

<b>Policy Title:</b>	Institute Charges Policy
<b>Description:</b>	The charges for any academic course, examination or other service are those stated in this document for the current academic year or as notified to students by the Registrar's Office.
<b>Author (Position):</b>	Financial Controller
<b>Version:</b>	4.0
<b>Approved By:</b>	MIE Governing Body
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Revision History		
Previous Version no.	Summary of Amendments	Reviewed Version no.
3.2	Policy updated to include fee and refund procedure for international students. Structure of Fee Tables also updated.	4.0

<b>Responsibility</b>	<p>The Financial Controller is responsible for this document.</p> <p>This document will be reviewed annually and may be reviewed between such intervals in the event of legislative or other relevant developments.</p>
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<b>Circulation:</b>	<p>This document forms a part of the regulations applying to all students of MIE.</p> <p>This document is circulated to all students at or before registration and is also available on MIE's website and Moodle virtual learning environment<sup>4</sup>. Note that this document supersedes all previous versions.</p>
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<sup>4</sup> See [Virtual Learning Environment Policy](#)

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## 1. General Regulations

- (i) The charges for any academic course, examination or other service are those stated in this document for the current academic year or as notified to students by the [Registrar's Office](#).

Marino Institute of Education (MIE) reserves the right to alter its scales of charges at any time. Revised scales of charges will apply from the date appointed by the *Governing Body*<sup>1</sup> to all students pursuing any course where charges have been revised, whether or not such students have entered upon the course before the appointed date. The *Governing Body* of MIE is not bound by any error in, or omission from, these regulations.

- (ii) All charges become due on the dates specified in this document or as notified in the pre-registration pack issued by the [Registrar's Office](#), whichever date is the earlier, for the current academic year, and must be paid into MIE's bank account at Bank of Ireland or to the Finance Office of the Institute on or before that date. Note that it is the student's responsibility to read and be familiar with this document. There are charges and penalties for late payment of amounts due, and charges for repeat examinations/Student Placement, as set out in this document. Students are strongly encouraged to contact the Finance Office (email: [studentfees@mie.ie](mailto:studentfees@mie.ie)) *in advance* if they anticipate difficulty in meeting any of the payment dates, and to pay careful attention to any communication/reminders from the Finance Office. These will normally be issued by email.
- (iii) The preferred payment method is via the 'Pay Now' button embedded in the invoice. Instructions are set out on invoices. Payment may also be made through any bank, in favour of MIE No.1 Account with Bank of Ireland, 26 Marino Mart, Dublin 3 (IBAN: IE09 BOFI 9005 4322 3995 42), quoting student number or account reference on the payment. Credit/debit card payments are also accepted. Please note that cards may be subject to a daily transaction limit of €1,500 (imposed by the issuing bank).

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<sup>1</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

- (iv) Students who are seeking an educational grant may defer payment of student contribution/tuition fee pending the outcome of their grant application but must pay any other amounts due (e.g. Student Levy) prior to registration. All students should notify the Finance Office if they are applying for a grant for the current year, irrespective of whether they were in receipt of a grant in previous years. Students may be requested to sign and return a 'Third Party Authorisation Form' to authorise [Student Universal Support Ireland \(SUSI\)](#) to communicate with MIE in relation to the student's grant status.
- (v) Eligible EU undergraduate students on the Bachelor in Education or Baitsiléir san Oideachais Trí Mheán na Gaeilge programmes may have their tuition fees paid by the Minister for Education and Skills under the Government's tuition fee remission scheme.
- (vi) Students who are required to repeat the academic exercises of a year must pay the full annual tuition fee of the repeated year.
- (vii) Students who wish to receive credit for an academic year on the basis of academic exercises carried out at MIE, but who are granted any exemption from attendance at lectures, must pay the same fee as they would pay if attending lectures.

