



GRIFFITH COLLEGE

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DIRECT DEBIT PAYMENT PLAN TERMS & CONDITIONS – FEBRUARY 25 INTAKE

- A Direct Debit is an instruction from you to your bank giving permission to Griffith College to collect your fees directly from your bank account. Once you have signed and returned the above mandate, Griffith College can then collect the fees from your bank account as per the schedule below. Under the Single Euro Payments Area (SEPA), all bank accounts must be identified by an International Bank Account Number (IBAN) and a Bank Identifier Code (BIC). The list of SEPA countries includes all 27 EU member states plus Switzerland, the UK, San Marino, Vatican City, Andorra, Monaco and the 3 EEA countries of Iceland, Norway and Liechtenstein.
- A Direct Debit fee of €99.00 is applicable to all Direct Debit schemes (please note that the fee is applicable per scheme and not per instalment). This fee will be invoiced separately on your account after you have registered. Payment of this amount must be made through your My Themis portal.
- Learners must complete the mandate at the point they are registering online with the College.
- For your information, the Direct Debit scheme schedule is as follows:

A **Minimum Non Refundable Deposit** is due at point of registration:

For Category Irish/European Full Time learners, the amount payable in Instalment 1 is €2,000.00.

For Category Non EU Full Time learners, the amount payable in Instalment 1 is €6,000.00.

For Part Time/Blended learners, the amount payable in Instalment 1 is €1,500.00

The balance of fees is payable in 8 equal instalments as per the following schedule:

(if you pay more than the required minimum non refundable deposit at point of registration, your overall balance will be divided over 8 equal instalments).

For February 2025 intake learners, the schedule is as follows:

Instalment 1 due by direct debit on 1st March 2025

Instalment 2 due by direct debit on 1st April 2025

Instalment 3 due by direct debit on 1st May 2025

Instalment 4 due by direct debit on 1st June 2025

Instalment 5 due by direct debit on 1st July 2025

Instalment 6 due by direct debit on 1st August 2025

Instalment 7 due by direct debit on 1st September 2025

Instalment 8 due by direct debit on 1st October 2025

For September 2025 intake learners, the schedule is as follows:

Instalment 1 due by direct debit on 1st November 2025

Instalment 2 due by direct debit on 1st December 2025

Instalment 3 due by direct debit on 1st January 2026

Instalment 4 due by direct debit on 1st February 2026

Instalment 5 due by direct debit on 1st March 2026

Instalment 6 due by direct debit on 1st April 2026

Instalment 7 due by direct debit on 1st May 2026

Instalment 8 due by direct debit on 1st June 2026

(the schedule above for the September intake is subject to change)

- Where a learner's fees are in arrears, the College reserves the right to restrict access to College services, to include Moodle access, exam access and results access.
- Direct Debit payments returned unpaid to the College are liable for a charge of €10.00 for each Unpaid Direct Debit payment.
- Where a payment is returned unpaid on two or more occasions, the scheme will be cancelled by the College whereby the full balance of fees will fall due at that point.
- It is College policy not to refund fees under any circumstances.
- Should a learner commence a programme and subsequently withdraw/defer from the programme at any stage of the academic year, they are liable for the full fees for the programme regardless of circumstances.
- All Direct Debit schemes are subject to final approval by the Student Fees Office.