



# **Non-European Union & Non-European Economic Area Student Fee Policy**

## Table of Contents

1. Document Control Summary .....	2
2. Introduction / Context .....	3
3. Purpose .....	3
4. Scope .....	3
5. Definitions .....	3
6. Policy Details: .....	3
6.1 Policy Overview .....	3
6.2 Policy Details .....	4
6.2.1. Fee Assessment .....	4
6.2.2. Instalments .....	4
6.2.3. Deferrals .....	4
6.2.4. Repeating Non-EEA Students .....	5
6.2.5. Refunds .....	5
6.3 Change Process .....	7
7. Related Documents .....	7
8. Conclusions .....	7
10. Document Management .....	8
10.1 Version Control .....	8
10.2 Document Approval .....	8
10.3 Document Ownership .....	8
10.4 Document Review .....	8
10.5 Document Storage .....	8
10.6 Document Classification .....	8

## 1. Document Control Summary

Area	Document Information
Author	Dr Robert Flood
Owner	Head of International Engagement
UET Sponsor	Vice President, Partnerships
Reference number	PSHIP/2025/XX
Version	1,3
Status	
Pre-approval Body/Bodies	UET, F&PC
Approved by	GB
Approval date	26 March 2025
Next review date	3 years from 1 <sup>st</sup> approval
<a href="#">Document Classification</a>	Public

## 2. Introduction / Context

This document provides a policy basis for the schedule of fees charged to students whose nationality is outside the EU/EEA/Switzerland/UK (*i.e.* non-EEA students as defined in this policy).

## 3. Purpose

The document aims to provide a policy based and consistent approach to

- The basis for the application of non-EEA fees
- The basis on which refunds may apply, and
- Non-tuition charges, if any, that may apply

## 4. Scope

This policy relates to non-EEA students, as defined in this policy who are undertaking a full-time programme of study in a campus of the University or undertaking a part-time fully online programme.

This policy does not apply to students undertaking programmes of study in partner institutions regardless or not if the student receives an award of the University.

This policy applies to all students at Levels 6, 7, 8 and 9 on the National Framework of Qualifications.

Students designated as EEA are covered by the applicable policy for domestic students.

## 5. Definitions

**Non-EEA:** Non-EEA refers to countries outside of the European Union, European Economic Area, the Swiss Confederation or the United Kingdom, including the Crown Protectorates of the Isle of Man and the Channel Islands.

**Passport:** A passport is an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries. For the purposes of this policy a Travel Document, issued to a designated refugee under the 1951 Travel Document Convention is understood to mean a passport.

**Residency:** For the purposes of this document residency refers to a place of legal residence either by right or legal consent. This does not include periods where an individual has a permission to remain solely and exclusively for a period of study on a Stamp 2, Stamp 2A permission in Ireland, or equivalent from a member state of the EU/EEA Switzerland/UK.

## 6. Policy Details:

### 6.1 Policy Overview

Fee setting is a reserve function of the Governing Body, and the approved schedule of tuition and other fees are published on the University website. This document provides a policy basis for rate of fees and other charges levied to students who are designated as non-EEA. The designation of a student as non-EEA is based on parameters set by the Higher Education Authority ([www.hea.ie](http://www.hea.ie)) and all Irish universities are required to implement these regulations.

## 6.2 Policy Details

A student paying the non-EEA fee will not be subjected to an increase in fees for the duration of the programme of study in TU Dublin, unless they repeat a year, defer a year, switch programmes, or move onto a higher-level programme. Any of these circumstances may result in a higher fee being charged. The term level refers to the levels defined by the National Framework for Qualification ([www.nfq.ie](http://www.nfq.ie)).

A student or applicant who holds a passport from a country other than Ireland, a member of the EU, EEA, Swiss Confederation or the United Kingdom, the Isle of Man or the Channel Islands and who has not been resident in one of these countries/regions for three (3) of the five (5) years prior to commencement of study will be levied the non-EEA rate of fees.