## 2. Fee Payment Overview - Undergraduates

### 2.1 New Students

Undergraduate students who accept an offer of a place in the Institute through the [Central Applications Office](#) (CAO) must comply in full with the instructions set out in the offer notice. The offer will lapse unless accepted within the specified time period. The Institute reserves the right to cancel the offer despite any part payment or performance of acceptance. Students will be contacted by the Finance Office with regard to payment of fees due. Students on the B.Ed. (Irish-English-medium) programmes who are eligible for the Government's tuition fee remission scheme ('Free Fees') will be liable for the student contribution and student levy (see the table of fees and charges below in **Sections 6 & 7**). \*Students on those programmes who are ineligible for Free Fees will be liable for both the student contribution (€2,500) and tuition fee (€2,564), as well as the student levy.

The Bachelor of Science courses are not within the Free Fees initiative. The Department of Education and DFHERIS do not pay the student tuition fees and therefore the tuition fees are charged directly to the students.

Students may be required to provide bank receipted evidence of payment of all relevant amounts. Students may opt to pay the student contribution (and tuition fee, where applicable) in two instalments, a minimum of 50% prior to registration and the remaining balance by 31st January. The student levy, however, must be paid in full prior to registration.

**Registration is not regarded as completed until the required charges have been paid.**

Students not qualifying for the Government's tuition fee remission scheme will be invoiced for any fees due. Such fees (or the first instalment, at least 50%) must be paid by the notified due date, before registration date.

In cases where students are admitted after the beginning of the academic year no reduction of fees will be granted.

*\*This section is not applicable to International Students*

## 2.2 New International Students

Non-EU / EEA / Swiss Confederation / UK students entering Year 1 of an undergraduate programme are subject to the following tuition fee payment requirements in order to comply with Irish immigration regulations. Students are required to pay tuition fees in advance of registration for the first year of study. Where the programme fee exceeds € 6,000, non-EU / EEA / Swiss Confederation / UK students are required to pay a minimum of €6,000 and the remaining balance must be submitted by the following 31st January. The student levy, however, must be paid in full prior to registration. All payments must be made in EURO, with no charge to the Institute.

## 2.3 SUSI Grant-Holders

All incoming students who are offered a place and returning students, irrespective of whether they are grant-applicants, will have the place reserved only on payment of the total amount due for the year OR, if paying in instalments, the first instalment of student contribution and tuition fee (if applicable), OR submission of grant approval details via online MS Teams form , AND payment by the Monday before registration date of any other amounts due (e.g. student levy). Students submitting a grant approval letter at registration nonetheless remain liable for amounts due in the event that the relevant authority does not pay the student contribution or fee for any reason.

**Students who receive approval for a partial grant must pay the balance in accordance with these regulations (i.e. 50% prior to registration, the balance by 31st January).**

Students who receive grant approval after registration must forward their grant approval letter to the Finance Office upon receipt. The grant-awarding body will then be invoiced for the amount due. Grant-holders will have some or all the student contribution/tuition fee paid on their behalf by the grant-awarding body, and the amount paid by the student will be reimbursed upon receipt by the Institute of payment from the grant-awarding body. If for any reason the relevant authority does not pay the student charge, the student's payment will be retained by the Institute.

## 2.4 Continuing Students – Payment of Fees

Undergraduate students, including international students, must pay the relevant fee or the first instalment as detailed in the tables below in **Sections 6 & 7**, by the Monday before the commencement of the new academic year. B.Ed. (Irish/English-medium) undergraduate students qualifying for the Government's tuition fee remission scheme will be required to pay to the Institute the student contribution;

**Students shall not be permitted to register, attend classes or avail of library, email and other services until all the relevant amounts due have been paid.**

Please note that all continuing students are billed on the basis that they are successful in examinations upon which their progression depends. In the event of B.Ed. (Irish/English-medium) students having to repeat their year 'on books' they will also become liable for the full annual tuition fee in addition to the student contribution.

## 2.5 Payment in Two Instalments

All progressing students may avail of the option to pay the student contribution and, if applicable, tuition fees, in two instalments (at least 50% for Instalment 1). The amounts payable are set out below. The second instalment where applicable will be payable on or before the date set out in the tables in **Sections 6 & 7** below (normally 31 January for all programmes). Instalments received after the due date and before the end of the following month will be subject to a late payment charge of €212. If the second instalment is not paid by the end of that month or if there are other outstanding charges on the student's account (such as Library charges), the student's name may be removed from the Institute's books, but may be reinstated on receipt of payment of €358 together with the balance of fees due.

