
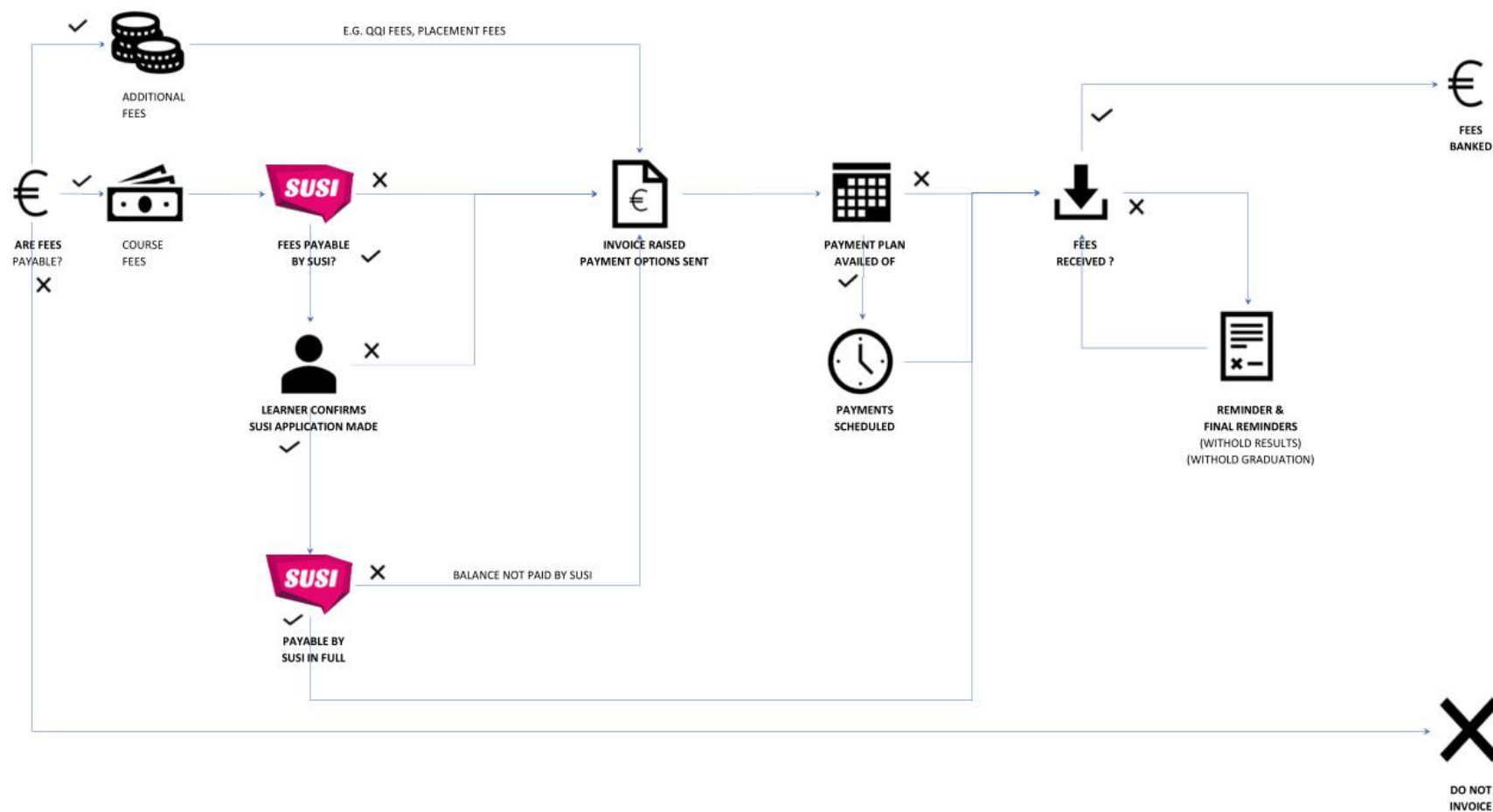


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	3.9 FEES POLICY	3) PROGRAMMES OF EDUCATION AND TRAINING	3.0	July 2023



Introduction and Context

The purpose of this document is to outline policy and procedures with regard to payment of programme fees.

Policy Statement

- The Accounts Office is responsible for the administration of Fees & Grants for all SNMCI students.
- All student queries with regard to fees, grants, payment plans etc., should be made directly to, or redirected to the Accounts Office.
- SNMCI is committed to providing as much information, support and practical advice as possible to students re fees (College website and publicly accessible QA tab).
- SNMCI accepts learners who are eligible to apply for fee support under the SUSI Grant Scheme (programme dependent). The procedure for engaging with the College through this scheme is outlined below.
- The College makes known its 'fee refund' policy to all learners as part of general fee information (See QA 3.10: Policy on Refunding of Fees available on the College QA Tab).
- International learners are subject to international fees.
- Non-payment of fees will result in sanctions (see procedure as outlined below)
- SNMCI provides a staged payment schedule to accommodate learners who cannot pay fees in full at the start of the academic year.
- The College reserves the right to review fees annually.

Note:

- For programmes where a placement experience is a factor, additional fees may apply should learners choose to complete placement beyond travel limits set by the College.

