

Fees Procedures

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1. Fee Setting

The annual fee structure is reviewed and approved by the NCI Executive Group on the recommendation of the Finance and Marketing & International departments. This review is part of the College's annual planning cycle and is aligned with the launch of new programmes and the preparation of the prospectus for the upcoming academic year.

The fee-setting process considers the financial requirements necessary to sustain and enhance the quality of NCI's academic programmes, student services, and campus operations. It ensures that fees reflect the College's commitment to delivering an exceptional learning experience while maintaining accessibility through competitive pricing and the provision of scholarships and financial aid. By carefully balancing these priorities, NCI supports its mission of changing lives through education and fostering inclusivity.

Once the fee structure is finalised, it is incorporated into operational planning and marketing strategies, ensuring prospective and returning students are informed well in advance. Updates to the fee structure are clearly communicated through the College's marketing materials, prospectus, and official website to maintain transparency and accessibility.

2. Fee Communication and Publication

Once the annual fee structure has been approved the Fees Office, in collaboration with the International Office, Marketing and Admissions teams, is responsible for ensuring that the approved fees are communicated and published. This process includes:

2.1. Full Time and Part Time Prospectuses

Programme fees for prospective students are included in the annual NCI prospectus.

2.2. Website Publication

The full fee schedule for both domestic and international students, including tuition, registration, and any other associated charges, will be published on the NCI website. Fees are published on the website for a particular academic year.

2.3. Offer Letters and Student Communication

Prospective students will receive clear, detailed information about their fees in their offer letters. This will include a breakdown of any scholarships, grants, or other financial aid, as well as payment methods. International students will receive additional information on visa-related fee requirements and payment deadlines.

2.4. Additional Platforms

Fee-related information will also be made available through other official channels such as the NCI Support Hub and student handbooks, ensuring that all current and prospective students can easily access the relevant information.

2.5. Timeline for Communication

Fee information must be made available to prospective students no later than three months prior to the commencement of each academic year or intake. Any subsequent changes to fees must be communicated at least one month in advance of their effective date.

3. Fee Payment

3.1. Payment Methods

Students may pay their fees through the following methods:

- Domestic and continuing International Students: Bank transfer, cheque, or credit card (online or over the phone).
- International Students: Bank transfer or international payment platforms (e.g., TransferMate, CohortGo).

Cash payments are not accepted for tuition or associated fees.

3.2. Payment Timelines

Payment deadlines are outlined in offer letters or registration documents and must be adhered to.

Payment plans may be available for eligible domestic students and, under specific conditions, for international students living in Ireland for more than one year.

Requests for payment plans must be submitted and agreed upon in writing with the Fees Office before the standard payment deadlines.

3.3. Confirmation of Payment

Upon receipt of payment, the Finance Department will issue an official receipt to the student on request, this will detail payments made and any outstanding amounts.

International students will receive receipts from the Admissions Office for visa-related purposes.

3.4. Consequences of Non-Payment

Failure to meet payment deadlines will result in a structured process to resolve outstanding balances. This includes reminders, sanctions, and the eventual reinstatement of services upon payment.

3.4.1. Initial Reminder

The Finance Department will issue a first reminder to students who miss the payment deadline. This reminder will include:

- The amount due.
- Payment methods.
- A new deadline for payment.
- A warning about the consequences of continued non-payment.

3.4.2. Final Reminder

If the fees remain unpaid after the initial reminder, a final reminder will be issued by the Finance Department.

- Reiterate the outstanding balance and payment methods.
- Clearly state that if the fees are not paid within a further 7 days, the sanctions outlined in the Sanctions section will be applied.

3.4.3. Sanctions for Non-Payment

If payment is not received after the final reminder, sanctions will be applied in accordance with Policy Section 4.8. The type and severity of sanctions will depend on the student's specific circumstances..

3.4.4. Reinstatement of Services

Once the outstanding balance has been paid in full, the Fees Office will notify the student of the reinstatement of their services and access.

4. Refund Process

4.1. Eligibility for Refunds

Refund eligibility is determined based on the circumstances outlined in Refund Table Domestic Students LRN-001-REF-INT and Refund Table International Students LRN-002-REF-PUB. These tables provide detailed conditions for refunds based on student classification and other factors

4.2. Requesting a Refund

Students must submit a completed Refund Request Form and required documentation, as outlined in the Refund Tables. International students must include visa-related evidence where applicable.

4.3. Processing and Communication of Refunds

Refunds will be processed within 20 working days upon receipt of the completed Refund Request Form and required documentation. The relevant office will notify the student once the refund is processed. Any delays or issues will be communicated directly.

5. Other Fees and Charges

5.1. Re-sit Examination Fees

Number of Modules	Fee
1 Module	€175
2 Modules	€225
3 Modules	€275
4 Modules	€325
5 Modules	€375
6 or More Modules	€425

Key Notes:

- Re-sit fees are non-refundable.
- Students cannot repeat for a better mark on a module already passed.

