

UNIVERSITY *of* LIMERICK
OLLSCOIL LUIMNIGH



STUDENT FEES
REGULATIONS & CHARGES

ACADEMIC YEAR 2011/12

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Introduction

A student may be denied permission to progress in his/her programme of study if all fees have not been paid in full.

Any student with outstanding fees at the end of the academic year will have their examination results withheld. Access to all university facilities including the library, laboratories and online services will also be withdrawn. Final year students will not be permitted to graduate unless all prescribed fees and fines have been paid in full.

Payment of fees does not constitute registration. Students must register by the required deadline date(s) to permit the university to claim free tuition fees on your behalf from the HEA. Failure to register on-time may require the student to pay the tuition fee in the event that the fee cannot be collected from the HEA. Students who, as part of their programme, spend time off campus i.e. Erasmus/Exchange/Co-operative Education programmes must pay fees, as normal, to the University of Limerick. Full details of the registration procedures are available from the Student Academic Administration website address;

http://www2.ul.ie/web/WWW/Services/Student_Affairs/Student_Administration/Student_Academic_Administration/Registration

It is the responsibility of students to familiarise themselves with the University's regulations, which cover student fees, enrolment and registration procedures. Students should quote their ID Number on all correspondence with the Fees Office.

Students admitted under the non-EU student classification category shall not be permitted to change their status to that of an EU student following programme admission.

Students who complete 4 year undergraduate degree programmes at UL paying full non-EU fees, and opt to proceed to postgraduate study at UL on a self-funded basis, are granted fee reductions from the non-EU fee and charged at EU fee levels.

Student Fee Classification (EU AND NON-EU)

Criteria for Determining the Fee Status of an Applicant

• EU FEE STATUS

Applicants falling under the following categories qualify for EU fee rates:

- (a) EU/EEA/Swiss nationality ordinarily resident in an EU/EEA/Swiss State for at least three of the five years prior to the commencement of the programme
or
- (b) EU/EEA/Swiss nationality where an applicant has received **ALL** their full-time post-primary education within an EU/EEA/Swiss State
or
- (c) An applicant **over the age of 23** must have spent three of the last five years in **full-time employment** in an EU/EEA/Swiss State prior to the commencement of the programme
or
- (d) An applicant **under the age of 23** must have spent three of the last five years in **full-time study or work** in an EU/EEA/Swiss State. In determining eligibility under (d) the principal residence of the parents for taxation purposes will be a deciding factor. Parents in such instances must have been resident taxpayers in an EU/EEA/Swiss State for three of the last five years.

In all cases applicants must produce documentation supporting their fee classification application:

- EU/EEA/Swiss passport
- Original Irish Birth Certificate
- Original EU Nationality Identity Card
- Official Irish Refugee Status (requires appropriate original letter from the Department of Justice, Equality and Law Reform indicating that the appropriate status has been granted.
- Evidence of relevant P21 forms and/or social welfare benefits

• **NON-EU FEE STATUS**

Students not meeting the EU eligibility requirements as set out in the foregoing section will be classified as Non-EU and be accordingly liable for Non-EU fees. Students admitted under the Non-EU student classification category shall not be permitted to change their status to that of an EU student following programme admission.

Free Fees Initiative

Criteria for Determining Eligibility

Tuition fees may be paid in respect of the full-time students listed below who have been ordinarily resident in an EU/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. Eligibility under the scheme is determined at date of entry to the course. Details of the nationality criteria to be applied are attached at Free Fees Initiative - Appendix 1.

The scheme is subject to the following conditions -

- (1) Tuition fees will be paid in respect only of students attending full-time undergraduate courses.
- (2) The courses must, other than exceptionally, be of a minimum of two years duration.
- (3) Tuition fees will not be paid in respect of:
 - students pursuing a second undergraduate course.
 - students who already hold a postgraduate qualification

Notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing to a Level 8 (Honours Bachelor Degree) course in the same stream may be deemed eligible for free fees.

