

University College Cork Fees Office Student Debtor Policy 2021-2022

UNDERGRADUATES

1. Undergraduates eligible for HEA Free Fees initiative.

HEA [Free Fees Initiative](#) (FFI) covers. HEA pays Tuition Fee and the student is liable for A Student Contribution Fee of €3,000 and a Capitation Fee of €130 (21/22 academic year).

Students eligible for HEA Fees Fee's Initiative **and** who have SUSI Funding.

Student pays €130 capitation fee during online registration as SUSI funding does not cover this fee.

All other students in this category payment options

- a) Student can pay fees in full during online registration
- b) Student can pay fees in two instalments.
Minimum first instalment of €1,630 and the balance to be paid by 31st January 2022.

2. Undergraduates paying EU rate of Tuition Fees.

Students not eligible for FFI as outlined in point 1 but are eligible for EU rate of Tuition Fee are liable for.

A Student Contribution Fee of €3,000, Capitation Fee of €130 and the relevant Tuition Fee.

These students can be

Students repeating a year of study/students who have previous third level attendance/students who have a previous degree/ students assessed for EU rate of fees on entry to UCC.

All students in this category payment options;

- a) Student can pay fees in full during online registration
- b) Student can pay fees in two instalments. Minimum first instalment 50% of total fee due.
The balance is to be paid by 31st January 2022.

3. Students in 1 and 2 above experiencing financial difficulties meeting standard payment options may avail of a payment plan.

4. Payment Plans-Payment Terms.

A [payment plan](#) facilitates payments over a pre-approved time period. A payment plan is valid when an initial first payment is made. If subsequent payments are not made within scheduled payment dates, the payment plan will be cancelled.

Where a plan is not activated by the student (initial payment not made)

- Students are advised that they may lose access to Canvas and their student card may be deactivated/withheld until the correct payment has been received by the Fees office. Cards will be enabled and access to Canvas restored when payment is received and payment schedule resumes. Please note it may take up to 36 hours to restore access to Canvas.

Where a plan was activated but payment schedule not maintained see 'Late Payment Charges and denial of services accesses at point 6.

5. Undergraduates paying Non EU* rate of Tuition Fees

Where a student is not eligible for EU rate of Fee then the Non EU fees rate applies.

All students in this category payment options

First year of study.

- a) As an allowance for COVID 19, first year Non EU students are allowed to pay their fees in two instalments for the 21/22 academic year. 50% of fees must be paid prior to registration and the balance is due by 31st January 2022. Where 50% of the amount due is not paid by registration, the students will be contacted advising them that the fee is due and the implications of non-payment.

All non-first year students,

- a) Student can pay fees in full during online registration.
- b) Pay in 2 instalments 50% of total fee to be paid online at registration, balance must be paid before January 31st 2022.

6. Undergraduates Late Payment Charges and denial of services access. (Relevant for all Undergraduate students)

- Where the minimum amount due is not paid at registration, students are advised that they may lose access to Canvas and their student ID card may be deactivated/withheld until correct payment has been received by the Fees Office. Cards will be enabled and access to Canvas will be restored once the Fees Office have received payment or agreed a repayment plan with the students involved. Please note that it may take up to 36 hours to restore access to Canvas.
- Instalments received after 31st January 2022 and on or before 28th February 2022 will be subject to a late payment charge of €200. Instalments received after 28th February 2022 shall incur an additional late payment charge of €150, bringing the total late payment charge to €350. The maximum late payment charge will be €350 in any one academic year. These charges are not applicable where there is an agreed payment plan in place and where the terms of that payment plan have been fully adhered to.
- Students will be allowed access to their examination results even if their fees are not paid in full. This is to facilitate the student's ability to register for repeat exams and pay the appropriate fee.
- Any student returning for their next year of study will not be permitted to register until balance of fee is cleared.
- Ultimately the student will not be permitted to graduate until all fees due to UCC have been paid in full
- Students should refer to the [Fees Office website](#) for details of the [University Fee Refund Policy](#).
- All students must make their relevant payment of fees online when completing 'Online Registration' at the beginning of each new academic year.

