



### Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA307
<b>Title</b>	Student Fee Liability and Sanctions for Late or Non-Payment of Fees
<b>Policy Owner</b>	Director Financial Accounting
<b>Date</b>	18 <sup>th</sup> December 2024
<b>Approved By</b>	Údarás na hOllscoile

#### 1.0 Purpose

This policy sets out a student's fee liability, payment options, and sanctions for late payment, or non-payment of fees. Information regarding these matters is available at the University's website <https://www.universityofgalway.ie/fees/>.

#### 2.0 Description

- (i) Students are **liable** for **all elements** of the fee as follows:
  - a. the Student Contribution<sup>1</sup> the Tuition Fee and the Student Levy<sup>2</sup> at the time of registration,
  - b. late payment fees, if applicable, when billed/notified by the University,
  - c. repeat examination fees, if applicable, when billed/notified by the University.
- (ii) All EU students and continuing Non-EU students may pay their fees in two instalments, 50% by the 31<sup>st</sup> of October<sup>3</sup> and 50% by the 31<sup>st</sup> of January<sup>4</sup>.
- (iii) First-Time Non-EU students are required to pay 50% of their fees **prior** to registration<sup>5</sup>.
- (iv) Where a student is experiencing financial difficulty/hardship they may apply to the Financial Aid Fund<sup>6</sup> for review. Alternative payment arrangements may be agreed where appropriate.

#### 2.1 Approach

- (i) When a student registers they have online access to their accounts where they can see what fees are due.
- (ii) In the event where a funding authority (e.g. SUSI or HEA) does not pay the fee on behalf of the student, the student is liable to pay the fee.
- (iii) The Fees Office will actively pursue payments throughout the academic year.
- (iv) The University reserves the right to have a third party conduct the collection of fees on behalf of the University.
- (v) In line with the express provisions of the Student Data Usage Policy, the University may seek to make contact with the student in relation to any fee and registration issues using their home

<sup>1</sup> Applicable to undergraduates only

<sup>2</sup> Further details on the student Levy are available here: <https://su.universityofgalway.ie/student-levy/>

<sup>3</sup> Within 2 months of registration for students who are required to register outside of the main registration period.

<sup>4</sup> Within 4 months of registration for students who are required to register outside of the main registration period.

<sup>5</sup> Further details for First-Time Non-EU students available here: <https://www.universityofgalway.ie/international-students/offerholders/fees-and-registration/>

<sup>6</sup> Further details on the Financial Aid Funds are available here: <https://www.universityofgalway.ie/financialaidfund/>



contact details or via any parent, guardian, or sponsor contact details furnished. Where fees are being funded (either partly or fully) from an external funder, the University may also make contact with any such external funder strictly in line with the Student Data Usage Policy.

## 2.2 Sanctions

Where a student does not pay their fees<sup>7</sup> by the due dates the following sanctions apply:

- (i) If the first instalment is not paid by the due date a late payment fee<sup>8</sup> will be applied.
- (ii) If the balance is not paid by the due date a late payment fee will be applied.
- (iii) Late payment sanctions are cumulative.
- (iv) Examination results will not be issued to students with outstanding fee debt.
- (v) Returning students will not be permitted to register for the next academic session until they have cleared their debt or, in cases of financial hardship, have been granted an alternative payment arrangement.
- (vi) Students will not be permitted to graduate or attend conferring ceremonies until all outstanding debts (including penalties and the Student Levy, where applicable) have been paid in full.

## 3.0 Responsibilities

Name	Responsibility
Director of Financial Accounting	Policy Owner
Fees Office	To provide students with accurate information about their fee liability and to apply sanctions for Late or Non-Payment of Fees.
Students	To pay their fees on time.

## 4.0 Related Policies

- QA306 Fee Refund Policy
- QA287 Student Leave of Absence Policy – Undergraduate and Taught Postgraduates
- QA252 New Entrant to First Year Fulltime Undergraduate Degree ProgrammesQA282 Student Course Withdrawal Policy
- QA412 Student Data Usage Policy

<sup>7</sup> Student levy does not form part of University of Galway fees. University of Galway collects the student levy on behalf of the Students' Union; therefore the same sanctions will apply for late or non-payment of student levy.

<sup>8</sup> Late Payment Fee = €200