Students who hold a Level 6 or Level 7 qualification and are undertaking a Level 8 course in a different area will **not** receive free fees.

- (4) Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.
- (5) Subject to compliance with the other conditions of the Free Fees initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:
 - (a) may be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost)
 - (b) are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course concerned did attract exchequer funding (as above). Part-time and evening students are included in this category.
- (6) Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2011/12 academic year.
- (7) The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.

Source: HEA Free Fee Initiative – September 2010

Free Fees Initiative - APPENDIX 1

In order to meet the nationality criteria of the Free Fees Initiative students must meet one of the following:

- Students must be a national of
 - (i) an EU Member State,
 - (ii) a state which is a contracting state to the EEA Agreement,
 - (iii) the Swiss Confederation,

or
- Persons who have official refugee status in this State. Time spent from date of official lodgement of application papers for refugee status will be included for the purpose of meeting the three year residency requirement.

or
- Family members of a refugee who are granted permission by the Minister for Justice and Law Reform to enter and reside in the State under Section 18 of the Refugee Act 1996

or
- Persons who have permission to remain in the State as a family member of a Union citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council)

or
- Persons who have been granted Humanitarian Leave to Remain in the State (prior to the Immigration Act 1999)

or
- be a person in respect of whom the Minister for Justice and Law Reform has granted permission to remain following a determination not to make a deportation order under section 3 of the Immigration Act 1999

Payment of Undergraduate Programme Fees

Entering the University for the First Time

Students should refer to the Admissions Orientation Handbook for full details covering student fees, enrolment and registration procedures.

All students will be required to pay a fee balance before enrolment to cover, where applicable, the Registration, Examination & Student Services Charge, and the Student Centre Levy. The CAO Offer Notice or letter of admission and fees receipt must be presented to the Fees Office Enrolment Desk.

Students qualifying for a Higher Education Grant must produce official notification of the grant award from a local authority. Proof of application is not sufficient.

All degree holders and students who previously attended approved third-level programmes and failed to secure a terminal qualification must pay the first full fee instalment applicable to their programme before enrolment.

All students must submit a completed Undergraduate Student Fee Declaration form to the Fees Desk on enrolment with the University.

Returning Students

(Returning to UL/Erasmus/Exchange/Cooperative Education)

A Student Fee Payment form and Fee Schedule, with full instructions on the payment procedures, are sent to all students expected to return for the Academic Year 2011/12. Students may pay the prescribed fees Online or through the Bank Giro System.

Bank Giro Payment Option:

Payment may be made through any bank using the University of Limerick Student Fee Payment Bank Giro form provided. It should be completed and presented to the bank with your remittance. ***THE FORM IS NON-TRANSFERABLE AND MUST BE USED ONLY FOR THE PAYMENT OF FEES OF THE STUDENT TO WHOM IT IS ISSUED.***

Online Payment Option:

The University has introduced an Online fee payment facility to all returning full-time undergraduate students. Students who avail of this facility will avoid the necessity of queuing at a bank to pay their fees by the old giro system. A bank giro will continue to be sent to all students. Students who opt to pay using the online facility can ignore the bank giro form. Detailed usage instructions with regard to the Online payments system are published on the UL web site <http://www.si.ul.ie>.

Students who, as part of their programme of study, spend time off campus, i.e. Erasmus/Exchange/Cooperative Education programmes, must pay fees, as normal, to the University of Limerick.

Non-receipt of a Student Fee Payment form and Fee Schedule by a student will not be accepted as a valid reason for non-payment of fees.

Refer to the 2011/12 Academic Year Fee Schedule for the latest dates for fee payment.

A late fee fine of **€200** will apply where students fail to pay fees by the specified due date.

Part-Time Programmes

Students pursuing undergraduate programmes on a part-time day-basis may pay fees by the actual module charge. Students who register for more than three modules per semester are classified as full-time students and are liable to pay the appropriate programme fee as set out in the attached fee schedule.

Students attending part-time undergraduate programmes are issued a Fee Payment form and Fee Schedule with details of payment procedures before the commencement of the Autumn, Spring and Summer sessions.

