

# St. Angela's College Financial Policy and Procedures Manual

## Non-Payment or Late Payment of Fees Policy

Version:     V1     Replaces:     n/a    

Approved by:     Board of Directors     Date:     Dec 2011    

### Policy

The College will do its utmost to recoup all outstanding fees in a fair and equitable manner. The Board granted the College Management Team the authority to do all in its power to recoup outstanding fees.

The College reserves the right to examine each individual case on its merits and apply the appropriate sanction.

### Fees

A fee\*\* falls due once a student registers for a course, attends a lecture or carries out any activity that would deem them to be a student of St. Angela's College. A student is liable for the appropriate fee whether or not the student continues to attend or complete the course. A student is liable for the appropriate fee if they do not follow the correct procedure seeking a deferral or exit. They are also liable if they do not request a deferral or exit in a timely manner.

The College reserves the right to set the appropriate fees and amend the fees specified at any time. An updated list of fees is available from the Finance Department upon request.

Issues in relation to refunds of fees paid can be found in the *Fee Refund Policy*.

*\*\* See definition of fee on page 5*

## Payment dates

Unless otherwise agreed with the Finance Department the following payment structures will apply:

Undergraduate – Fees can be paid in two equal instalments. The first is due by the 31<sup>st</sup> October of each year. The second is due by the following 31<sup>st</sup> January.

### Postgraduate

Courses that are running for a full academic year with fees in excess of €2,000 can be paid in two equal instalments. The first is due by the 31<sup>st</sup> October of each year. The second is due by the following 31<sup>st</sup> January.

Courses that are running for less than a full academic year must be paid in advance of the course starting (a small grace period may be available due to registration issues).

Modules must be paid in advance of the module starting (a small grace period may be available due to registration issues).

Any exceptions to the above must be agreed with the Finance Department in advance.

## Sanctions

Where student fees are not settled in full within the timelines outlined the following sanctions will be applied:

Stages	Sanction
Fees remain unpaid after the 31 <sup>st</sup> Oct	<ul style="list-style-type: none"><li>• Late payment penalty of €200</li><li>• Suspension of ICT and Library Accounts any time from this point on</li></ul>
Fees remain unpaid after the 31 <sup>st</sup> January of following year	<ul style="list-style-type: none"><li>• Additional late payment penalty of €200 (cumulative penalty €400)</li><li>• Withdrawal of services including tutoring, marking of assignments etc.</li><li>• Withholding assignment work</li><li>• Requesting the student not to attend any further lectures pending payment</li></ul>
Exam Stage	<ul style="list-style-type: none"><li>• Exam results withheld</li><li>• Progress to subsequent year is withheld</li></ul>
Final Year	Graduation withheld – this will include some/all of the following: <ul style="list-style-type: none"><li>• Exclusion from the booklet</li><li>• Name not announced at the ceremony</li><li>• Parchment withheld</li></ul>
Long Term outstanding debts	Refer to solicitor for legal action to ensure recovery of long term outstanding debts

The College reserves the right to apply whatever sanction from the above schedule that they feel is most appropriate at any time. It also reserves the right to cancel a registration of a student that does not wish to co-operate with the College on fee matters.

For courses less than one year, or those more dependent on practical course work, the College may accelerate or vary the course of action from that as described above.

The College cannot be held responsible for any loss incurred or inconvenience caused due to the actions taken to recoup monies owing. The student has a personal responsibility to ensure their account is in good order at all times.

## **General Regulations**

The Finance Department will use St. Angela's College student email addresses to correspond with students. Students should ensure they check this regularly. In addition a texting service using contact numbers that were supplied during the Registration process will also be used. The College reserves the right to liaise with parents/guardians in relation to outstanding monies based on previous payment activity.

Students that are being funded by a third party (eg. County Council/VEC/HSE etc) have a personal responsibility to ensure their account is in order. Those that claim eligibility for funding that subsequently fails to materialise could be liable for the late payment penalty of €200. Where any doubt exists as regards the eligibility for funding, the student must settle all outstanding amounts. If appropriate these payments will be refunded by the College on receipt of the third party funding.

The College accepts no responsibility for issues/disputes that arise in relation to proposed funding from third parties. This is the personal responsibility of the student to arrange.

The decision of the College on fee matters is final.

*The Board granted the College Management Team the authority to do all in its power to recoup outstanding fees at the October 2011 Board Meeting.*

*Approval of the full policy.*

**Board of Directors**  
**12<sup>th</sup> December 2011**

## ***Definition***

### *Fees*

*Fees encompass any amounts owing to the College that have arisen through normal College activity. It includes the misappropriation of College assets that are not returned which gives rise to a payment in kind being sought.*

*The list of fees includes Registration Fees, Tuition Fees, library fees, outstanding library books, laptops, student levies etc. This list is not exhaustive.*

*It can include amounts owing from students, staff or other third parties.*