**Note:** Charges other than the student contribution and tuition fees (e.g. student levy) may not be paid in instalments and must be paid in full by the Monday prior to registration.

### 3. Fee Payment Overview – Postgraduates

- (i) Students should have regard to the General Regulations above, which apply to all students.
- (ii) Due dates for PME (Primary) students and all other postgraduate students are set out in **Sections 6 & 7** below.
- (iii) Sanctions and penalties for late registration or payment for all postgraduate students are also set out in **Sections 6 & 7**.
- (iv) Non-EU / EEA / Swiss Confederation / UK students commencing a post graduate programme are subject to the following tuition fee payment requirements to comply with Irish immigration requirements. Students are required to pay tuition fees in advance of commencing their programme. Where the programme fee exceeds €6,000, non-EU students are required to pay a minimum of €6,000 and the balance must be submitted by 31st January. The student levy, however, must be paid in full prior to registration. All payments must be made in EURO, with no charge to the Institute.

## 4. Exchequer Payment in Respect of Full-Time Undergraduate Tuition Fees

The following are the main eligibility criteria issued by the Department of Education and Skills in relation to the Free Fees initiative. Appendices to the criteria, which relate to nationality and Refugee status and the list of approved institutes (which includes MIE) are not included here. Copies of the full document are available from the Finance Office on request.

### 4.1 Criteria for Determining Eligibility

#### 4.1.1 Free Fees

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/UK 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 in the case of all eligibility criteria except for nationality. With effect from the academic year, 2013/14, a 'Change of Nationality' clause forms part of the Free Fees Initiative (FFI). As was previously the case, students, who do not meet the nationality criteria of the initiative, will continue to be ineligible for free fees, however if such students subsequently acquire EEA citizenship during their third level studies they may be entitled to free tuition fees for the remainder of their course of study. In order to be eligible under this 'Change of Nationality' clause students must have met all other criterion of the Free Fees Initiative, apart from nationality, at date of entry to their course of study.

The initiative 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) The courses must be followed in one of the approved institutes. MIE is listed as an approved institute.

- (4) 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 without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees.

- (5) 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.
- (6) 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.
- (7) 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 upcoming academic year.
- (8) The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.

The Institute may require students to provide proof that they meet the above eligibility criteria by either completing a declaration of compliance and/or providing proof of attendance at previous third level courses where appropriate.

It should also be noted that failure to disclose all relevant information required to determine eligibility for the fee remission scheme may render the student liable for the full fees plus a charge of €358.

### 4.1.2 Self-Funding Programmes

Non-EU students, on self-funded programmes, seeking a change residency status (to EU status) during the course of their studies may be considered, subject to the student meeting the relevant residency, immigration, and eligibility requirements as determined by legislation and institute policy. Any change in status will be assessed on a case-by-case basis and must be supported by appropriate documentary evidence. Approval of a change in status is not automatic and will only take effect from the following academic year after eligibility is formally confirmed by the Institute.

## 5. Fees for Temporary and Open-Learning Students

### *Temporary Students*

Students may be admitted to attend one or more individual modules in an academic year to make up shortfalls identified by the Teaching Council ('Temporary' students). Fees for these courses are set out in **Section 6.3** and must be paid before 1<sup>st</sup> September for Semester 1 and before 1<sup>st</sup> December for Semester 2.

### *Open Learning*

Students who do *not* wish to receive a degree or diploma or make up Teaching Council shortfalls may be admitted to attend a module for credit (€500 per module) or 'Audit only' (attend and do not complete assignments for credit, €350 per module). Module descriptors are set out at [www.mie.ie/openlearning](http://www.mie.ie/openlearning).

## 6. Summary of Fees and Charges

Eligible B.Ed. (Irish/English-medium) undergraduate students may qualify to have the tuition fee element of the annual fee paid on their behalf by the Minister for Education and Skills ('Free Fees').

