



Code	QA307
Title	Student Fee Liability and Sanctions for Late or Non-Payment of Fees
Policy Owner	Director of Financial accounting
Date	9 th June 2021
Approved By	UMT

1.0 Purpose

This policy sets out student's fee liability, payment options, and sanctions for late payment, or non-payment of fees. Information regarding these matters is available at the University's website www.universityofgalway.ie/fees

2.0 Description

- (i) Students are **liable** for **all elements** of the fee:
 - a. the Student Contribution¹, and the Tuition Fee, at the time of registration;
 - b. late payment fees, if applicable, when billed / notified by the University;
 - c. repeat examination fees, if applicable, when billed / notified by the University and
 - d. the student levy when billed. Further details on the student Levy are available here <https://su.universityofgalway.ie/>
- (ii) All EU students who do not qualify for a SUSI/local authority grant or the Government's free tuition fee scheme may avail of the option to pay their fees in two instalments.
 - a. EU Undergraduates must have paid 50% of their fees no later than the 30th November². The balance of fees must be paid no later than the 28th February³
- (iii) EU Postgraduate students must have paid 50% of their fees no later than the 30th November. The balance of fees must be paid no later than the 28th February.
- (iv) Non-EU students are required to pay 50% of their fees in full **prior** to registration.
- (v) Where a student is experiencing financial difficulty/hardship they may apply to the Student Hardship Fund for review. Alternative payment arrangements may be agreed where appropriate.

2.1 Approach

The Fees office will actively pursue payments throughout the academic year.

Students have online access to their accounts.

The University reserves the right to have a third party conduct the collection of fees on behalf of the University.

In line with the express provisions of the Student Data Usage Policy, the University may seek to make contact with the student in relation to any fee and registration issues using their home contact details or via any parent, guardian, or sponsor contact details furnished. Where fees are being funded (either partly or fully) from an external funder, the University may also make contact with any such external funder strictly in line with the Student Data Usage Policy.

2.2 Sanctions

Where a student does not pay their fees by the due dates the following sanctions apply:

- (i) If the first instalment is not paid by the due date a late payment fee will be applied.

¹ Applicable to undergraduates only

² Within two months of registration for Students who are required to register outside of the main registration period.

³ Within four months of registration for Students who are required to register outside of the main registration period.

- (ii) If the balance is not paid by the due date a late payment fee will be applied.
- (iii) Late payment sanctions are cumulative.
- (iv) Examination results will not be issued to students with outstanding fee debt⁴.
- (v) Returning students will not be permitted to register for the next academic session until they have cleared their debt or, in cases of financial hardship, have been granted an alternative payment arrangement⁵.
- (vi) Students will not be permitted to graduate or attend conferring ceremonies until all outstanding debts (including penalties, where applicable) have been paid in full.

3.0 Related Policies

- QA306 Fee Refund Policy
- QA287 Approved Leave for Students Policy
- QA227 New Entrants to First Year Fulltime Undergraduate Degree Programme Transfer Scheme
- QA282 Student Withdrawal from Course of Study Policy
- QA412 Student Data Usage Policy

4.0 Responsibilities

Name	Responsibility
Policy Owner	Director of Financial Accounting
Fees Office	To provide students with accurate information about their fee liability. To maximise the collection of fees billed to students.
Students	To pay their fees on time.

5.0 Attachments

Form for FAF is available from www.universityofgalway.ie/student_services/ when applications can be made.

Appendix 1: Schedule of Administrative fees processed by the Fees office

⁴ Repeat exam fees are excluded from this sanction.

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Appendix 1

Category of Administration Fee processed by the Fees office

Refunds

International students who have paid some or all of their fees to the University but are subsequently unsuccessful in their visa application will be charged an administration fee of €190 in order to process their fee refund.

Late payment penalty

Where student fees and/or student levy payments are not made (and where proof of funding is not provided) within the timelines outlined the following sanctions apply :

(A) 30/11/xx - Late Payment fine of €200

(B) 28/02/xx - Additional late payment fine of €200

Repeat Exam fee

Students who have to attend the repeat examinations in Autumn, or who are repeating any form of assessment/assignment/coursework are liable to pay the repeat examination fee of €295.