



**GRIFFITH COLLEGE**

**Griffith College Dublin**

**Student Fees Office**

**Information Pack 2017/2018**

**September 2017 Intake**

## **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 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](mailto: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 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. You must apply for the scheme via the link [www.griffith.ie/directdebitrequest](http://www.griffith.ie/directdebitrequest) (follow the instructions at this link).
2. 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 2 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.

**Please note: A Direct Debit fee of €99.00 is applicable to all direct debit schemes. This fee is included in payment 1.**

5. Please complete the form, signing both pages and return to the Student Fees office together with Payment 1. Payment 1 can be made by any of the payment methods listed on page 2 above.

**Please note a Direct Debit scheme arrangement will not be set up until the College has received Payment 1.**

On receipt of the fully completed Direct Debit Form and payment 1, 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 18<sup>th</sup> September 2017 includes:

Registration Fee  
2% Learner Protection Charge  
Medical Insurance (if applicable)  
Direct Debit Fee  
25% of Tuition Fees

**Payment 2** due by direct debit on 1<sup>st</sup> November 2017 – 25% of tuition fee.

**Payment 3** due by direct debit on 1<sup>st</sup> December 2017 – 10% of tuition fee.

**Payment 4** due by direct debit on 1<sup>st</sup> January 2018 – 10% of tuition fee.

**Payment 5** due by direct debit on 1<sup>st</sup> February 2018 – 10% of tuition fee.

**Payment 6** due by direct debit on 1<sup>st</sup> March 2018 – 10% of tuition fee.

**Payment 7** due by direct debit on 1<sup>st</sup> April 2018 – 10% of tuition fee.

**Please note that if a Direct Debit arrangement is not in place prior to the start of the term, fees must be paid in full no later than 18<sup>th</sup> September 2017.**



# 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](mailto:studentfees@griffith.ie)

Telephone: 01 4150493, 01 4150483, 01 4150479,