

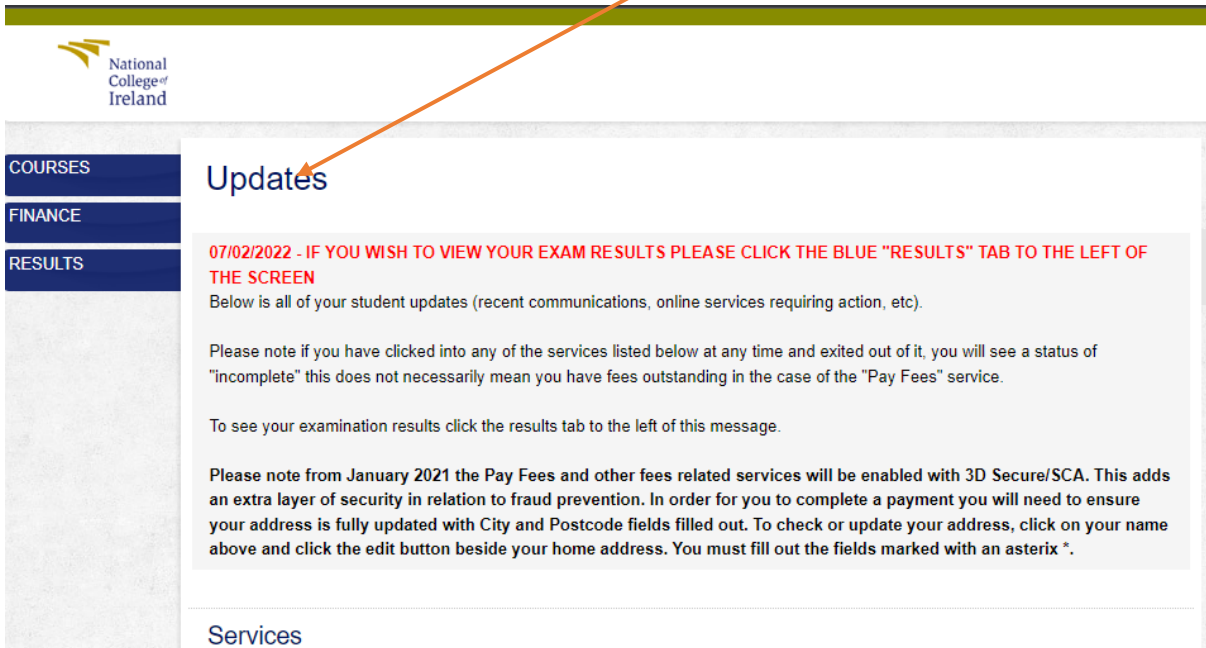
Returning Part Time Students – Fee Payment

The process for paying fees has changed so please ensure you read below carefully.

You will need a credit/debit card to hand (please note that amex is not accepted).

Where do I go to Pay Fees?

- In order to pay your fees for the upcoming academic year you will need to login to My Details.
 - To do this Login to MyApps Portal and sign in using your NCI Credentials e.g. x12345678@student.ncirl.ie
 - Once you have signed in, click on the myDetails icon
- When you are signed in click on the courses tab



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Updates

07/02/2022 - IF YOU WISH TO VIEW YOUR EXAM RESULTS PLEASE CLICK THE BLUE "RESULTS" TAB TO THE LEFT OF THE SCREEN

Below is all of your student updates (recent communications, online services requiring action, etc).

Please note if you have clicked into any of the services listed below at any time and exited out of it, you will see a status of "incomplete" this does not necessarily mean you have fees outstanding in the case of the "Pay Fees" service.

To see your examination results click the results tab to the left of this message.

Please note from January 2021 the Pay Fees and other fees related services will be enabled with 3D Secure/SCA. This adds an extra layer of security in relation to fraud prevention. In order for you to complete a payment you will need to ensure your address is fully updated with City and Postcode fields filled out. To check or update your address, click on your name above and click the edit button beside your home address. You must fill out the fields marked with an asterix *.

Services

- Click on the course that has this upcoming September listed i.e. September 2026



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Courses

Course List Page Message

sost2
Starts 13-Sep-2022
Duration 50 weeks.

sost2
Starts 13-Sep-2021
Duration 50 weeks.

1 new **WENDY WHITE** Sign out

My Results Explained ▶
Programme and Module Descriptor Information ▶

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- You will see a Pay Fees button associated with the upcoming year. Click on it.

Pay Fees – Additional Steps

- Before you can make a payment, you must ensure address details are correct and fill out any mandatory fields.

Fee Payment

- You will see the total outstanding balance listed.
- There are a number of options for payment;

1. 20% Payment & Direct Debit

Pay 20% of the outstanding payment and fill out, sign, scan and return the [direct debit form](#) to fees@ncirl.ie. Information on the direct debit schedule can be found [here](#).

2. 50% Payment

Pay 50% of the outstanding balance before your course recommences and the remainder before Semester 2. (The Pay Fees Service will remain open throughout the year for you to make additional payments).

3. 100% Payment

Pay the full outstanding amount as listed on screen.

4. Company Sponsorship

If you are being sponsored by your employer. Fill out, sign, scan and return the [sponsorship form](#) to fees@ncirl.ie.

If you are being part sponsored by your work, you can still use the service to pay the amount you will be funding yourself.

Please note you will not be registered until the fees office have received the sponsorship form.