### 6.1 Undergraduate Year 1 students

Programme Fee/Charge	Note	€
Bachelor of Education (B.Ed.) / B. Oideachais (B.Oid.) - <i>Student contribution</i>	Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€2,500 per annum
Bachelor of Education / B. Oideachais - <i>Tuition fee</i> Where applicable, i.e. payable only for B.Ed. (Irish/English-medium) students who do not qualify for 'Free Fees' (payable in addition to the student contribution of €2,500)	Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€2,564 per annum
Bachelor of Education / B. Oideachais - <i>Student Levy</i>	Not reimbursable after 31 October. Payable in full prior to registration.	€250 in year 1
Bachelor of Science (B.Sc.) in Education Studies & Bachelor of Science in Early Childhood Education - <i>Tuition fee</i> (no student contribution payable on these courses)	Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€3,000 per annum

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<p>Bachelor of Science in Education Studies &amp; Bachelor of Science in Early Childhood Education</p> <ul style="list-style-type: none"> <li>- <i>Student levy</i></li> </ul>	<p>Not reimbursable after 31 October. Payable in full prior to registration.</p>	<p>Bachelor of Science in Education Studies €150 in Year 1/ Bachelor of Science in Early Childhood Education €170 in Year 1.</p>
<p>International students (undergraduate) i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria</p>	<p>Students must pay a minimum of €6,000 upon registration. Additional charges apply for late payment. See <b>Section 7</b> for further details.</p>	<p>€15,950 per annum (a bursary of €8,950 is available to international undergraduate students for the current year).</p>
<p>International students (undergraduate)</p> <ul style="list-style-type: none"> <li>- <i>Student levy</i></li> </ul>	<p>Payable in full prior to registration. Not reimbursable after 31 October.</p>	<p>€64 in year 1 for students registered after the academic year 23/24.</p>
<ul style="list-style-type: none"> <li>- <i>Late registration fee</i></li> </ul>	<p>Students registering after 15 October.</p>	<p>€212</p>
<ul style="list-style-type: none"> <li>- <i>Administration handling charge</i> for students who withdraw before first registration date.</li> </ul>	<p>Students are reminded that they should notify the Registrar in writing immediately if they withdraw from the course.</p>	<p>€212</p>

## 6.2 Undergraduate - Years 2-4 students

Programme Fee/Charge	Note	€
Bachelor of Education / B. Oideachais - <i>Student Contribution</i>	Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€2,500 per annum
Bachelor of Education / B. Oideachais - <i>Tuition fee</i> Where applicable, i.e. payable only for B.Ed. (Irish/English-medium) students who do not qualify for 'Free Fees' (payable in addition to the student contribution of €2,500)	Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€2,564 per annum
Bachelor of Education / B. Oideachais - <i>Student levy</i>	Payable in full prior to registration. Not reimbursable after 31 October.	€64 in year 2-4 for students registered after the academic year 23/24.
Bachelor of Science in Education Studies & Bachelor of Science in Early Childhood Education - <i>Tuition fee</i> (no student contribution payable on these courses)	Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€3,000 per annum
Bachelor of Science in Education Studies & Bachelor of Science in Early Childhood Education - <i>Student Levy</i>	Payable in full prior to registration. Not reimbursable after 31 October.	€64 in year 2-4 for students registered after the academic year 23/24.

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<p>International students (undergraduate) i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria</p>	<p>Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.</p>	<p>€15,950 per annum (a bursary of €8,950 is available to international undergraduate students for the current year).</p>
<p>International students (undergraduate) - <i>Student levy</i></p>	<p>Payable in full prior to registration. Not reimbursable after 31 October.</p>	<p>€64 in year 2-4 for students registered after the academic year 23/24.</p>
<p>- <i>Late registration fee</i></p>	<p>Students registering after 15 October.</p>	<p>€212</p>
<p>- <i>Administration handling charge</i> for students who withdraw before first registration date.</p>	<p>Students are reminded that they should notify the Registrar in writing immediately if they withdraw from the course.</p>	<p>€212</p>

