



GRIFFITH COLLEGE

Griffith College Dublin

Student Fees Office

Information Pack 2018/2019

September 2018 Intake

METHODS OF PAYMENT

Please note a “Minimum Non Refundable Deposit” payment of €1500.00 is required at point of registration. If the total cost of your programme is less than this amount, then full payment is required at point of registration.

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 .
- **Pay by Bank Giro form** - students may pay using a bank giro form at any Ulster Bank or Allied Irish Bank. You may collect a bank giro form at the Student Fees office or alternatively request for one to be sent to you by emailing studentfees@griffith.ie .
- **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 following address:

**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** – see Page 3 below for details on our Direct Debit Scheme.

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.

GRIFFITH COLLEGE DIRECT DEBIT SCHEME

1. If you are a registered student, you can download the Direct Debit mandate directly by logging into my.griffith.ie. Complete the mandate and sign and return to the Student Fees Office, Griffith College Dublin, South Circular Road, Dublin 8.
2. Alternatively, you can apply for the scheme via the link www.griffith.ie/directdebitrequest (follow the instructions at this link). When you submit your request, you will receive an automatic reply confirming receipt of your request.
3. Within 10 working days, you will receive an email from the Student Fees Office containing an attachment of the 3 page Direct Debit Form & Mandate.
4. Please print the form and read carefully. The first page of the Direct Debit form details a breakdown of your tuition fees and the amounts and dates each direct debit falls due.

The second page of the Direct Debit form is the Direct Debit Mandate. This signed mandate authorises Griffith College to send instructions to your bank to debit your account and also authorises your bank to debit your account in accordance with the instruction received from Griffith College.

5. Please complete the form, signing each page and return to the Student Fees Office.

On receipt of the fully completed Direct Debit Form, your student account will then be updated accordingly. For your information, the Direct Debit scheme schedule is as follows:

Payment 1 due no later than 17th September 2018 includes:

Academic Administration Fee

2% Learner Protection Charge

Medical Insurance (if applicable)

Direct Debit Fee (please note a Direct Debit fee of €99.00 is applicable to all direct debit schemes)

25% of Tuition Fees

Payment 2 due by direct debit on 1st November 2018 – 25% of tuition fee.

Payment 3 due by direct debit on 1st December 2018 – 10% of tuition fee.

Payment 4 due by direct debit on 1st January 2019 – 10% of tuition fee.

Payment 5 due by direct debit on 1st February 2019 – 10% of tuition fee.

Payment 6 due by direct debit on 1st March 2019 – 10% of tuition fee.

Payment 7 due by direct debit on 1st April 2019 – 10% of tuition fee.

If it is the case where you have made a part payment (e.g. the Minimum Non Refundable Deposit payment) towards your programme, or if you have received a discount, these amounts will reduce the amount due in your first instalment. If the total of the part payment made/discount received, exceeds the first instalment amount, then subsequent instalments will be reduced accordingly.



GRIFFITH COLLEGE

STUDENT FEES OFFICE – OPENING HOURS

The Student Fees office opening hours are as follows:

Monday to Friday
9.30am to 5.30pm

Email: studentfees@griffith.ie

Telephone: 01 4150493, 01 4150483, 01 4150479,