

UNIVERSITY *of* LIMERICK
OLLSCOIL LUIMNIGH



STUDENT FEES
REGULATIONS & CHARGES

ACADEMIC YEAR 2019/20

Table of Contents

Introduction	2
Student Fee Classification (EU AND NON-EU)	3
Free Fees Initiative	5
Payment of Programme Fees	8
Tax Relief for Tuition Fees	8
Postgraduate Students – Research & Thesis	9
Additional Charges	9
Tax Relief for Tuition Fees	9
General Regulations.....	10
Re-attendance at Programmes	10
UL Direct Acceptance Deposit.....	10
Refund of Fees	10
HEA Free Tuition Fee Implications	11
Financial Assistance	12
Financial Aid Fund	12
Bank Loans	12
Other Funding.....	12
Further Information: Contact Details	13
UL Fees.....	13
LIST OF EU/EEA STATES.....	14

The University of Limerick is not bound by any error in or omission from this publication.

Introduction

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.

A student may be denied permission to progress in his/her programme of study if all fees have not been paid in full. However, progression of a student does not imply that all fees have been cleared.

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 Access to all university facilities including the library, laboratories and online services will also be withdrawn.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 charges 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; <https://ulsites.ul.ie/saa/module-registration>

Non-registration and/or non-attendance by a student shall not be considered as officially exiting from the University. Students who do not follow official exit procedures will be considered current students and will be billed accordingly.

Student Fee Classification (EU AND NON-EU)

An EU/EEA/Swiss passport or EU/EEA/Swiss citizenship does not grant automatic entitlement to EU fees. Applicants must meet one of the EU fee rate conditions below.

• **EU FEE STATUS**

(a) For all applicants aged under-23 on 1 September of year of entry to a programme:

- Parent(s) must have been resident as tax-payer(s) (that is - principal residence for the purpose of taxation) in the EU/EEA/Switzerland for three of the five years prior to the applicant commencing a programme and
- Applicant/student must have been ordinarily resident* in the EU/EEA/Swiss Confederation for three of the five years prior to commencing a programme

(b) For all applicants aged 23 or over on 1 September of year of entry to a programme:

- Applicants over-23 are considered independent, mature applicants. The applicant/student must have been resident as a tax-payer (that is - principal residence for the purpose of taxation) in the EU/EEA/Swiss Confederation for three of the five years prior to commencing a programme.
- Applicant/student must have been ordinarily resident* in the EU/EEA/Swiss Confederation for three of the five years prior to commencing a programme

Definitions

***Ordinarily resident** means being resident in the EU/EEA/Swiss Confederation for a minimum of 183 days in any one calendar year for a minimum of 3 years

Notes:

- Any period of residence as holder of a student visa (Stamp 2) is not included in the assessment of years of residence
- The minor/dependent adult children who are in full time post-primary education and the spouse/the civil partner of EU/EEA/Swiss State Officials, who reside with that State official while posted outside the EU/EEA/Switzerland on diplomatic or consular missions, shall be deemed to be resident in their home EU/EEA/Swiss State for the purposes of the residency clause of the Free Fees Initiative

- The dependents of non-EU diplomatic staff based in the EU are entitled to EU (not free fees). This includes the minor/dependent adult children who are in full time post-primary education and the spouse/the civil partner of the non-EU diplomatic staff. They must present a letter from their Embassy each year to verify their entitlement

Exceptions:

- **For Undergraduate registration:**
EU fees may apply for applicants born in the EU/EEA/Swiss Confederation who do not meet the normal residency requirements but who completed 5+ years of their primary and/or secondary education in the EU/EEA/Swiss Confederation and have **no** previous third level attendance.
- **For Graduate registration:**
 - EU fees may apply for applicants born in the EU/EEA/Swiss Confederation who do not meet the normal residency requirements but who received all of their primary, secondary and third level education in the EU/EEA/Swiss Confederation.
 - 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.

- **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.

Applicants classified for fee purposes as non-EU will not be permitted to change their fee status following admission to their programme. An exception to this clause is noted in the Free Fees Initiative section (9) below.