## 6.3 Temporary students

Fee/Charge	Note	€
<b>'Temporary' students</b> , including students taking individual modules (no degree/diploma award).	Separate charges may apply, e.g. for class materials	€500 per module, 10% discount if four or more modules (excluding school placement) are taken.  <i>Fees for School Placement are outlined below.</i>
<b>'Temporary' students, School Placement</b>	<b>Placement Duration:</b> 3 weeks, all in 1 classroom. <i>Fee includes:</i> <ul style="list-style-type: none"> <li>▪ Access to Professional Studies module content</li> <li>▪ Mentoring</li> <li>▪ School experience</li> <li>▪ Assessment of placement</li> <li>▪ Registration and Administration</li> </ul>	€2,000 per placement

## 6.4 Postgraduate students

<b>Professional Masters in Education (PME) (Primary) – English / Irish (MGO) medium</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
- <i>Application Fee</i>	An Application Fee applies to all postgraduate programmes at MIE (non-refundable).	€50 (PME only)
- <i>Deposit</i>	Payable on acceptance of offer (non-refundable), deductible from overall fees.	€500
- <i>Tuition Fee</i>	Students may opt to pay in two instalments (Instalment 1, at least 50%).  Additional charges apply for late payment.  See <b>Section 7</b> for further details.	€5,700 per annum
PME students only - <i>Student levy</i>	Payable in full prior to registration.	€273 - Year 1 and €48 - Year 2
- <i>Late registration fee</i>	After 15 October.	€212
<p><b>Note:</b> There is a Bursary available from The Council for Gaeltacht and Gaelscoileanna Education (COGG) for all MGO students (PME through medium of Irish) which is €2,000 per annum.</p>		

<b>Master in Education Studies (Intercultural Learning &amp; Leadership/Early Childhood Education/Further Ed/Visual Arts/Inquiry-Based Learning/Christian School Leadership/Primary Maths)</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
- <i>Application Fee</i>	An Application Fee applies to all postgraduate programmes at MIE.	€30
- <i>Deposit</i>	Payable on acceptance of offer (non-refundable), deductible from overall fees.	€500
- <i>Tuition Fee</i>	Students may opt to pay in two instalments (Instalment 1, at least 50%).  Additional charges apply for late payment.  See <b>Section 7</b> for further details.	€3,950 per annum
- <i>Late registration fee</i>	After 15 October	€212

<b>Professional Diploma in Education (Further Education)</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
- <i>Application Fee</i>	An Application Fee applies to all postgraduate programmes at MIE.	€30
- <i>Deposit</i>	Payable on acceptance of offer (non-refundable), deductible from overall fees.	€500
- <i>Tuition Fee – full-time</i>	<b>One year:</b> Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€5,950
- <i>Tuition Fee – part-time</i>	<b>Two years:</b> Students may opt to pay in two instalments (Instalment 1, at least 50%). Additional charges apply for late payment. See <b>Section 7</b> for further details.	€2,975 per annum
- <i>Student Levy</i>	Payable in full prior to registration.	€103 in Year 1 and €48 in Year 2
- <i>Late registration fee</i>	After 15 October	€212

## 7. Details of Fees / Charges by Programme & Course

### 7.1 Undergraduate Programmes

Fee/Charge	Note
<b>Fees can be paid in two instalments</b> <i>(Instalment 1, at least 50%)</i>	The instalment option <u>does not apply</u> to student levy. Student levy must be paid in addition to Instalment 1 of the fees.