Tax Relief for Tuition Fees

Tax relief is available for students who pay **full tuition fees for approved full-time and part-time undergraduate programmes**. Programmes must be of at least two years' duration. To qualify for relief, full tuition fees must be paid by the individual on his/her own behalf or on behalf of a spouse, child or person for whom the individual is the legal guardian.

All claims should be made on the individual's tax return to the Revenue Commissioners; proof of fee payment must be submitted with your claim.

Payment of Postgraduate Programme Fees

All full-time postgraduate students are required to pay the Student Centre Levy of €72. The Higher Education Grants Scheme does not cover this fee.

Postgraduate Students – Taught Programmes

Higher Education Grant / VEC Scholarship

Students entering the University for the first time must, in addition to the €250 acceptance fee, **produce evidence of an award**, i.e. a letter from the awarding body confirming the award and the value of it. Students will be liable for any shortfall in fees where a postgraduate programme exceeds the maximum value of the award. The Higher Education Grant maximum fee award in respect of the 2011/12 Academic Year amounts to €6,270.

Self-Financing Students

Students are required to pay the due balance of the First Semester fee before enrolment with the University. Payment may be made through any bank using the Student Fee Payment Giro form posted to all students prior to the enrolment date.

Non-EU students should refer to their offer letter from the Admissions Office or contact the Fees Office for payment details and instructions.

All students must submit a completed Student Fee Enrolment Declaration form to the Fees Desk on enrolment.

Postgraduate Students – Research & Thesis

All registered postgraduate students (Research & Thesis) must pay the prescribed academic year fee regardless of whether they are in attendance or receiving supervision at the University. Full fees will be charged for the duration of the programme as follows:

- Masters programme – two years full fees
- PhD programme – four years full fees (*applies to new entrants from 1 January 2011*)

The postgraduate continuation fee will apply to each subsequent year.

Additional Charges

- **Bench Fees:** Bench fees may be payable by non-EU students pursuing research programmes. Students should contact the relevant department for details.
- **International Workshops/Study Tours:** The cost of these tours must be borne by the students. Students should contact the relevant department for details.

Programme Fees – Tax Relief

All full-time and part-time approved postgraduate programmes are eligible for tax relief, at the standard rate of tax, for tuition fees paid. Programmes must be of at least one academic year and not more than four academic years in duration. All claims should be made on the individual's tax return to the Revenue Commissioners; proof of fee payment must be submitted with your claim.

General Regulations

Re-attendance at Programmes

The fee for re-attendance at a full- or part-time programme is the normal full fee applicable to the programme. The Higher Education Free Tuition Fee Scheme covering EU full-time undergraduate programmes will not apply to repeat students. This condition may be waived in exceptional circumstances, such as cases of certified serious illness.

Deferred Entry

Applicants who have been awarded a place in the University of Limerick may be permitted to defer entry for one year. Full details are available from the Admissions Office.

UL Direct Acceptance Deposit

Acceptance deposits in respect of all programmes, both undergraduate and postgraduate, are non-refundable. All programme acceptance deposits will be offset against the student fee liability.

Refund of Fees

The University accepts no obligation to refund any fee or part of any fee paid in respect of any programme.

However, in certain circumstances and only on completion of a Student Exit form, the University may consider a partial refund of the fee paid.

The following are the guidelines for the refund of fees on completion of an exit form:

Undergraduate:

Non-Refundable amount after payment received by Fees Office: Student Levy of €72

Non Refundable amount after 23rd September 2011: Registration fee of €2,000

Non-Refundable amount after 28th October 2011: Semester 1 fees claimed from HEA

Non-Refundable amount after 27th January 2012: Semester 2 fees claimed from HEA

Postgraduate:

Non-Refundable amount after payment received by Fees Office: Deposit fee of €250

All Students:

The student, for a refund of any prepaid fees, must submit a completed Refund of Fees form, i.e. where fees are paid pending grant approval. Refunds will be issued on receipt of fee payment from the Awarding Authority.

