



GRIFFITH COLLEGE

Griffith College

Student Fees Office

Information Pack 2022/2023

September 2022 Intake

WHEN ARE MY FEES DUE?

- Learners 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).
- Learners wishing to avail of a staged payment plan are required to pay the following minimum non-refundable deposit in order to register for their programme.
 - 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 €3,000.00.
 - For Category Part Time/Blended students, 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.
- Learners 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.
- 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.
- Student Loans – learners 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 or contact them by email at info@donorecu.ie.

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.
- **Pay by Bank Transfer** – learners 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 learner number on all payment transfers to the College.

- **Pay by Direct Debit** – please see below for details on our Direct Debit Scheme.
- **Sponsored Learners** - 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 learner record will also be then updated accordingly to indicate that you are being sponsored. This must be done prior to registering with the College.

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. 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.

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 learners, please select the "Direct Debit Mandate - September Intake".
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:

- 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 €3,000.00.
- For Part Time/Blended students, the amount payable in Instalment 1 is €1,500.00

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 1st November 2022

Instalment 3 due by direct debit on 1st December 2022

Instalment 4 due by direct debit on 1st January 2023

Instalment 5 due by direct debit on 1st February 2023

Instalment 6 due by direct debit on 1st March 2023

Instalment 7 due by direct debit on 1st April 2023

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. 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. Please complete and return the form in electronic format to 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 1.00pm & 2.00pm to 5.30pm
Tuesday – 9.30am to 1.00pm & 2.00pm to 5.30pm
Wednesday – 9.30am to 1.00pm & 2.00pm to 5.30pm
Thursday – 9.30am to 1.00pm & 2.00pm to 5.30pm
Friday – 9.30am to 1.00pm & 2.00pm to 5.30pm

Email: studentfees@griffith.ie

Telephone: 01 4150493, 01 4150483, 01 4150479