#### ***B.Ed. and B.Oid. Students (eligible for Free Fees):***

Fee/Charge	Note	€
1 <sup>st</sup> year: Total due €2,750 <i>(Student contribution €2,500 + levy €250)</i>	Due by first registration date	€1,500
	Due on or before 31 January	€1,250
2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> years: Total due €2,564 <i>(Student contribution €2,500+ levy €64)</i>	Due by 31 August	€1,314
	Due on or before 31 January	€1,250

#### ***B.Ed. (Irish/English medium) Students (not eligible for Free Fees):***

Fee/Charge	Note	€
1 <sup>st</sup> year: Total due €5,314 <i>(Tuition €2,564 + student contribution €2,500 + levy €250)</i>	Due by first registration date	€2,782
	Due on or before 31 January	€2,532
2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> years: Total due €5,128 <i>(Tuition €2,564 + student contribution €2,500 + levy €64)</i>	Due by 31 August	€2,596
	Due on or before 31 January	€2,532

#### ***B.Sc. in Education Studies (not eligible for Free Fees):***

Fee/Charge	Note	€
1 <sup>st</sup> year: Total due €3,150 <i>(Tuition €3,000 + levy €150)</i>	Due by first registration date	€1,650
	Due on or before 31 January	€1,500
2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> years: Total due €3,064 <i>(Tuition €3,000 + levy €64)</i>	Due by 31 August	€1,564
	Due on or before 31 January	€1,500

#### ***B.Sc. in Early Childhood Education (not eligible for Free Fees):***

Fee/Charge	Note	€
1 <sup>st</sup> year: Total due €3,170 <i>(Tuition €3,000 + levy €170)</i>	Due by first registration date	€1,670
	Due on or before 31 January	€1,500
2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> years: Total due €3,064 <i>(Tuition €3,000 + levy €64)</i>	Due by 31 August	€1,564
	Due on or before 31 January	€1,500

## 7.2 Postgraduate Programmes

<b>Professional Masters of Education (PME):</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
1 <sup>st</sup> year: Total due €5,973 (Tuition €5,700 + levy €273)	Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
	Due before first registration date	€2,623
	Due on or before 31 January	€2,850
2 <sup>nd</sup> year: Total due €5,748 (Tuition €5,700 + levy €48)	Due by 31 August	€2,898
	Due on or before 31 January	€2,850

<b>MGO (PME through Irish):</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
1 <sup>st</sup> year: Total due €5,973 (Tuition €5,700 + levy €273)	Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
	Due before first registration date	€2,623
	Due on or before 31 January	€2,850
2 <sup>nd</sup> year: Total due €5,748 (Tuition €5,700 + levy €48)	Due by 31 August	€2,898
	Due on or before 31 January	€2,850

<b>Master of Education Studies (MES):</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
1 <sup>st</sup> year: Total due €3,950 (Tuition)	Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
	Due before first registration date	€1,475
	Due on or before 31 January	€1,975
2 <sup>nd</sup> year: Total due €3,950 (Tuition)	Due by 31 August	€1,975
	Due on or before 31 January	€1,975

<b>Professional Diploma in Education (Further Education) full-time (1 year):</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
Total due €6,053 (Tuition €5,950 + levy €103)	Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
	Due before first registration date	€2,578
	Due on or before 31 January	€2,975

<b>Professional Diploma in Education (Further Education) part-time:</b>		
<b>Fee/Charge</b>	<b>Note</b>	<b>€</b>
1 <sup>st</sup> year: Total due €3,078 (Tuition €2,975 + levy €103)	Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
	Due before first registration date	€1,090.50
	Due on or before 31 January	€1,487.50
2 <sup>nd</sup> year: Total due €3,023 (Tuition €2,975 + levy €48)	Due by 31 August	€1,535.50
	Due on or before 31 January	€1,487.50

### 7.3 International Students

International students i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria.

<b>International Students</b>		
	<b>Note</b>	<b>€</b>
International students i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria	<p>Students may opt to pay in two instalments however the student Levy may not be paid in instalments.</p> <p>Year 1: Minimum €6,000 paid upon registration, the balance payable by 31 January.</p> <p>Year 2: Students may opt to pay in two instalments (minimum of 50% in Instalment 1)</p> <p>Additional charges apply for late payment.</p> <p>See <b>Section 7</b> for further details.</p>	€15,950 plus the application fee and student levy above (a bursary of €8,950 is available to applicants, for the current year).
	Due on or before 31 January	Any remaining outstanding fees.

## 8. Scholarships and Bursaries

There are a number of scholarships and bursaries available to MIE students.