HEA Free Tuition Fee Implications

- Where a student withdraws following UL enrolment and before 31 January 2012, half the tuition fee will be claimed from the HEA on behalf of the student. It should be noted that if the student attends an approved programme at the same year level without having a break of five years, he/she would be liable for fees for a half-year.
- Where a student withdraws after 31 January 2012, the full fees will be claimed from the HEA on behalf of the student. In this event the student will be liable for full fees if he/she attends an approved programme at the same year level without having a break of five years.

The above regulation may be waived in extenuating circumstances, i.e. where a student withdraws on grounds of certified serious illness. In such a case applications should be submitted with supporting documentation (medical certificate) directly to the Fees Office.

In all cases a completed Student Exit form must be submitted to the University.

Other General Information

1. Fee payments from outside Ireland should be made by International Bank Transfer – see account details below. Students must quote their **UL ID Number** as a reference on all transactions made. A copy of the bank transfer docket should be sent by fax to +353-61-234182.

UL Fees Account No 1	IBAN No: IE26 ULSB 9860 5011 0902 21
Ulster Bank	Swift Code: ULSBIE2D
University Branch	Sort Code: 98 60 50
Limerick, Ireland	Account No: 11090221

2. The student is liable for any transaction charge(s) incurred when making their fee payment to the University.
3. The student's home address is used on all correspondence except in the case of overseas students – overseas students must submit a current contact address to the Fees Office.
4. Duplicate receipts will incur a charge of €25 (payable in advance).

Financial Assistance

Higher Education Grant/VEC Scholarship Scheme

All full-time EU registered students at the University of Limerick may apply for grants/scholarships under the Local Authorities/Vocational Education Committees. Information, eligibility requirements and application forms are available from the Local Authority/Vocational Education Committee.

However, students should note that in the event of a change in family circumstances (retirement, redundancy, bereavement) at any stage of their programme, they might qualify for an award. Applications should be submitted to the Local Authority/Vocational Education Committee, provided the student has satisfied the academic requirements of the scheme.

Financial Aid Fund

In conjunction with the Students' Union, the University administers a Financial Aid Fund. This scheme is designed to help students who experience short-term financial problems. Funds may be used in the following ways:

- Casual employment for students on campus
- Interest-free loans
- Small bursaries
- Crèche fees

Application forms and further information are available from the Students' Union Office on campus.

Bank Loans

The major banks are prepared to provide student loans in special circumstances. Applications for loans should be made directly to the banks.

Other Funding

There are several privately funded scholarships available at the University of Limerick. Eligibility requirements and application material may be obtained from the Admissions Office.

Further Information: Contact Details

UL Fees

Fees Office
University of Limerick
Limerick

Tel: +353-61-202026/213137/213436
Fax: +353-61-234182
Email: student.fees.office@ul.ie
Web: <http://www.ul.ie/finance/fees.php>

Higher Education Grants/VEC Scholarships

Contact your local authority:

- Higher Education Grants Dept: City or County Council
- VEC Scholarships Dept: City or County Vocational Education Committee

LIST OF EU/EEA STATES

	<u>EU Country</u>	<u>EEA Country</u>
Austria	✓	✓
Belgium	✓	✓
Bulgaria	✓	✓
Cyprus	✓	✓
Czech Republic	✓	✓
Denmark	✓	✓
Estonia	✓	✓
Finland	✓	✓
France	✓	✓
Germany	✓	✓
Greece	✓	✓
Hungary	✓	✓
Iceland	X	✓
Ireland	✓	✓
Italy	✓	✓
Latvia	✓	✓
Liechtenstein	X	✓
Lithuania	✓	✓
Luxembourg	✓	✓
Malta	✓	✓
Netherlands	✓	✓
Norway	X	✓
Poland	✓	✓
Portugal	✓	✓
Romania	✓	✓
Slovakia	✓	✓
Slovenia	✓	✓
Spain	✓	✓
Sweden	✓	✓
United Kingdom	✓	✓