



GRIFFITH COLLEGE

**Griffith College**

**Student Fees Office**

**Fee Information Pack for**

**September 2026 Intake – New Applicants**

## **WHEN ARE MY FEES DUE?**

- Learners are required to register and pay their fees in full before the start of the programme.
- Learners who are eligible to apply for our Direct Debit scheme payment plan, can apply for the scheme at the point they are registering online.
- Learners who are availing of the Direct Debit scheme payment plan, are required to pay the following minimum non-refundable deposit at point of registration.
  - For Category Irish/European Full Time learners, the minimum non-refundable deposit is €2,000.00.
  - For Category Non EU Full Time learners, the minimum non-refundable deposit is €6,000.00.
  - For Category Part Time/Blended learners, the minimum non-refundable deposit is €1,500.00.
- Staged payment plans are not available to learners where the overall fee is less than the above deposit requirements. Terms & Conditions apply.
- Should a learner commence a programme and subsequently withdraw or defer from the programme at any stage of the academic year, they are liable for the full fees for the programme regardless of circumstances. If a learner is on a payment plan, full fees in accordance with that payment plan remain due.

## **METHODS OF PAYMENT**

You may pay your fees using any of the methods mentioned below:

- **Pay On-line** – Learners may pay online by credit or debit card at [www.griffith.ie/payonline](http://www.griffith.ie/payonline).
- **Pay by Bank Transfer** – learners may pay by bank transfer into the College account for which the College bank details are:

Bank Name:	Bank of Ireland
Bank Address:	St. Stephen's Green, Dublin 2
Account Name:	Griffith College
Account No:	41482755
Sort Code:	90-00-84
Swift code:	BOFIE2D
IBAN No:	IE69 BOFI 9000 8441 4827 55

**Please note:** If you are using this method of payment, please remember to quote your name and learner number on all payment transfers to the College.

- **Pay by Direct Debit** – please see below for details on our Direct Debit Scheme.
- **Sponsorship Invoice Request Form** - If your employer is making a contribution towards your fees (be it a part contribution or full contribution) and should they require an invoice to be issued in their name, you will be able to complete a "Sponsorship Invoice Request Form" at the point you are registering online. Alternatively, you may email the Student Fees team and request a form, which you can then complete and return it to the Fees Office, Griffith College, South Circular Road, Dublin 8. The Fees Office will then forward an invoice directly to the details as inserted on the form. Please note you should have authorisation from your employer before completing this form. Liability for all fees remain with the learner and this form does not constitute any binding agreement with the employer.
- **Non EU students** should liaise with the International Office in respect of the Methods of Payment available to them as some of the methods above are not available to all Non EU students.

## **WHAT IS A DIRECT DEBIT SCHEME AND HOW DOES IT WORK?**

Simply, 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.

**Please note a Direct Debit fee of €99.00 is applicable to all Direct Debit schemes.**

1. At the point of registering online, if you are an eligible learner for this scheme, you will be given the option to select to pay your fees in full at point of registration or alternatively, an option will be available to you to sign up to our Direct Debit scheme.
2. For your information, the Direct Debit scheme schedule is as follows:

**Amount** due at point of registration:

- For Category Irish/European Full Time learners, the amount payable at point of registration is €2,000.00.
- For Category Non EU Full Time learners, the amount payable at point of registration is €6,000.00.
- For Part Time/Blended learners, the amount payable at point of registration is €1,500.00.

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

**Instalment 1** due by direct debit on 1<sup>st</sup> November 2026

**Instalment 2** due by direct debit on 1<sup>st</sup> December 2026

**Instalment 3** due by direct debit on 1<sup>st</sup> January 2027

**Instalment 4** due by direct debit on 1<sup>st</sup> February 2027

**Instalment 5** due by direct debit on 1<sup>st</sup> March 2027

**Instalment 6** due by direct debit on 1<sup>st</sup> April 2027

**Instalment 7** due by direct debit on 1<sup>st</sup> May 2027

**Instalment 8** due by direct debit on 1<sup>st</sup> June 2027

### **2% LEARNER PROTECTION CHARGE**

This charge is incurred to finance arrangements required under Part 6 of the Qualifications and Quality Assurance (Education and Training) Act, 2012, to ensure protection of enrolled learners.

### **QQI AWARD FEE**

A QQI (Quality & Qualifications Ireland) Award Fee is applicable in the award stage of all QQI programmes. The fees applicable are as follows:

Minor, Special Purpose and Supplemental Awards -	€50.00
Higher Certificate -	€100.00
Ordinary Bachelor Degree -	€150.00
Honours Bachelor Degree/Higher Diploma/ Postgraduate Diploma/Masters Degree/Doctoral Degree -	€200.00

### **GENERAL DATA PROTECTION REGULATION (GDPR) – (EU) 2016/679**

As a result of GDPR (General Data Protection Regulation – EU 2016/679), the Student Fees Office cannot disclose or discuss any information regarding your learner fees to a third party without a learner's consent. A "Student Fees Account Consent Form" is available to you from the Student Fees team (please email [studentfees@griffith.ie](mailto:studentfees@griffith.ie) with your request for this form and it will be emailed to you). Please complete and return the form in electronic format to [studentfees@griffith.ie](mailto:studentfees@griffith.ie) or alternatively by post to Student Fees Office, Griffith College Dublin, South Circular Road, Dublin 8.

### **STUDENT FEES OFFICE – OPENING HOURS**

The Student Fees Office opening hours are as follows:

Monday – 8.30am to 5.00pm  
Tuesday – 8.30am to 5.00pm  
Wednesday – 8.30am to 5.00pm  
Thursday – 8.30am to 5.00pm  
Friday – 8.30am to 5.00pm

Email: [studentfees@griffith.ie](mailto:studentfees@griffith.ie)

Telephone: 01 4163335