



# FULL TIME REGISTRATION



NATIONAL COLLEGE OF IRELAND

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## New Full Time Students – Fee Payment

New full time undergraduate students are required to read the below carefully to self-assess their fee payment.

Please note that the payment system will show you the full outstanding amount, it does not deduct funding from SUSI or the Department of Education at this time so you must read the below carefully to assess what you need to pay. Do not panic when you see the outstanding amount on the system!

### What are Student Fees?

For students categorised as Irish/EU, fees are made up of the following:

1. Tuition Fees
2. Student Contribution Fees
3. Gym Membership Fees

The Department of Education and Science fund the tuition fee on “Free Fees Courses”<sup>1</sup>.

Students can apply to SUSI to cover the cost of the Student Contribution Fee which is €3000 for the 2024/25 academic year.

The Gym Membership fee is €80 and must be paid by all students, it is not funded by an external body.

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<sup>1</sup> The only courses not covered by Free Fees at the National College of Ireland are the BA Hons in Psychology and the BA (Hons) in Early Childhood Education & Care

## How do I calculate what I need to pay?

To make things as easy as possible we have outlined a number of scenarios below. Students will fall into 1 of these scenarios. Read the scenarios carefully to confirm what you must pay before proceeding to online registration.

### Scenario 1: Full Time, Irish/EU, SUSI

- I am an Irish/EU student and lived in Ireland/EU for 3 of the last 5 years
- I am a full-time undergraduate student
- I have applied for/been awarded SUSI funding for the upcoming year
- I have not completed a full time course at this level in another institution previously

Total Payment Amount = €80.00

### Scenario 2: Full Time, Irish EU, no SUSI

- I am an Irish/EU student and lived in Ireland/EU for 3 out of the last 5 years
- I am a full-time undergraduate student
- **I did not apply for SUSI funding**
- Total Payment Amount = €3080.

You can choose to pay this in full or;

- Pay €1580 in September and €1500 in December/January or
- Pay €680, sign a **direct debit form** and return to [fees@ncirl.ie](mailto:fees@ncirl.ie). The remainder of the fee will then be split into instalments.

Scenario 3: Full Time, Self-Funding (excludes BA Hons in Psychology)

- I am a full-time undergraduate student
- I did not apply for SUSI funding
- **I may have undertaken a college course in a previous institution**
- **I may not be an Irish/EU student**

On the below programmes you can choose to;

1. Pay the full “Amount Due” presented to you on screen
2. Pay half the tuition fee + full gym membership fee (remaining fees will be due before semester 2 in January) **see table below**
3. Pay 20% of the full outstanding amount **and [sign a direct debit form](#)** and return to [fees@ncirl.ie](mailto:fees@ncirl.ie) The remainder of the fee will then be split into instalments.

School	Course Name	Half Tuition Fee	Gym Membership Fee	Payment Amount
School of Business	BA Hons in Accounting and Finance	€3296.50	€80	€3376.50
School of Business	BA Hons in Human Resource Management	€3296.50	€80	€3376.50
School of Business	BA Hons in Business	€3296.50	€80	€3376.50
School of Business	BA Hons in Marketing Practice	€3296.50	€80	€3376.50
School of Business	Higher Certificate in Business	€2117	€80	€2197
School of Computing	BSc Hons in Computing	€3503.50	€80	€3583.50
School of Computing	BSc Hons in Data Science	€3503.50	€80	€3583.50
School of Computing	Higher Certificate in Computing in Applications and Support	€2157	€80	€2237
School of Computing	Higher Certificate in Science in Business Computing	€2157	€80	€2237

#### Scenario 4: BA Hons in Psychology

Year 1 Fees: Tuition Fee €6250 + Gym Membership €80 = €6330

##### **No SUSI funding**

If you have not applied for SUSI funding or are not eligible for same you can pay in the following manner in order to be registered;

1. Pay the full outstanding amount €6330
2. Pay half the tuition fee (€3125) and full gym membership fee (€80) = €3205
3. Pay a 20% deposit of the tuition fee (€1250) and full gym membership fee (€80) = €1330  
You must [sign a direct debit form](#) and return to [fees@ncirl.ie](mailto:fees@ncirl.ie) the remainder of the fee will be split into instalments

##### **SUSI funding**

If you have applied to SUSI they may have already confirmed in writing what they are funding you. If so you can calculate what you need to pay based off what they will fund you.

For Example: If SUSI confirm they are funding you €3000;

€6250 (Tuition Fee) - €3000 = €3250 + €80 gym membership = **Amount Payable**

**€3330**

- The payment of €3330 can be split into two payments due in September and again December/January
- Or you can pay 20% of outstanding amount and [sign a direct debit form](#) and return to [fees@ncirl.ie](mailto:fees@ncirl.ie) the remainder of the fee will be split into instalments.