Documentation

Documentation required for Student Fee Classification will be notified by the Fees Office upon request.

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 on Page 7.

The scheme is subject to the following conditions -

- 1) Tuition fees will only be paid in respect 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
- 4) Students who already hold a Level 6 qualification or a Level 7 qualification and are progressing to a Level 8 course in the same stream as the course already completed, may be deemed eligible for free fees.
- 5) Tuition fees will 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 academic years in order to pursue approved courses at the same level in the 2019/20 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 (i.e. €3,000).
- 9) Students who obtain EEA citizenship during their third level studies, may be entitled to Free Fees for the remainder of their course of study as follows:
- a) Students who obtain EEA citizenship up to 31st January in an academic year may be entitled to Free Fees from for the second half of the academic year
 - b) Students who obtain EEA citizenship from 1st February may be entitled to Free Fees from the commencement of the next academic year

In order to be eligible under the ‘Change of Nationality’ clause, students must have met all other criterion of the Free Fees Scheme, apart from nationality, at the date of entry to their course of study.

Source: HEA Free Fee Initiative

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 Programme Fees

Payment Options:

Online:

Students will be directed on how to pay online by Debit or Credit Card via their Online Financial Statement on www.si.ul.ie

Or via the following link <https://ul.sybernetsps.ie/ulvivr>

Telephone:

An automated telephone payment system is available 24x7 on **061-529097**. This number is for Student Fee payments only, please check your portal account for an up to date balance.

You are required to have

- Student ID number
- Student's date of birth
- Card on which the payment is to be made (Min payment is €18)

Other:

Alternatively, students can post a cheque, bank draft or postal order to the Fees Office, University of Limerick, Limerick, quoting their student ID number on the back of cheque or bank draft.

Non-receipt of a Fee Reminder by a student will not be accepted as a valid reason for non-payment of fees.

Refer to the 2019/20 Academic Year Fee Schedule for the latest dates for fee payment.

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

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.

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:

- Master's 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.

Tax Relief for Tuition Fees

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-time 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.

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:

Type of Fee	Amount	Exit Date	Outcome
Student Contribution Sem 1	€1,500	After 31/10/19	Non refundable
Course Fees Sem 1	Course specific	After 31/10/19	Non refundable
Student Contribution Sem 2	€1,500	After 31/01/20	Non refundable
Course Fees Sem 2	Course specific	After 31/01/20	Non refundable

Postgraduate:

Type of Fee	Amount	Exit Date	Outcome
Course Fees Sem 1	Course specific	After 31/10/19	Non refundable
Course Fees Sem 2	Course specific	After 31/01/20	Non refundable

All Students:

The student, for a refund of any prepaid fees, must submit a refund request to the Fees Office. Refunds will be issued on receipt of fee payment from the Awarding Authority.

Non EU Students:

- Where a Non- EU student has proven they do not meet the entry requirements as stated on their conditional offer letter, the University will refund the course fee paid.
- Where a Non- EU student has proven they are not successful in obtaining a visa to study in Ireland, the University will refund the course fee paid.

HEA Free Tuition Fee Implications

- Where a student withdraws following UL enrolment and **before** 31st October 2019 there are no HEA free tuition fee implications.
- Where a student withdraws following UL enrolment **after** 31st October 2019 and **before** 31st January 2020, 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 academic years, he/she would be liable for fees for a half-year.
- Where a student withdraws **after** 31st January 2020, 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 academic 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.

Financial Assistance

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. It does not cover the Student Fees for their course.

Application forms and further information are available from the UL Students Union Office or UL Student Life 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 relevant Admissions Office.

Further Information: Contact Details

UL Fees

Fees Office
University of Limerick
Limerick

Tel: +353-61-213007
Fax: +353-61-234182
Email: student.fees.office@ul.ie
Web: <http://www.ulsites.ul.ie/finance/student-fees>

LIST OF EU/EEA STATES

	<u>EU Country</u>	<u>EEA Country</u>
Austria	✓	✓
Belgium	✓	✓
Bulgaria	✓	✓
Croatia	✓	✓
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	✓	✓