

# NCI Fees Policy

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## 1. Purpose

The NCI Fee Policy provides a comprehensive framework for managing the fees and related charges that apply to all students, both domestic and international, enrolled in any programme of study. This policy ensures transparency, consistency, and fairness in the application of fees and associated costs, while also detailing the processes for fee payment, refunds, and available financial support.

Specifically, this policy aims to:

- Clarify the different types of fees applicable to students, including tuition fees, registration, repeat examination, and graduation fees for both domestic and international students.
- Outline the available payment options and processes for both domestic and international students.
- Detail scholarships and grants, specific to both international (through NCI's International Scholarships) and domestic students (via government grants and scholarships).
- Establish deadlines for fee payment, as well as the consequences of late or non-payment, applicable to all students.
- Provide information on the refund policy, including criteria for refunds in cases of course withdrawal, cancellation, or other qualifying circumstances.
- Ensure compliance with all relevant legal and regulatory requirements governing fee collection and management at NCI.

## 2. Scope

This policy applies to all students, as defined in Policy 2: Definitions, including full-time, part-time, and remote learning students. It also applies to all staff involved in the management, administration, and collection of student fees.

Specifically, this policy is applicable to:

- All undergraduate, postgraduate, part-time and professional education students, whether domestic or international.
- Any staff involved in the management, collection, or administration of fees, scholarships, payment plans, and refunds.
- Departments and/committees responsible for the application of fee payment processes, refunds, and financial reporting.
- External service providers involved in fee collection (e.g., payment processing services like TransferMate), in accordance with their service agreements with NCI.

No units or groups within the College are excluded from the provisions of this policy.

## 3. Definitions

**Domestic Student** A domestic student is defined as any student who meets one or more of the following criteria:

- Holds Irish citizenship, EEA citizenship, or citizenship of the Swiss Confederation.
- Has resided in Ireland, the EEA, or the Swiss Confederation for at least three of the last five years prior to the start of their programme.
- Has completed at least five years of primary or secondary education in Ireland, the EEA, or the Swiss Confederation.

**International Student:** An international student is defined as any student who does not meet the criteria for domestic student classification and requires a visa to study in Ireland.

## 4. Policy Statement

This policy outlines NCI's approach to the management, administration, and collection of student fees. It ensures compliance with relevant legislation, including Protection for Enrolled Learners (PEL) provisions under the Qualifications and Quality Assurance (Education and Training) Act 2012.

### 4.1. Fee Structure

**Domestic Students:** Tuition and other associated fees are set annually in accordance with NCI's operational requirements. These fees cover tuition, registration, and other charges such as repeat examination and repeat by attending fees.

**International Students:** Fees for international students reflect additional costs for services such as recruitment costs, international office support, pastoral care and gym membership. These fees are set annually in accordance with NCI's operational requirements.

### 4.2. Payment and Financial Obligations

**Domestic Students:** Payment deadlines and methods are clearly communicated prior to the start of the academic year. Flexible payment plans may be available upon request, depending on fee type and programme of study.

**International Students:** Full fee payment is required prior to enrolment to secure a place on the programme. Payment methods include direct bank transfers to NCI or through third-party payment providers such as TransferMate.

NCI does not operate a payments deposit system. Partial payments of tuition fees do not guarantee a place on a course. Applicants wishing to make partial payments should refer to the NCI Refund Policy for details regarding refunds in cases of non-enrolment.

Places for international students are limited and are allocated on a first-come, first-served basis, subject to meeting all academic requirements and full payment of course fees. It is essential that applicants ensure both requirements are met promptly to avoid losing their place.

Students from non-visa required countries and all students residing in Ireland can pay Euro 6,000 with the balance by payment plan. Additionally, international students returning to NCI for subsequent years of study are eligible to apply for a payment plan.

### 4.3. Scholarships

NCI is committed to supporting accessibility and inclusivity through a comprehensive portfolio of scholarships, and discounts for both domestic and international students.

Full details, including eligibility criteria, application processes, and tax relief options, are outlined in Section 7 Fees Procedures LRN-02-SOP-PUB.

### 4.4. Protection for Enrolled Learners

NCI complies with Protection for Enrolled Learners (PEL) legislation as required under the Qualifications and Quality Assurance (Education and Training) Act 2012. This ensures that in the unlikely event of programme cessation, enrolled learners will have provisions to complete their studies or receive appropriate compensation.

As part of PEL requirements:

- NCI has established agreements with alternative education providers to ensure that students can transfer to comparable programmes if necessary.
- Where programme continuation or transfer is not possible, refunds will be issued for any remaining portion of paid fees, in line with this policy and PEL provisions.
- Details of NCI's PEL arrangements are available upon request from the Registry.