POSTGRADUATES

7. Postgraduate Taught/Research Students paying EU Rate of Tuition Fee Incl ACE Students

All students in this category payment options

- a) Pay full Fees online at registration.
- b) Pay in 2 instalments 50% of total fee to be paid online at registration and the remainder to be cleared by January 31st 2022 for September/October start students (see table **point 12**).

8. Postgraduate Students with all or partial Fee Funding Incl ACE Students

All funding –Non SUSI.

Students should indicate the relevant funding when asked to do so during online registration.

When funding is indicated students will be prompted to submit details of their relevant funding.

Research Funded and Department Funded students please ensure that you upload the relevant [FI form](#) at each year of registration.

ACE Students who are being partially/fully funded will be required to submit a Sponsorship Form, if you do not receive a sponsorship form on application please email acefinance@ucc.ie.

For two year programmes, Invoices for the second year will need to be applied for by emailing acefinance@ucc.ie.

Failure to provide details of funding may delay billing.

It is the student's responsibility to inform the university, of any funding that applies to their fee.

If a sponsor fails to pay the agreed fee the unpaid fee will be transferred to the student.

SUSI Funding – If the student has applied for funding from SUSI, the student must input their SUSI reference number during online registration.

Details on liability and payment for all first years can be found here [First Year Postgraduate-SUSI](#)

Details of liability and payment for on-going postgraduate students can be found here [On-going Postgraduate Students-SUSI](#)

- a) SUSI 'Contribution to tuition fee' award €2000 - Pay half your tuition fee less half of the SUSI contribution (50% of €2000) when completing your registration online. The balance is to be paid by 31st January 2022. Where SUSI subsequently does not award €2000 contribution, the student is liable for the full fee and must pay all the remaining fee balance before 31st January 2022. Payments after 31st January see 'Postgraduate Late Payment Charges and denial of services accesses at **point 11**.
- b) SUSI 'full award up to a maximum of €270' - Student should indicate the relevant funding when asked to do so during online registration. Where the student is awarded the full grant from SUSI, **but the cost of the tuition fee is higher than the approved grant, the student is liable for the shortfall.**

The shortfall can be paid in two instalments

- 50% of the shortfall fee is payable during online registration.
- The balance is to be paid by 31st January 2022.

See Postgraduate Late Payment Charges and denial of services accesses at **point 11**.

9. Students in 7 and 8 above experiencing financial difficulties meeting standard payment options may avail of a payment plan. For applicable payment terms see point 4 above.

10. Postgraduate Taught /Research Students paying Non EU Rate of Tuition Fee.

Where a student is not eligible for EU rate of Fee then Non EU International rate applies.

All students in this category payment options;

First year of study.

As an allowance for COVID 19, first year International Postgraduate students are allowed to pay their fees in two instalments for the 21/22 academic year. 50% of fees must be paid prior to registration and the balance is due by 31st January 2022.

Where 50% of the amount due is not paid by registration, the students will be contacted advising them that the fee is due and the implications of non-payment. See' Postgraduate Late Payment Charges and denial of services accesses at point 11.

All non-first year students,

- a) Student can pay fees in full during online registration.
- b) Pay in 2 instalments 50% of total fee to be paid online at registration, balance must be paid before January 31st 2022.

11. Postgraduate Late Payment Charges and denial of services access

- Where the minimum amount due is not paid at registration, access to Canvas will be removed and the services attached to ID cards e.g. access to the Mardyke Arena and book borrowing services within the Boole Library may be disabled. The students will be contacted via email to their UCC email account or by SMS text message to their personal mobile phone number advising them that the fee is due and the implications of non-payment. Cards will be enabled and access to the services will be restored once the Fees Office have received payment or agreed a repayment plan with the students involved. Please note that it may take up to 36 hours to restore access to Canvas.

