
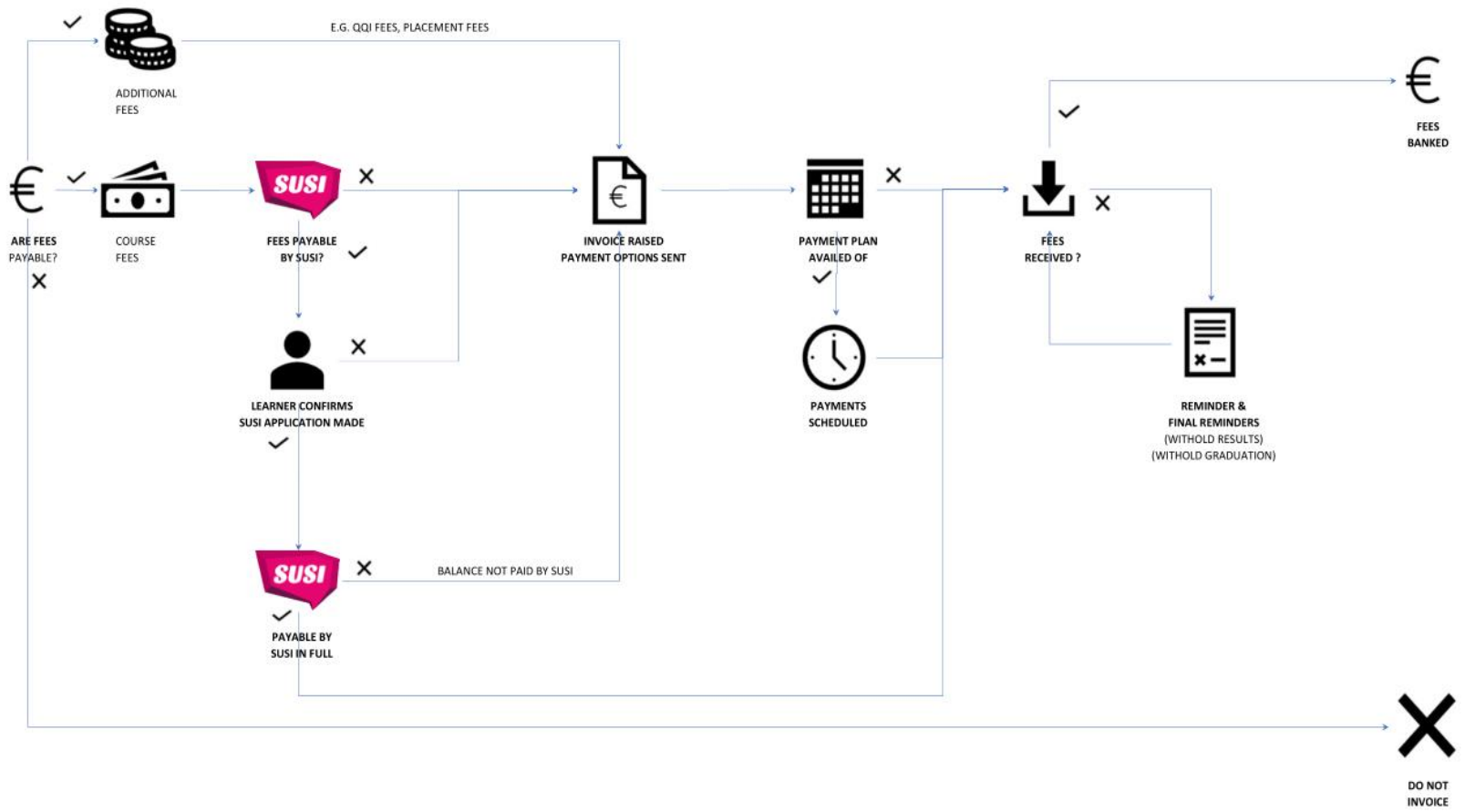


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED :
	3.9 FEES POLICY	3) PROGRAMMES OF EDUCATION AND TRAINING	2.0	July 2020



Introduction and Context

The purpose of this document is to outline the procedures with regards to options available to students for paying College fees.