Details can be found on the MIE website:

[Student Scholarships and Support Programmes - Marino Institute of Education](#)

## 9. Non-Publication of Examination Results

Publication of examination results will be withheld if there are any outstanding fees or charges on a student's account (including *library charges*<sup>2</sup>). Students must ensure that fees are paid in accordance with **Sections 6 & 7** above. A student must have paid all amounts owing on their account in order to be permitted to graduate.

## 10. Late Registration Fees

A charge of €212 will be imposed for late registration/payment (i.e. after 15 October, except in cases where the late registration is for a 1<sup>st</sup> year student who received a late offer of a place, following the upgrade of exam results).

## 11. Administration Handling Charge

A charge of €212 will be imposed for students who withdraw before first registration date. Students are reminded that they should notify the Registrar in writing immediately if they withdraw from the course.

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See [Library Access and Borrowing Policy](#),

## 12. Refund of Fees

- (i) The Governing Body<sup>3</sup> accepts no obligation to refund any fee, or any part of any fee, paid in respect of any exercise to be performed in the Institute. Refunds may, however, be made in the current academic year as stated below. Students withdrawing from their course should in all cases notify the Registrar's Office in writing in the first instance. The date of withdrawal will be taken as the date of receipt of such notification.
- (ii) The Finance Office is authorised to make refunds to **students entering the Institute** as follows:
- a. If a student requests to withdraw from the course or to defer the year before 31st October, any monies paid may be reimbursed minus an administration handling charge of €212. Free Fees (B.Ed. (Irish/English-medium students)) will not be claimed on 1st November on behalf of the student. After 31st October and up to 31st January, half of the student contribution/fee is refundable. Students who withdraw after 31st January who have opted to pay the student contribution/fee in two instalments will be liable for the second instalment.
  - b. If a First Year B.Ed. (Irish/English-medium) student requests to withdraw from the course or to defer the year after 31st October but before 31st January, the second moiety of the free fees will not be claimed on 1st February on behalf of the student. This will have the effect that, in the event of the student returning elsewhere to third level education, only half of first year tuition fees will be payable under the Free Fees scheme. If a student withdraws from the course after 31st January, full Free Fees will be claimed on their behalf, and the student will not be entitled to Free Fees for the first year of study in the event of their subsequently resuming third level education elsewhere.

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<sup>3</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

- c. Where students who have already paid the full annual tuition fee (or student contribution, for B.Ed. (Irish/English-medium students), notify the [Registrar's Office](#) after 13<sup>th</sup> September but before 31<sup>st</sup> January that they do not intend to take up the place offered, or that they are withdrawing from the Institute if they have already registered, half of the full annual tuition fee/student contribution will be refunded. Application for such refunds must be made, in writing, to the Finance Office.
- d. Where a student withdraws to change to a higher course choice on their CAO application following a recheck and upgrade of Leaving Certificate results, all fee/charges paid will be refunded in full.

Please note that course deposits paid are non-refundable, unless specifically stated otherwise within this document.

The foregoing rules apply irrespective of the date on which an offer of a place is made.

Separate regulations regarding refunds apply to the [Trinity International Foundation Programme \(TIFP\)](#). Enquiries should be directed to the Programme Manager, in the first instance.

International Students on Level 8 and Level 9 programmes may be entitled to a refund based on the criteria set out in **Appendix 1**.

- (iii) The Finance Office is also authorised to make refunds to all **continuing students** as follows:
  - a. Where students who have paid the full annual tuition fee due on 1st September fail in a supplemental examination on which their progression depends, and in consequence discontinue their course, the fees paid will be refunded. Students who have paid only the student contribution will have this amount refunded if they decide to discontinue their course in these circumstances. Students who are permitted to repeat the year 'on-books' will be billed for the balance of any fees due, if they have not already paid the full annual fee;

- b. Where the annual tuition fee has been paid and the student has not returned to the Institute, the fee may be refunded, subject to a deduction of €212, on application to the Finance Office. Similarly, where students have paid only the student contribution this amount will be refunded less a deduction of €212. Applications, in writing, for such refunds must reach the Finance Office before 1st November;
  - c. Where students who have already paid the full annual tuition fee and have completed registration, then withdraw from the Institute, one half of the full annual tuition fee will be refunded provided they apply to the Finance Office in writing before 31<sup>st</sup> January. For continuing B.Ed. (Irish/English-medium) students half of the student contribution is refundable up to 31<sup>st</sup> January. Students who withdraw after 31<sup>st</sup> January who have opted to pay the student contribution/fee in two instalments will be liable for the second instalment.
- (iv) Students experiencing financial hardship should contact their Tutor in the first instance, on a confidential basis, to discuss their situation.

