

Adult Continuing Education at University College Cork

A guide to indicating NMPDU funding during your UCC programme application

This guide explains how to indicate NMPDU funding during your UCC programme application. It DOES NOT explain how to apply for NMPDU funding, which is administered separately by your NMPDU.

About NMPDU Funding

If you are applying for a part-time programme, you may be eligible to apply for funding through your local Nursing and Midwifery Planning and Development Unit (NMPDU). Depending on the outcome of your funding application, the NMPDU may agree to fund all or part of your programme fees.

Applications for NMPDU funding must be made directly to your local NMPDU and in accordance with their application process and deadlines.

When applying for your chosen programme through UCC, you will have the option to indicate that you are seeking NMPDU funding. This is referred to as a **Sponsored Application**. Selecting this option allows you to temporarily bypass the payment stage of the application process while awaiting the outcome of your NMPDU funding application.

This guide outlines the steps required to complete a Sponsored Application.

Overview: The 3-Part Process

1. NMPDU Application	<ul style="list-style-type: none">• Complete the NMPDU application directly via your NMPDU
2. Completing a UCC Programme Application	<ul style="list-style-type: none">• Apply for your chosen programme via UCC Apply.• Select Yes to Sponsored Application option.• Additional steps will be required during your application (outlined in this guide).
3. Verifying & Completing Applications	<ul style="list-style-type: none">• Complete your section of the sponsorship form.• ACE Finance will verify your sponsorship directly with the NMPDU.• Payment must be made by the required deadlines.

IMPORTANT: It is the responsibility of the applicant/student to ensure fees are paid by deadlines, irrespective of sponsorship status.

Creating an Application in UCC Apply

In addition to completing the NMPDU funding application, you must also complete an application for your chosen programme through UCC Apply, UCC's online application system, by the programme application deadline.

The Application Instructions section on each programme webpage will indicate which application guide you should follow:

- **General Application Guide** – for most part-time programmes.
- **Nursing & Midwifery CPD Application Guide** – for eligible Nursing and Midwifery CPD programmes.

Please ensure that you follow the correct guide for your chosen programme.

Guides can be found here 

When you reach the Sponsored Application section, return to this guide for the additional steps.

Indicating a Sponsored Application

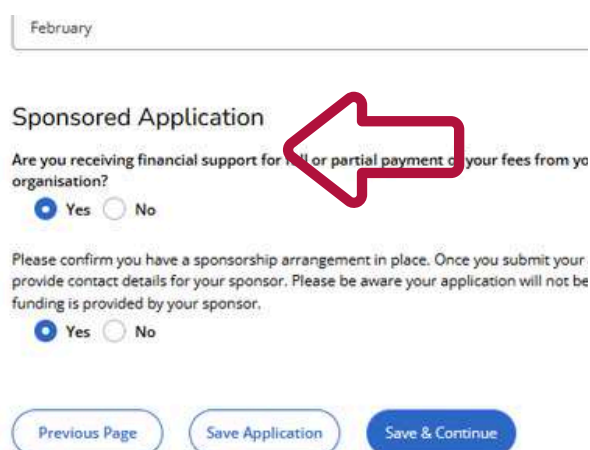
During your application, on the **Programme** tab, you will be asked if you are receiving financial support for full or partial payment of your fees from your employer or sponsor.

If you are applying for NMPDU funding, Select **Yes** to proceed.

A second question will then appear to confirm that you have a sponsorship agreement in place.

Select **Yes** to proceed.

Note: Selecting Yes **does not confirm** that your NMPDU funding has been approved. It simply allows UCC to process your application and temporarily bypass the payment stage while you await the outcome of your NMPDU funding application.

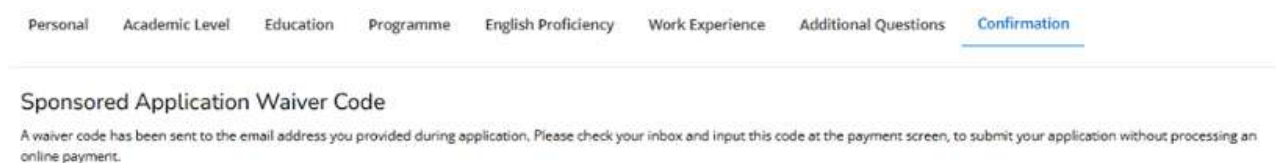


Continuing Your Application

Continue through the application, completing all required fields.

Confirming Your Application

When you reach the final tab, **Confirmation**, a notice relating to a waiver code will appear on screen if you selected “Yes” to both sponsorship questions on the **Programme** tab.