In all cases when a non-EEA student withdraws from a programme, defers their attendance or is excluded from a programme (on the decision of disciplinary panel) the University will inform the Irish Immigration Service that the individual is no longer a registered student.

### 6.2.1. Fee Assessment

A student or applicant may request or be requested to undertake a Fee Assessment to determine their eligibility for a specific level of fees, as per Higher Education Authority regulations.

The University will specify what documentary proof a student/applicant must present to determine eligibility for a specific fee rate. Failure to provide the required correct and true documents may result in a higher fee rate being applied and / or the applicant may not be issued with an offer of a place on the relevant programme of study.

Upon completion of a Fee Assessment, a Fee Status Certificate will be issued, indicating the appropriate fee rate to be charged. Fee Status Certificates issued prior to the 31<sup>st</sup> of October in any given academic year will take immediate effect, for students who commence in September. Fee Status Certificates issued after this date will be applied in the subsequent academic year. The cut-off date for students commencing full-time programmes in Semester II is the 28<sup>th</sup> of February.

Retrospective reductions in fees as stated in the Fee Assessment Certificate shall not be applied.

Partial reductions in fees, between semesters will not apply.

Fee Assessments are detailed in a separate process.

### 6.2.2. Instalments

Non-EEA students must pay fees either in full before the commencement of an academic year or they may pay 50% before the commencement of Semester 1 and the balance before the commencement of Semester 2. Dates for the commencement of either the academic year and a semester are published in the University Calendar.

Students should note that failure to pay the second instalment of their fees may result in the loss of access to student and University services.

In the event that a student's tuition is funded wholly or in part by a third party, approved and recognised by the University may be registered on receipt of a letter of guarantee, or contract from the third party.

### 6.2.3. Deferrals

Where a non-EEA student wishes to defer and has attended some classes, TU Dublin shall retain all fees paid and carry a portion, as set out below, forward to the year of re-entry to the programme. The time limit on carry forward of any fees is 1 academic year. When a student

commences their programme of study in Semester 2 (S2) the corresponding dates will apply.  
**Deferral on/before 31<sup>st</sup> of October (S2 28<sup>th</sup> of February)**

All fees paid will be carried over to the following academic year, less an administration fee. The student will also be obliged to pay any outstanding amount arising due to increases in the student service charge for the year of re-entry to the University.

**Deferral between the 1<sup>st</sup> of November and the 31<sup>st</sup> January (S2 28<sup>th</sup> February and 31<sup>st</sup> May)**

Half the non-EEA fee will be carried over. Upon re-entry to the programme the student will pay 50% of the published non-EEA fee for the year of re-entry.

**Deferral on/after the 1<sup>st</sup> of February (S2 1<sup>st</sup> June)**

No fees paid will be carried over.

## 6.2.4. Repeating Non-EEA Students

In the event of a non-EEA student failing to progress to the next year of a programme on the recommendation of an Examination Board, the following will apply:

### Internal Repeats

Students who are required to repeat modules INTERNALLY (*i.e.* attend lectures, submit assignments, practical's, placements, internships and/or submit continuous assessments in full or in part) are required to pay the charges per the schedule of fees. Such students are entitled to be registered as full-time students and may be issued letters of support for visa and immigration purposes.

### External Repeats

Non-EEA students registering to take repeat examinations but not attending lectures will be required to pay the examination fee as set by TU Dublin each year. **Note:** In such cases students may not be eligible to remain in the State and students should seek advice from the immigration authorities.

### Thesis Extensions

Final year non-EEA postgraduate students requesting to submit their thesis/dissertation beyond the published submission date, due to extenuating circumstances (such as, but not limited to ill health, family emergency *etc.*) must seek written approval of the Head of Discipline and provide documentary evidence in support of the request. The Faculty Manager must inform the Head of Registrations and the Fees & Income Manager of the decision in writing.

On approval, the charges per the schedule of fees will apply.

The student must be registered on a full-time basis on the programme.

The student may be issued with a full-time student card valid for a **maximum of six months** from the date of the end of the previous semester.