## Scenario 5: BA Hons in Early Childhood Education & Care

Year 1 Fees: Tuition Fee €4800 + Gym Membership €80 = €4880

### No SUSI funding

If you have not applied for SUSI funding or are not eligible for same, you can pay in the following manner in order to be registered;

4. Pay the full outstanding amount €4880
5. Pay half the tuition fee (€2400) and full gym membership fee (€80) = €2480
6. Pay a 20% deposit of the tuition fee (€960) and full gym membership fee (€80) = €1040.  
You must [sign a direct debit form](#) and return to [fees@ncirl.ie](mailto:fees@ncirl.ie) the remainder of the fee will be split into instalments

### SUSI funding

If you have applied to SUSI they may have already confirmed in writing what they are funding you. If so you can calculate what you need to pay based off what they will fund you.

For Example: If SUSI confirm they are funding you €3000;

€4800 (Tuition Fee) - €3000 = €1800 + €80 gym membership = **Amount Payable**

**€1880**

- The payment of €1880 can be split into two payments due in September and again December/January
- Or you can pay 20% of outstanding amount and [sign a direct debit form](#) and return to [fees@ncirl.ie](mailto:fees@ncirl.ie) the remainder of the fee will be split into instalments.

## Where do I go to Pay Fees?

You will need a credit/debit card to hand for this part of the process (please note that amex is not accepted).

- In order to pay your fees for the upcoming academic year you will need to login to [MyDetails](#)
- Remember your username is X + student number e.g. x12345678
- Remember your password is separate to Office 365. If you need to reset your MyDetails password go here <https://mydetailsreset.ncirl.ie/showLogin.cc>
- When you have logged in click on the "Courses tab"

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**COURSES**  
FINANCE  
RESULTS

### Updates

**07/02/2022 - IF YOU WISH TO VIEW YOUR EXAM RESULTS PLEASE CLICK THE BLUE "RESULTS" TAB TO THE LEFT OF THE SCREEN**

Below is all of your student updates (recent communications, online services requiring action, etc).

Please note if you have clicked into any of the services listed below at any time and exited out of it, you will see a status of "incomplete" this does not necessarily mean you have fees outstanding in the case of the "Pay Fees" service.

To see your examination results click the results tab to the left of this message.

Please note from January 2021 the Pay Fees and other fees related services will be enabled with 3D Secure/SCA. This adds an extra layer of security in relation to fraud prevention. In order for you to complete a payment you will need to ensure your address is fully updated with City and Postcode fields filled out. To check or update your address, click on your name above and click the edit button beside your home address. You must fill out the fields marked with an asterisk \*.

Services

- Click on the course that Starts in September 2024

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**COURSES**  
FINANCE  
RESULTS

### Courses

Course List Page Message

sosi2
Starts 13-Sep-2022
Duration 50 weeks.

sosi2
Starts 13-Sep-2021
Duration 50 weeks.

WENDY WHITE  
new Sign out

My Results Explained  
Programme and Module Descriptor Information

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- You will see a Pay Fees button associated with the upcoming year. Click on it.



## Pay Fees – Additional Steps

- Before you can make a payment, you must ensure address details are correct and fill out any mandatory fields.
- You will also be asked to fill out the Equal Access Survey (EAS). This is a survey conducted by institutions on behalf of the HEA. The survey is not mandatory, however answering the questions helps the HEA develop a better understanding of the student population and their needs. More information on the HEA survey and data collection can be found [here](#).

## Fee Calculation Rules

- You will be asked to input the amount of fees you wish to pay. There is a minimum payment required depending on your student status. This is explained in the scenarios above.
- **NOTE: THE “AMOUNT DUE” (BELOW) DOES NOT INCLUDE FUNDING YOU MAY RECEIVE FROM THE DEPARTMENT OF EDUCATION OR SUSI SO YOU MUST READ THE ABOVE SCENARIOS CAREFULLY TO CALCULATE YOUR FEES PAYMENT.**

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### Payment

Below is an overview of your fees due. This total figure does not take into account fees that may be funded by the Department of Education or SUSI. Please ensure you refer to the fee calculation information on the website to ensure you pay the correct amount to register.

Your Fees	
Amount Due	€ 6,753.00
Minimum Payment	€ 50.00
* Amount	€ <input type="text"/>

YOU ARE HERE

- Pay Fees
- soet2
- Full Time Day
- Starts on 13-Sep-2022

Your Details

- Additional Details
- Address
- Payment**
- Review

Previous Save & Exit Next

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