



**GRIFFITH COLLEGE**

**Griffith College Dublin**

**Student Fees Office**

**Information Pack 2020/2021**

**February 2021 Intake**

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

- Students are required to register and pay their fees in full before the start of the programme unless they wish to avail of a staged payment plan (see below for details on the staged payment plan available – Griffith College Direct Debit Scheme).
- Students wishing to avail of a staged payment plan are required to pay a *minimum non-refundable deposit of €1,000.00* to register for their programme. Staged payment plans are not available to students where the overall fee is less than €1,000.00.
- Students may not attend the programme unless they have registered.
- Students availing of the staged payment plan are required to have an approved Direct Debit scheme in place with the Student Fees Office before the start of the programme.
- Student Loans – students of Griffith College may also apply for a student loan to Donore Credit Union. For more information on the loan options available, please visit the Donore Credit Union website at [www.donorecu.ie](http://www.donorecu.ie) or contact them by email at [info@donorecu.ie](mailto:info@donorecu.ie) .

## **METHODS OF PAYMENT**

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

- **Pay On-line** - students may pay online by credit or debit card at [www.griffith.ie/payonline](http://www.griffith.ie/payonline) .
- **Pay by Bank Draft/Cheque/Postal Order** - students may pay by bank draft/cheque/postal order and each of the above should be made payable to Griffith College. Students can visit the fees office during office hours if they wish to pay in person by this method or may forward any of the above to the Student Fees Office, Griffith College Dublin, South Circular Road, Dublin 8.

### **Please note:**

If you are making payment by this method, please state your name and student number on the reverse side of the bank draft/cheque/postal order.

- **Pay by Bank Transfer** – students may pay by bank transfer into the College account for which the College bank details are:

Bank Name: Ulster Bank, 27-35 Main Street, Blackrock, Co. Dublin  
Account Name: Bellerophon Ltd.  
Account No.: 81754544  
Sort Code: 98-53-30  
Swift/BIC Code: ULSBIE2D  
IBAN No.: IE91 ULSB 985330 81754544

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

- **Pay by Direct Debit** – please see below for details on our Direct Debit Scheme.
- **Sponsored Students** - If your employer is paying your fees and require an invoice in their company name, you will need to download a sponsorship form from the My Fees section of my.griffith.ie. Please ask your employer to complete and return the sponsorship form to the Student Fees Office. An electronic copy of the completed form can be emailed to the Student Fees office at studentfees@griffith.ie. On receipt of the completed sponsorship form, the Student Fees office will then issue an invoice to your employer. Your student record will also be then updated accordingly to indicate that you are being sponsored. This must be done prior to registering with the College.

### **GRIFFITH COLLEGE DIRECT DEBIT SCHEME**

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

1. You must download/print the Direct Debit mandate from my.griffith.ie. To download/print the mandate, log into my.griffith.ie, click on “My Info” in the top toolbar. On the left hand side, another menu will appear. Click on “My Fees”. Then click on “Fee Payment Options”. You will see a paragraph which includes information on the Direct Debit scheme. Within this paragraph, you can download the mandate. For September intake students, please select the September mandate, for January/February intake students, please select the January/February intake mandate.
2. Complete and return the mandate to the Student Fees Office, Griffith College Dublin, South Circular Road, Dublin 8.
3. Your Fees account will then be updated with the payment plan after you have returned the form to the Student Fees Office and after you have registered. You can view your account transaction summary in the My Fees section of my.griffith.ie .

For your information, the Direct Debit scheme schedule is as follows:

**Instalment 1** due at point of registration – min. non refundable deposit of €1000.00

Balance of fees is payable in 6 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 6 equal instalments).*

**Instalment 2** due by direct debit on 1<sup>st</sup> March 2021

**Instalment 3** due by direct debit on 1<sup>st</sup> April 2021

**Instalment 4** due by direct debit on 1<sup>st</sup> May 2021

**Instalment 5** due by direct debit on 1<sup>st</sup> June 2021

**Instalment 6** due by direct debit on 1<sup>st</sup> July 2021

**Instalment 7** due by direct debit on 1<sup>st</sup> August 2021

### **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:

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

### **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 student fees to a third party without a student's consent. If you wish to nominate a third party, allowing consent for this information to be disclosed, the Student Fees Office must receive a "Student Fees Account Consent Form". This form is available for you to download from the "My Fees" section of [my.griffith.ie](http://my.griffith.ie).

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 – 9.30am to 5.30pm  
Tuesday – 9.30am to 5.30pm  
Wednesday – 9.30am to 6.30pm  
Thursday – 9.30am to 6.30pm  
Friday – 9.30am to 5.30pm

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

Telephone: 01 4150493, 01 4150483, 01 4150479,