentage of the full fee for the year (student contribution plus tuition fee) pro rata to the number of blocks in the course year.	e.g. repeating one block from 5, fee is 20% of full fee (€5,564, 2018/19), i.e. €1,112.80.
Repeat fee for degree examinations i.e. senior sophister / final year students		€400 for 1 module, 50% of full fee (student contribution and tuition) for 2 modules, full fees for 3 or more modules.	
Examination Appeal fee (refundable if the appeal is successful)			€100
B.Ed/B.Oid Year 4- Dissertation repeat			€400

* introduction of autumn repeat fees deferred : and not applicable for the current year.

4. Fees for the Adult Certificate in Spirituality and Human Development are €750, payable €100 on application (non-refundable), €325 by registration and the balance by 28 February.

5. Fees for the Trinity International Foundation Programme are available from https://www.mie.ie/en/Study_with_Us/Undergraduate_Programmes/Trinity_International_Foundation_Programme/Fees_Scholarships/ or from admissions@mie.ie .

6. Dyslexia screening application incurs a fee of €40. This charge will be waived if a student is in receipt of any grant e.g. HEAR, SUSI. When attending for screening in TCD, students need to present either proof of payment or a letter showing eligibility for HEAR or SUSI.

7. Mobile phones, or other electronic devices, are not permitted in examination venues - if a device rings or emits any noise during the course of an examination, it will be confiscated. Confiscated items may be retrieved from the Finance Office on payment of a €35 fine per item.

8. Duplicate transcripts: in the event that you require a duplicate transcript, please contact the Registrar's Office. There is no charge for this service at present.

F: OTHER CHARGES

In addition to the Fees & Charges set out above, students should be aware of the following additional costs which, while not payable to Marino Institute of Education, constitute an inherent part of the cost of completing the course:

Commencement Fee: payable to Trinity College Dublin upon completion of the course, and prior to graduation: currently €135;

B.Ed/B.Oid and PME students, for whom a Gaeltacht Placement is a compulsory part of the programme, will incur fees and accommodation costs, payable directly to the host Gaeltacht. As an indication, this cost is likely to be in the region of €800 (estimate).

G: CIRCULATION

This document forms a part of the regulations applying to all students of Marino Institute of Education. This document is circulated to all students at or before registration, and is also available on MIE's website and Moodle virtual learning environment. Note that this document supersedes all previous versions.

This document will be reviewed annually. It may be reviewed between such intervals in the event of legislative or other relevant developments.

Date: Approved by MIE Finance Committee, April, 2018

Revision Date: 10August, 2018

Lead Responsibility: Chief Financial Officer