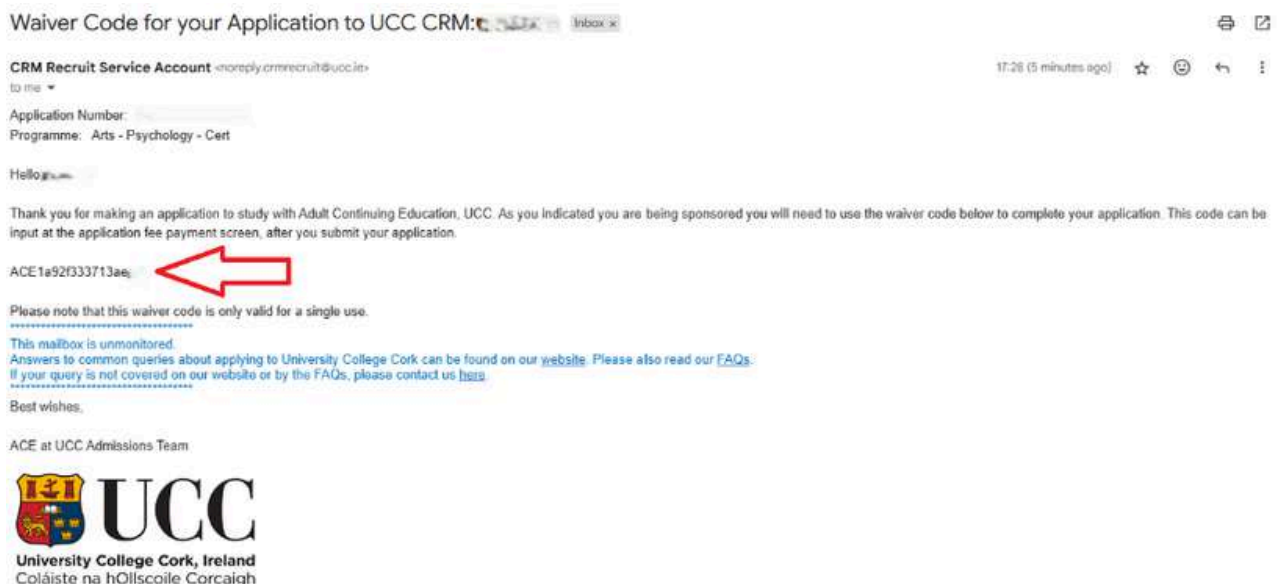


Finding the Fee Waiver Code

You will receive the **fee waiver code** by email to the email address you used to create your UCC Apply account. Please note:

- **This may take up to 15 minutes to arrive in your inbox.**
- Check your spam/junk folder if it hasn't been received.

This email will look as follows:



Entering the Fee Waiver Code

1. Enter the code **exactly as seen in the email you received** in the waiver code box.
2. Click **Apply**.

DESCRIPTION	TOTAL
Arts - Psychology - Certificate - UCC (part-time)	€500.00
Subtotal:	€500.00
Fee Waiver:	€0.00
Total:	€500.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

ACE1a92f333713ae

Apply

Make Online Payment

If successful:

3. The blue button will change from **Make Online Payment** to **Submit**.
4. Click **Submit** to proceed.

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

Apply

Submit

If the fee waiver code is entered incorrectly, the blue button will not change, or you will receive an error alert. Please check the code and try again.

IMPORTANT NOTE:

- Submitting your application does not complete your application to the programme.
- You must complete the next step: **Uploading Supporting Documentation**.

Uploading Supporting Documentation

Return to the main screen in UCC Apply (you may need to login again).

On the main screen, under **My Applications**, locate your application and click **View**.

APPLICATION	STATUS	ACTION
> Autumn 2025 - Arts - Psychology - Cert	Action Required	View

Select the **Upload Supporting Documentation** tab.

ITEM	SUBMISSION STATUS	ACTION
Required Documents (document upload is mandatory if a red asterisk appears before item name)		

You will see a list of documents required to complete your application. The **Sponsored Payment** item is the applicant section of the sponsorship form.

Completing the Sponsorship Form: Applicant Section

Click **Start** to complete the applicant section of the sponsorship form. A box titled **Recommendation Request** will appear.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Sponsored Payment		Not Started		Start

In this section, enter the contact details of the local NMPDU from which you have requested funding.

Cork Kerry NMPDU applicants:
Please copy the contact information exactly as it appears in the table on the next page.

All other NMPDUs - please contact the NMPDU directly for contact info.

Once complete, click **Submit Request**.

Recommendation Request

Recommendation Request

Sponsorship Contact Person *

Sponsorship Contact Email Address

Sponsorship Organization Name *

Sponsorship Amount

Sponsorship Contact Person	Cork Kerry NMPDU
Sponsorship Contact Email Address	nmpduapplications.corkkerry@hse.ie
Sponsorship Organisation Name	Nursing & Midwifery Planning & Development Unit Cork/Kerry, HSE South West
Sponsorship Organisation Address	Office of the Nursing & Midwifery Services Director, Office of the Chief Clinical Officer, Administration Building, St Marys Health Campus, Gurranabraher, Cork, T23 X440.
Sponsorship Amount	Please enter the programme amount - this will be adjusted after the NMPDU funding decision has been made.

IMPORTANT NOTE:

- Entering or submitting NMPDU contact details in the UCC application system does not constitute an application for NMPDU funding.
- You must still complete and submit a separate funding application directly to your NMPDU in accordance with their application process and deadlines.

Verifying and Completing Applications

If your funding application is successful, the NMPDU will notify you directly and will contact ACE's Finance Office to arrange payment of the approved full or partial programme fees on your behalf.