### 4.5. Refunds

NCI is committed to ensuring a transparent and fair process for handling refunds in compliance with relevant legislation, including Protection for Enrolled Learners (PEL) provisions under the Qualifications and Quality Assurance (Education and Training) Act 2012. Refunds are available to students based on their classification as domestic or international, with conditions determined by withdrawal timing, programme status, or visa requirements.

#### 4.5.1. Principles Governing Refunds

- Refunds will only be processed via the original payment method and to the original payer.
- Refund eligibility and conditions are aligned with NCI's operational policies and relevant legislation, including PEL requirements.
- Specific refund amounts, administrative fees, and required documentation vary by student classification and are outlined in the Fees Procedures LRN-02-SOP-PUB.

#### 4.5.2. Domestic and International Students

- Domestic and international students may be eligible for refunds under specific circumstances, including programme cessation, withdrawal, or visa refusals (for international students).
- Refund requests submitted outside the standard withdrawal periods will only be considered under exceptional circumstances and on a case-by-case basis.
- Refund eligibility and associated conditions are detailed in the Fees Procedures LRN-02-SOP-PUB.

#### 4.5.3. Submission and Processing of Refund Requests

- Students must submit a completed Refund Request Form with all required documentation to initiate the refund process.
- Refund requests are processed within a standard timeline, ensuring compliance with policy guidelines.

#### 4.5.4. Non-Cash Refund Policy

NCI does not accept cash payments for tuition or associated fees, and refunds will not be issued in cash under any circumstances.

### 4.6. Fee Classification and Eligibility

Students are classified as domestic or international for fee purposes based on the criteria outlined in Policy 2: Definitions. Specific eligibility requirements for EU and non-EU fee rates are detailed below.:

**EU Fees:** Applicable to students who meet one or more of the following:

- Have resided in the EU/EEA/Swiss Confederation for at least 3 of the 5 years preceding the start of the programme.

- Are EU/EEA/Swiss citizens or hold equivalent residency rights (e.g., refugee or diplomatic status).
- Have completed 5 years of primary/secondary education in the EU/EEA/Swiss Confederation.
- Are the minor or dependent adult children of EU/EEA/Swiss State officials posted outside these regions.

**Non-EU Fees:** Applicable to all other students.

### Documentation Requirements

Students may be required to provide the following:

- Proof of residency, such as utility bills, tax records, or immigration documents.
- Educational history, including evidence of schooling in the EU/EEA/Swiss Confederation.
- Official letters or certificates verifying refugee status, diplomatic assignments, or humanitarian leave.
- Any other documentation that may be reasonably required by funding bodies in order for NCI to draw down funds on the students behalf.

### EU/Non-EU Fee Assessment

- Students must complete the EU/Non-EU Fee Assessment Form, which is available online or from the Admissions Office.
- All required supporting documentation must accompany the form at the time of submission.
- The Admissions and Fees Offices will review the submission and determine the student's fee classification. Students will be notified of their classification decision and any next steps.

## 4.7. Sanctions

NCI ensures compliance with legal and regulatory requirements, including Irish consumer protection, data protection, and immigration laws. Students are expected to fulfil their financial obligations by the specified deadlines. Failure to do so may result in the application of sanctions, including:

- **Late Payment Penalties:** Late payment fees may apply, as determined by the Finance Office.
- **Restriction of Access to Services:** Students may lose access to online platforms, library resources, and on-campus facilities.
- **Examination Restrictions:** Students may be prohibited from sitting exams, accessing timetables, submitting coursework, or receiving results.

- **Withholding of Academic Records:** Academic results, transcripts, and participation in graduation ceremonies may be withheld.
- **Suspension of Enrolment:** Continued non-payment may result in suspension of enrolment, restricting access to classes and facilities.
- **Referral to Debt Collection:** Unpaid fees may be referred to a third-party debt collection agency, with associated costs borne by the student.

Detailed steps for issuing reminders, timelines, and reinstatement of services are outlined in Section 3.4, Fees Procedures LRN-02-SOP-PUB.