5.2. Repeat by Attending Fees

Programme Level	Full-Time Fee	Part-Time Fee
Undergraduate		€500 per module (capped at course fee)
1 Module	€750	
2 Modules	€1,250	

3 Modules	€1,750	
4 Modules	€2,250	
5 Modules	€2,750	
6 or More Modules	€3,250	
Postgraduate (Business)	€750	€500 per module (capped at course fee)
Postgraduate (Computing)	€1,000	
Postgraduate (Other)	€500–€750	

Additional Notes:

- Repeat fees for postgraduate students exclude Dissertation/Final Projects.
- Research Methods module fees are included in the postgraduate fee breakdown.
- Repeats are capped at the course fee.

5.3. Examination Rechecks and Reviews

Service	Fee	Refundable
Examination Recheck	€32	Yes (if successful)
Examination Review	€80	Yes (if successful)

Key Notes:

- Rechecks involve verifying the recording and addition of marks.
- Reviews may result in a higher or lower mark if deemed appropriate.

5.4. Administrative Fees

Service	Fee
Replacement ID Card	€20
Replacement Transcript	€15 per copy
Certification Letter	€10 per letter

5.5. External Professional Fees

Some programmes may require students to pay additional external membership or registration fees to professional bodies. These fees are determined and charged directly by the relevant professional bodies and are outside the control of NCI.

Key Notes:

- The requirement for any external professional fees will be clearly communicated to students as part of the programme information and during the admissions process.
- These fees are not included in the tuition or repeat fees outlined above.

6. Withdrawal

6.1. Initial Consultation

Students considering withdrawal are encouraged to consult with the Student Support team or International Office, to explore available options and understand the academic, financial, and visa implications of withdrawing.

6.2. Withdrawal Process (All Students)

To initiate the withdrawal process, students must:

- Complete a Programme Withdrawal Form.
- Submit the form to the Student Support Office for domestic students, or the International Office for international students.
- For international students, additional steps include returning the NCI Student Card and IRP Card and notifying the Irish Immigration authorities of the withdrawal.

6.3. Refunds Upon Withdrawal

Refund eligibility and administrative fees for students who withdraw are detailed in the Refund Tables:

- Domestic Students: See Refund Table – Domestic Students (Procedure 5) for eligibility criteria based on timing and required documentation.
- International Students: See Refund Table – International Students (Procedure 6) for specific conditions related to visa requirements and programme withdrawal.

6.4. Communication and Processing

Refunds will be processed within 20 working days of receiving the completed Programme Withdrawal Form and required documentation, as specified in the Refund Tables (Procedures 5 and 6). Notifications regarding the status of refunds, including delays or issues, will be communicated directly to students by the relevant office (Fees or International Office).

7. Scholarships and Financial Aid

7.1. Eligibility and Types of Financial Aid

NCI provides a broad portfolio of scholarships, and discounts to support both domestic and international students. For detailed information, refer to:

- [Scholarships and Discounts for Domestic Students](#)
- [International Scholarships](#)

7.2. Automatic Assessment and Application-Based Scholarships

Certain scholarships are automatically applied based on academic performance or eligibility criteria and are reflected in the student's tuition fee schedule.

Scholarships requiring separate applications (e.g., Young Future Leaders Programme) must include supporting documents and be submitted by the specified deadlines.

7.3. Tax Relief on Tuition Fees

Students may claim tax relief on eligible tuition fees at a rate of 20%, excluding non-tuition charges (e.g., student contributions, examination fees, or administrative fees). Eligibility for international students depends on residency status and Revenue regulations.

Tax relief receipts are available upon request from the Fees Office.

7.4. Scholarship Payment and Fee Adjustments

Scholarships are automatically applied to tuition fees, where relevant, and adjustments will be reflected in the student's account. For queries, contact the Fees Office.

8. Related Documentation

- Refund Table Domestic Students LRN-001-REF-INT
- Refund Table International Students LRN-002-REF-PUB
- [NCI Scholarships and Discounts](#)
- [NCI Fees and Grants](#)
- [Programme Withdrawal Form Template](#)
- [NCI Domestic Fees](#)
- [NCI International Fees](#)
- [NCI Tax Relief Guidelines](#)
- [International NCI Cost of Living Guide](#)
- [NCI Complaints and Appeals](#)
- [NCI Repeat Registration](#)
- [NCI Rechecks and Reviews](#)

9. Version Control

Reference Code	LRN-02-SOP-PUB	Policy/Procedure Manager	Director of Finance and Company Secretary
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Policy Reference(s):			
<ul style="list-style-type: none"> • Fees Policy LRN-02-POL-PUB 			