If a student does not pay the balance of fees within the required time frame, late payment charges will apply.

- Research Students see relevant charges in the table at point 12.
Calendar Year registration see relevant charges in the table at point 12.

All other postgraduate students;

Balances not paid 31st January 2022 and on or before 28th February 2022 will be subject to a late payment charge of €200. Instalments received after 28th February 2022 shall incur an additional late payment charge of €150, bringing the total late payment charge to €350. The maximum late payment charge will be €350 in any one academic year. These charges are not applicable where there is an agreed payment plan in place and where the terms of that payment plan have been fully adhered to.

- Students will be allowed access their examination results even if their fees are not paid in full. This is to facilitate student's ability to register for repeat exams and pay the appropriate fee. Students will not be permitted to register for the following year until all fees are paid in full.
- Ultimately the student will not be permitted to graduate until all fees due to UCC have been paid in full.
- Students should refer to the [Fees Office website](#) for details of the [University Fee Refund policy](#).
- All students must make their relevant payment of fees online when completing 'Online Registration' and where subsequent payments apply these should be made via Student IT [Services On line payment UCC](#)

12. Payment terms and late charges where registration date is other than that of Academic Year. Postgraduate Research Students Incl. ACE Students.

1. Where registration is other than Academic Year start date please note the following payment terms and relevant late charges.

Start Date	Registration	Balance due	1st Late Payment Charge Applicable	2nd Late Payment Charge Applicable
April 2021	50% fees due	30/07/21	€200 on 01/08/21	€150 on 01/09/21
July 2021	50% fees due	31/10/21	€200 on 01/11/21	€150 on 01/12/21
October 2021	50% fees due	31/01/22	€200 on 01/02/22	€150 on 01/03/22
January 2022	50% fees due	30/04/22	€200 on 01/05/22	€150 on 01/06/22

2. Calendar Year Programmes (e.g. MBA)

- a) Students can pay fees in full during online registration
- b) Student can pay fees in two instalments.

50% of tuition fees during registration on line and the balance to be paid by the end of the 7th month of their course each year.

For example, MBA students who register in January must pay 50% of the fee on registration and 50% of the fee by **31 July following January registration.**

SUPPORT TO STUDENTS.

In applying this policy, UCC will at all times seek to be sympathetic to individual students 'financial circumstances.'

To do this we advise students to engage in dialogue with the University if they are experiencing difficulties.

Students experiencing difficulties should seek help at the earliest opportunity by contacting the appropriate office.

Uploading a query to the Fees Office [here](#) or Contacting various support and assistance offices details of which can be found [here](#)

*Non EU Students may be from outside the EU/EEA/Swiss States, details of which can be found [here](#)

BREXIT

Memo of Understanding (MoU) on the Common Travel Area (CTA) was signed between the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland in 2019. The MoU acknowledged the importance of education noting that "the CTA affords Irish and British citizens the right of access to all levels of education and training, and associated student support in each other's State on terms no less favourable than those for citizens of that State".

In terms of higher education, this means that notwithstanding Brexit, UK students will still be eligible for the same fee structures as Irish Students.

Currently Enrolled Students with UK Nationality

No change.

Prospective Students with UK Nationality

UK citizens wishing to enrol in Irish Higher Education Institute will remain eligible on the same basis as Irish students, as per the CTA.

For the Free Fees Initiative, once students meet all other criteria as set out in the Free Fees Initiative:

- Students with UK nationality will continue to be eligible under the nationality criteria of the free fees scheme
- UK residency will continue to contribute towards fulfilling the ordinarily resident criteria of the scheme.

This Student Debtor policy is effective for the academic year 2021/2022.

All queries on this document to be sent to fees@ucc.ie

ISSUED BY FEES OFFICE; February 2021