The option for a Thesis Extension is only available once to each student. This option does **not** apply to any student requiring additional time to complete a project/thesis as a result of failing examinations.

## 6.2.5. Refunds

Full or partial refunds will be applied under the following circumstances.

- Where an applicant has been refused a visa to study in Ireland and, in cases where it has been decided to appeal the visa refusal, where an appeal against the decision has failed, a full refund of tuition fees should be given on submission of all original documents and evidence of the refusal of visa to the University.
- In the event that the University is unable to provide the programme, all tuition fees paid should be fully refunded.
- Where an offer was made on the basis of incorrect or incomplete information being supplied by the applicant or student the University will reserve the right to retain an administration fee to recoup the costs of recruiting the student.
- A notice of withdrawal due to exceptional circumstances (*ad misericordiam*) may be accepted as grounds for either a full refund if the student/applicant has
  - (1) not entered the State and
  - (2) has not registered,or partial refund of fees if the student has
  - (1) entered the State and
  - (2) registered on the programme,subject to the provision of acceptable documentary evidence in support of the application for a refund.

Examples of exceptional circumstances may include:

- Recent certified serious illness or disability.
- Death of the student or a close family member (parent, sibling, spouse or child; this would not normally include a grandparent).
- Collapse of promised financial support or sponsorship of the student notified before commencement of the course.
- The decision to issue a refund on *ad misericordiam* grounds requires the written approval of a nominee of the President.
- Where a student, having accepted an offer of a programme place and paid fees but not having travelled to Ireland, gives a minimum of four weeks written notice of an inability to undertake the programme, all tuition fees paid are refundable, provided that the student provides evidence of the cancellation or expiration of his or her study visa to Ireland. The notice period is measured as four weeks before the notified commencement date of the academic year, semester or specific programme. The University shall have discretion to deduct an administration fee to cover marketing, recruitment and administration costs.
- Refunds are only paid when evidence is provided by the student that he/she has returned to his/her home country and the student has provided evidence of the cancellation or expiration of his or her study visa to Ireland.
- Refunds will be paid, less an administration fee if a student is not permitted to enter the State at a port of entry or is refused a registration certificate by the immigration services, subject to the student providing documentary evidence of the refusal.
- Students funded by an approved and recognised third party must seek permission from the third party prior to submitting a deferral/withdrawal request to the University. The University will be bound by the terms of the agreement between the third party and the University in respect of refunds.

Conditions When Zero Refund Apply

- A student, who withdraws from a programme for whatever reason after six teaching weeks, will not be eligible for a refund.
- A student whose residency permission is withdrawn by the immigration service subsequent to the granting of a visa or a residency permission will not be eligible for a refund.
- Where an offer of a programme place was made on the basis of documents which subsequently proved to be fraudulent or misleading the University may reserve the right to retain the full fee. At a minimum, the University will retain an administration fee.
- A student whose entitlement to attend a programme is terminated due to academic misconduct or antisocial behaviour within the University, will not be eligible for a refund.

- A student unable to continue or complete their studies because of having been in breach of government regulations governing their immigration status in Ireland will not be eligible for a refund.
- A student, who is unable to continue or complete their studies having been convicted of an indictable criminal offence (or equivalent) during the period of their study, will not be eligible for a refund.

In accepting a place on a programme in the University, all students accept and agree to be bound by the terms of this policy and any subsequent amendments. Students will be provided with a link to this policy on their letter of offer.

## 6.3 Change Process

The policy will be reviewed every 3 years after its adoption by Governing Body.

This policy may be changed at any point to reflect legislative or policy changes that may materially affect this policy.

## 7. Related Documents

Schedule of fees

Process for undertaking fee assessments

Process for appeal of fee assessment

## 8. Conclusions

Not applicable.

## 10. Document Management

### 10.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
1	New document	Robert Flood	28/02/2025

### 10.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)

### 10.3 Document Ownership

This document is owned by the Head of International Engagement

### 10.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose.

### 10.5 Document Storage

This document will be listed on TU Dublin internet.

### 10.6 Document Classification

Public.