## 13. Related Documents

### 13.1 Virtual Learning Policy

[Virtual Learning Environment Policy](#)

### 13.2 Library Access and Borrowing Policy

[Library Access and Borrowing Policy](#)

### 13.3 Code of Governance

[Code of Governance](#)

### 13.4 Matters Reserved for the Governing Body of MIE

[Matters Reserved for the Governing Body of MIE](#)

## 14. Appendices

### 14.1 Appendix 1 – International Student Refunds

MIE is committed to ensuring clear, fair and transparent information regarding refunds of fees for international students. Students withdrawing from their course should in all cases notify the Registrar's Office in writing in the first instance. The date of withdrawal will be taken as the date of receipt of such notification.' International Students should contact [finance@mie.ie](mailto:finance@mie.ie) and request an *International Refund Form*. This form should be completed in full and returned, with all relevant supporting documents, to [finance@mie.ie](mailto:finance@mie.ie). Refunds issued will be subject to a deduction of €212 admin fee. It is a student's responsibility to provide all the relevant documentation; MIE is unable to process refunds with incomplete information. MIE will process refunds within 6 – 8 weeks on receipt of all complete documentation and refunds will only be issued to the originating bank of initial payments. Students who obtain a visa based on their enrolment at MIE must inform Immigration services if they decide to withdraw from the Institute and must provide evidence of doing so to MIE as part of their refund request.

#### **Students may be entitled to a full refund where:**

- The student has been refused a visa (students must provide a copy of the visa refusal letter as part of their application for a refund).
- The student appeals the visa decision, and the appeal fails (students must provide a copy of the visa refusal letter as part of their application for a refund).
- A student has paid their tuition fees in advance but does not meet MIE's English Language requirements.
- A student has paid their tuition fees in advance and fails to meet MIE's academic requirements for the programme.
- A student does not avail of the place offered due to mitigating circumstances and does not travel to Ireland. The student is required to supply evidence of the mitigating circumstances; these include a certified unexpected illness, bereavement due to the loss of a close family member (parent, sibling, spouse, or child, this would not normally include a grandparent). MIE may consider other circumstances which may result in an applicant being unable to travel to Ireland to commence their programme.
- Refunds will only be payable when all other fees and charges in MIE are up to date (i.e. Accommodation, Library fines etc.)

#### **Students may be entitled to a partial refund where:**

- An offer was made on Incorrect information supplied.
- A student fails to meet the programme entry / progression requirements and is not permitted to commence the programme; MIE maintains the right to withhold a nominal amount to cover costs incurred.

- A student withdraws due to exceptional circumstances; MIE will consider the relevant supporting evidence provided.
- Where a student who is registered on the course and has paid the full tuition fee for the year (semesters one & two) gives notice of their wish to leave (or defer) the programme during the first semester, a refund of 50% of the tuition fee only may be granted.

**A refund will not be granted where:**

- A student who withdraws after the end of the first semester. Students withdrawing after the end of the first semester are liable for the full tuition fee for the year (semesters one & two).
- A student is withdrawn after the granting of a visa unless there are extenuating circumstances
- Documentation to secure a place is subsequently proved to be fraudulent or misleading.
- A student has an outstanding balance
- A student whose entitlement to attend a programme is terminated due to academic misconduct or antisocial behaviour.
- A student has breached government regulations which govern their student status in Ireland and is therefore unable to continue on their programme of study.
- A student has been convicted of a criminal offence and is therefore unable to continue on their programme of study.