## 5. Roles and Responsibilities

The effective implementation of the NCI Fee Policy requires collaboration across several departments and staff roles. The following outlines the specific responsibilities

Example Table:

Role	Responsibilities
Fees Office	<ul style="list-style-type: none"> <li>• Issue fee payment schedules and accept payments through approved methods (e.g., bank transfers, credit card payments).</li> <li>• Maintain accurate records of all student payments.</li> <li>• Process refund requests for domestic students in line with the Refund Tables</li> <li>• Collaborate with the International Office for refunds related to visa refusals or international student withdrawals.</li> <li>• Issue receipts upon request, detailing payments made and any outstanding balances.</li> <li>• Notify students about refund approvals or delays.</li> <li>• Provide reminders for overdue fees and outline sanctions in case of non-payment.</li> <li>• Ensure adherence to Protection for Enrolled Learners (PEL) requirements and maintain financial safeguards.</li> <li>• Maintain the list of parties Not in Good Standing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure online fee payment services are open to registered students for the purpose of making payments throughout the academic year.</li> </ul>
International Office	<ul style="list-style-type: none"> <li>• Assist international students with understanding visa-related financial requirements, including full payment of fees before enrolment.</li> <li>• Facilitate refund requests for visa refusals and withdrawals.</li> <li>• Notify international students about the status of refund requests, including any delays or additional requirements.</li> <li>• Liaise with the Fees Office for international students requiring financial assistance or payment plan adjustments</li> </ul>
Student Services	<ul style="list-style-type: none"> <li>• Provide advice on available payment plans, scholarships, and bursaries.</li> <li>• Liaise with the Fees Office for domestic students requiring financial assistance or payment plan adjustments.</li> <li>• Guide students through application-based scholarships and assist with required documentation.</li> </ul>
Admissions Office	<ul style="list-style-type: none"> <li>• Ensure prospective students receive detailed information about programme costs, including tuition, registration fees, and available financial aid.</li> <li>• Issue financial documentation required for international students' visa applications.</li> <li>• Coordinate with the Fees Office to communicate any changes in fee structures or payment deadlines.</li> <li>• Processing fee payments for domestic part time applicants using the SIS.</li> <li>• Ensure the online fee payment service is open to pre-registered students in advance of the new academic year and within a reasonable timeframe after they have been confirmed as having successfully completed their previous academic session.</li> </ul>



	<ul style="list-style-type: none"> <li>• Responsible for processing fee payments by incoming international applicants and issuing fee receipts within a timely manner for each payment.</li> <li>• Open the online service for fee payment and communicate with students on Springboard/ICT Skills programmes in relation to deadlines for payment.</li> <li>• In relation to Government Funded Initiatives, perform forensic analysis of payments from funders to ensure they align with expectations. Follow up with the funding institution in relation to balances owing.</li> </ul>
Learner	<ul style="list-style-type: none"> <li>• Ensure tuition and associated fees are paid by the specified deadlines.</li> <li>• Adhere to any agreed-upon payment plans made with the Fees Office.</li> <li>• Notify the Fees Office promptly in cases of financial difficulties, changes in enrolment status (e.g., deferrals or withdrawals), or errors in fee statements.</li> <li>• Provide any required documentation for fee classification, refund requests, or scholarship applications in a timely manner.</li> <li>• Familiarize themselves with fee-related policies, including payment deadlines, refund eligibility, and conditions for non-payment.</li> </ul> <p>Abide by NCI's policies on fee payments, refunds, and sanctions, as well as relevant legal and immigration requirements.</p>

## 6. Compliance & Monitoring

This policy will be reviewed every three years, or more frequently if required, by the Finance Office and International Office to ensure its continued relevance, fairness, and compliance with legal and regulatory changes. The review process will be coordinated by the Finance Office, in collaboration with the International Office and other relevant stakeholders.

The effectiveness of the Fee Policy will be assessed based on the following criteria:

- The proportion of students meeting fee payment deadlines.
- The number of students adhering to agreed-upon payment plans.
- Feedback from student surveys indicating satisfaction with the clarity and accessibility of fee-related information.
- The average time taken to process refund requests, ensuring compliance with policy guidelines.
- The number of students successfully accessing financial assistance or scholarship programmes.

## 7. Related Documentation

- Fees Procedures LRN-02-SOP-PUB
- Refund Table Domestic Students LRN-001-REF-INT
- Refund Table International Students LRN-002-REF-PUB
- [NCI Admission, Registration and Curriculum Policies](#)
- [Irish Immigration and Visa Regulations](#)
- [NCI Privacy Statement](#)
- [Protection for Enrolled Learners](#)

## 8. Version Control

<b>Reference Code</b>	LRN-02-POL-PUB	<b>Executive Owner</b>	Director of Finance and Company Secretary
<b>Policy/Procedure Manager</b>	Director of Finance and Company Secretary	<b>Approval Body</b>	Executive Group, Governing Body
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