Policy Statement

- The Accounts Office is responsible for the administration of Fees & Grants for all students in St Nicholas Montessori College Ireland and its primary function is the setting and collection of all student fees due to the College.
- SNMCI is committed to providing as much information, support and practical advice possible to students.
- Where learners are not paying fees in full, SNMCI will provide a payment schedule to accommodate learners where possible.
- All student queries with regard to fees, grants, payment plans etc should be made directly to, or redirected to the Accounts Office
- Additional fees will apply to learners who choose to complete placement (where applicable) beyond the 50 km limit set by the College.
- International learners are subject to international fees
- Non-payment of fees will result in sanctions (see procedure as outlined below)
- SNMCI accepts learners who are eligible to apply for fee support under the SUSI Grant Scheme. The procedure for engaging with the College through this scheme is outlined below)
- The College will make known its fee refund policy to all learners as part of general fee information (See QA 3.10 : Policy on Refunding of Fees)
- The Fees procedure outlined below will be made available to students through various channels including the College website.
- The College reserves the right to review fees annually

Staff Involved:

CEO; Accounts Office; Marketing Dept.

Procedure Outline

- All College Fees will be reviewed annually
- Fees information will be clearly posted and made available in marketing and communication material

Payment scheduleStep 1: Non-Refundable Deposit

- Following acceptance of an offer of a place, an applicant must submit a non-refundable

**Person/s
Responsible**

**CEO
Accounts
Officer**

**Marketing
Dept.**

**Records generated
to ensure evidence
of follow through**

**Copies of
payments and
invoices**

<p>deposit of €500 on or before the date specified in correspondence. Note: SUSI grant applicants are exempt from deposit at this point.</p> <ul style="list-style-type: none"> - Where payment, or contact, stating that the applicant is awaiting SUSI approval, is not received, it will be taken that the applicant is no longer interested in the offer for this year, and the place will be offered to the next available person. 	<p>Applicant Accounts Office</p>	<p>Accounts/Receipt of payment Correspondence</p>
<p><u>Step 2: Payment at Registration</u></p> <ul style="list-style-type: none"> - Once formal registration on the programme is complete, a first instalment of €1,500 must be paid, which means that €2,000 of the total programme fee will be paid. Note: Learners in receipt of SUSI grant must liaise with Accounts Office. - Once this amount has been paid the Accounts Office must be advised of the chosen method of payment for the remainder of the programme fee, which is set out in either Steps 3 or 4. 	<p>Learner Learner</p>	<p>Accounts/Receipt of payment</p>
<p><u>Step 3: Payment in Full</u></p> <ul style="list-style-type: none"> - In this case, payment in full must be made by date specified in correspondence for the academic year in question. 	<p>Learner</p>	<p>Details of Direct Debit</p>
<p><u>Step 4: Payment by Instalment</u></p> <ul style="list-style-type: none"> - If you have chosen to pay the programme fee by instalment the remainder of fees payable (depending on the programme) will be divided into 9 instalments. - These must be paid through a Direct Debit (DD) mandate. - You are required to complete a DD mandate form with your details and return it to the Accounts Office. - Each payment will be required at the first day of the month. 	<p>Learner</p>	<p>Correspondence / Accounts/Receipt of payment</p>
<p>Additional Fees</p> <p>Placement Visit Fees where applicable</p> <ul style="list-style-type: none"> - Placement is an important aspect of many education programmes at SNMCI. - All learners require 2 tutor visits to assess their placement performance at each stage of the programmes. 	<p>Learner PD/Placement Coordinator</p>	<p>Placement Coordination Records</p>

Version	2.0 /New Policy
Adopted by AB /Effective	July 2020
Supersedes	N/A
Monitoring/ Next Review Date	Yearly /July 2021
Responsible Officer(s) Designated Reviewer(s)	CEO; Accounts Officer/Marketing
Scope	College Wide

References

SNMCI Policy area	3) Programmes of Education and Training : Vol 2
Developed with reference to	Quality and Qualifications Ireland (2016) <i>Core Statutory Quality Assurance (QA) Guidelines</i>
Related SNMCI Policies / Forms	QA 3.10: Refunds; SNMCI Fees Schedule and Information Document

Revision

Revision Number	Revision Description	Originator	Approved By
1.0/July 2020	General update based on application for Blended Status	Office of DQAA	