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

Person/s Responsible

**CEO
Accounts Officer
Marketing Dept.**

Records generated to ensure evidence of follow through

**QA Policy document
Website and Student information sources**

Payment schedule**Step 1: Non-Refundable Deposit**

<p>confirm their intention to accept the place offered.</p> <ul style="list-style-type: none"> - Learners are required to produce evidence of application to SUSI such as the formal acknowledgement of application etc., and to submit this to the Accounts Office. - No request for payment will be made by SNMCI. - Once the learner has been advised by SUSI, a copy of the Grant Approval letter should be submitted to the Accounts Office - SNMCI will generate an invoice for SUSI. This will also ensure that there is no confusion regarding the learner's fee status. - In the case of a learner who is progressing onto the next stage and who has previously secured a grant via SUSI, it is important that they renew their grant details annually. This is not undertaken automatically. It is the responsibility of the learner. <p>Note: Where a learner has made initial payments such as the fees at the application and registration stages and has subsequently been approved by SUSI for grant purposes, these payments will be refunded by SNMCI when SUSI pays the fees to SNMCI. Details of eligibility for all State supports are available here (http://www.studentfinance.ie/)</p>	<p>Accounts Office</p> <p>Learner</p>	<p>Invoices Correspondence/ Learner/ Accounts</p> <p>Correspondence</p>
<p>Supplementary Fees: Placement Visit Fees (programme dependent)</p> <ul style="list-style-type: none"> - Placement is an aspect of some programmes in the College - Where placement occurs, it normally involves tutor visits to assess placement performance, at each stage of the programme. - Where learners are 'placed' by the College, it is normally within a reasonable distance of the College to facilitate these tutor visits - Where learners are required to source their own placements SNMCI makes every effort to accommodate their choices, with due regard for the professional experience offered by e.g., schools and other professional settings. - Where placements are within a limit of 50km travel distance from the College address, there is NO addition to the programme fee. - Should learners choose to do placement in a location of more than 50km travel distance from the College additional travel fees will apply based on milage. 	<p>Prog Director Placement Learner Accounts</p>	<p>Information sources for students e.g. Placement Handbook</p> <p>Correspondence / Accounts/Receipt of payment</p>

<ul style="list-style-type: none"> - 51km to 100km (i.e., 100km max additional travel distance) - €50 - 101km to 150km (i.e., 150km max additional travel distance) - €100 - 151km to 200km (i.e., 200km max additional travel distance) - €150 - More than 200km to a max of 300km additional travel distance - €200 <p>- These fees are subject to review. Details are made available in placement handbooks.</p> <p>Repeat Modules /Assessment Resit Learners who fail a module may be required to, either</p> <ul style="list-style-type: none"> - Repeat an entire module (case-by-case at programme level) or - Resit assessments, either Continuous Assessment (CA) or Summative Examinations <p>Entire module inclusive of assessment: Where a learner must repeat an entire module, i.e., normally attending all lectures/ practical workshops/tutorials/s etc., as applicable, and completing all attached assessments, the fee for this is €100 per module.</p> <p>Assessment: Where a learner must resubmit assessment/s for a module, i.e., a continuous assessment assignment and/or a summative examination, the fee for this is €50 per piece of CA and/or €50 per examination, (per module, where a learner is resitting assessment for more than one module, and to a maximum of €100 per module).</p>	<p>Learner Programme Director Examinations Office</p>	<p>Correspondence / Accounts/Receipt of payment</p>
<p>NON-PAYMENT OF FEES</p> <ul style="list-style-type: none"> - Where a learner's payment agreement falls into arrears, they will be contacted by the Accounts Office - Where there is no attempt by the learner to communicate and/or come to a payment agreement with the Accounts Office, the College retains the right to withdraw certain facilities. - If payment of arrears is not cleared, or a schedule of payment agreed between the learner and the Accounts Office, the relevant Programme Director and the Examinations Office will be notified. <p>The following sanctions may apply:</p>	<p>Learner Programme Director Examinations Office</p>	<p>Notification by Accounts Office to Programme Directors, Programme Managers and Examinations Office</p>

<ul style="list-style-type: none"> ○ The learner will not be permitted to sit any end of semester written examinations. ○ In the case of those seeking to progress, the learner will not be advised of their examination results and therefore, will not be allowed to register for subsequent stages until such time as all arrears have been cleared. ○ In the case of the Award Stage, the learner will not be advised of their examinations results and will not be allowed to graduate. ○ In cases where learners have not engaged with the College re the issue of outstanding fees, SNMCI reserves the right to seek the assistance of third parties to recover the outstanding amounts. 		
Refunds: Please see QA 3.10 Refunds Policy		

Policy Control Sheet

Policy	QA 3.9 Fees
Version	3.0
Adopted by AB /Effective	July 2023
Supersedes	2.0
Monitoring/ Next Review Date	Yearly /July 2024
Responsible Officer(s) Designated Reviewer(s)	CEO; Accounts Officer/Marketing
Scope	Programme 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	Academic Board
2.0 /July 2021	Update based on placement review	Office of DQAA	Academic Board
3.0/July 2023	Update based on placement review and student feedback	Office of DQAA	Academic Board