Once funding has been confirmed, please also notify the Programme Coordinator listed on the programme webpage so that they are aware of your funding status.

Note: You may continue to receive automated fee reminder emails from UCC Apply until payment has been received from the NMPDU.

Funding Outcomes

Full Sponsorship

If the NMPDU agrees to cover the full programme fee for the academic year, this is considered **full sponsorship**.

Partial Sponsorship

If the NMPDU agrees to cover part of the programme fee for the academic year, this is considered **partial sponsorship**.

You are responsible for paying any remaining balance not covered by the NMPDU each year.

A note on Multi-year Programmes:

- For multi-year programmes, UCC will seek confirmation of funding each year, and the NMPDU may be required to complete a new sponsorship form annually.
- Please contact your NMPDU directly for clarification on funding arrangements for multi-year programmes before making your application.

IMPORTANT NOTE:

- Indicating NMPDU funding on your UCC programme application does not waive programme fees.
- If your application for NMPDU funding is unsuccessful, you will be required to pay the applicable programme fees prior to programme commencement. If you do not wish to proceed without funding, you must withdraw your application before the programme begins.

Sponsorship Payments

Partial Sponsorship Payments

Where a sponsor has agreed to fund only part of the programme fee, ACE Finance will contact you by email to confirm:

- The amount being paid by the sponsor.
- The remaining balance payable by you.
- The relevant payment deadlines.

You must confirm that you wish to proceed on this basis. Your application will not progress to review until this confirmation has been received.

For programmes commencing in the Autumn semester (excluding CPD programmes and microcredentials), the following payment deadlines apply:

- First instalment (50% of fees) due by 31 October.
- Second instalment (50% of fees) due by 31 January.

For non-Autumn starts, please consult the [**ACE Finance** web page](#) for payment deadlines.

If sponsorship amount is less than 100% but more than 50%	The student must pay the remainder of the second instalment of fees by 31 January.
If sponsorship amount is less than 50%:	The student must pay the remainder of the first instalment of fees by 31 October. The student must pay the second instalment of fees by 31 January.

For CPD/Microcredentials:

- The sponsor must pay the sponsorship amount within 30 days of the invoice being issued.
- The remaining fee must be paid by the student via MyStudentAdmin (see instructions on the next page) within one week of registration.

Multi-Year Programmes

For programmes running over multiple years:

- Before the start of each new academic year (typically August), ACE Finance will issue an updated sponsorship form **to the student's Umail (student email address)**.
- This typically must be completed by the sponsor and returned by the student to ACE Finance before classes commence.
- The sponsor will be invoiced following verification.
- **The student is responsible for ensuring:**
 - **The sponsorship form is completed and returned.**
 - **The sponsor makes required payments by the required deadlines.**

Checking Outstanding Fees

Once registered as a student, all fee communications will be sent to the student's UCC Umail account (e.g. 11111111@umail.ucc.ie).

Access Umail and Other IT Services 

You must not ignore these emails - Check your spam regularly.

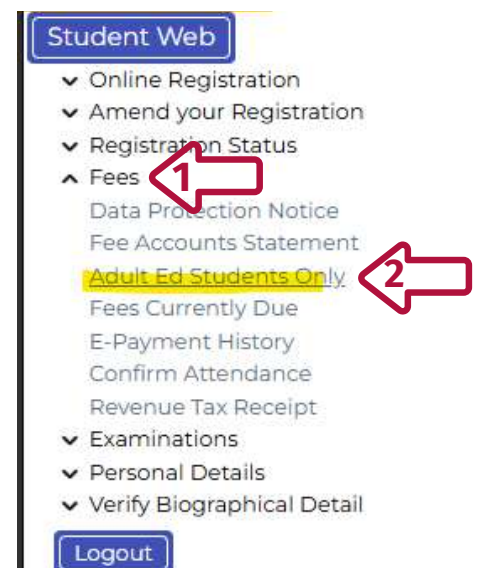
If you are receiving fee reminders, this indicates that fees are outstanding.

My Student Admin

Once registered as a student, you will have access to MyStudentAdmin.

- Go to <https://www.ucc.ie/en/sit/> and click on **MyStudentAdmin**.
- Login with your **Student ID number and password**.

1. Select **Fees** from the left-hand menu.
2. Click **Adult Ed Students Only** and follow the payment instructions.



- ✓ You must regularly check your fee balance via MyStudentAdmin.
- ✓ You must ensure all payments are made by the stated deadlines.

Login to My Student Admin 

Reset Password 

IMPORTANT NOTE:

- It is the student's responsibility to ensure that fees are paid in full and by payment deadlines, regardless of sponsorship status.
- If a sponsor does not honour the agreed sponsorship amount, the student is liable for outstanding fees.
- Failure to meet fee payment deadlines may result in loss of access to course materials and UCC systems.

Queries

All finance queries, including those related to sponsorship payments, outstanding balances and fee payments, should be directed to:

ACE Finance: acefinance@ucc.ie



Contact Information:

Office :

The Laurels, University College Cork, Western Road, Cork, T12 EH31

Phone Number :

+353 (0)21 490 4700

Email :

ace@ucc.ie