

Approved by (Finance Director) _____

Date _____

1. Introduction

- 1.1** For the purposes of this document non-EU refers to territories outside the European Economic Area and Switzerland, and applicants from the EEA/Switzerland that do not meet the residency requirement, in line with the Higher Education Authority guidelines.
- 1.2** DIT sets higher fees for non-EU students attending full time undergraduate and full time postgraduate programmes. This document outlines the circumstances in which these higher fees will apply.
- 1.2** Study visas are not granted to non-EU students who are attending part time programmes. Non-EU Students who are legally resident in Ireland may attend part time programmes and pay the appropriate fee rate. Faculty Registrations should satisfy themselves that non-EU students applying for part time programmes are legally resident in Ireland.
- 1.3** Accession State nationals applying for undergraduate and postgraduate programmes for the first time will be fee assessed by the International Student Office. Once the Accession State has officially joined the EU such applicants are entitled to be fee assessed again by the International Student Office. The definition of an Accession State is that of the European Union, and as notified in the EU Official Journal. Prior residency in an Accession State will be treated as EU residency for this purpose.
- 1.3** Non-EU nationals applying for whole time undergraduate and postgraduate programmes should be assessed in accordance with the procedures outlined below. Copies of authentic documentation will be required and in some cases original copies will be requested.
- 1.5** This policy is subject to review by the end of May each year.

2. Fees

- 2.1** Fee levels for students charged non-EU rates are set annually and are outlined in the fee circular issued by the Finance Director. The non-EU rate of fees covers the cost of tuition, capitation and medical insurance.
- 2.2** An individual student paying the non-EU rate of fee will not be subjected to an increase of this rate for the duration of the programme attendance in DIT, unless they repeat or defer a year, switch programmes or move onto a postgraduate level programme. Any of these circumstances may result in a higher fee level.
- 2.3** If an applicant is under 23 years of age on the start date of the programme then the principal residence for the purpose of taxation of the parents will be examined. If an applicant is over 23 years of age on the start date of the programme then the principal residence for the purpose of taxation of the applicant will be examined.
- 2.4** Criteria for Determining the Fee Status of a Non-EU Applicant are detailed below;

The full Non-EU rate will apply to students who do **NOT** fall under one of the categories A, B or C listed below

Category A - Free Fee

To qualify under the standard Free Fee Scheme a student must meet the following ***THREE*** criteria:

- (i) **First Undergraduate Qualification:** Application for study in the DIT must be the applicant's first undergraduate programme of study at a recognised NFQ (National Framework for Qualifications) level.
- (ii) **Nationality Test:** The applicant must be in possession of a valid EU Passport **OR** an original, long form Irish Birth Certificate¹ **OR** an original EU National Identity Card², **OR** be in possession of Official Refugee Status³. Please note that EEA and Swiss applicants are assessed as EU nationality in terms of fee assessment.
- (iii) **Residency:** The applicant must have been ordinarily resident in an EU member state for at least three of the five years preceding their entry to an approved third level course. See Appendix I, for exemptions to the residency requirement.

¹ The long form of an Irish Birth Certificate is issued and stamped by the Registrar of Births, Deaths & Marriages. Photocopies will not suffice.

² The applicant must present the original identification card to the International Office. Photocopies will not suffice.

³ The applicant must present the original letter from the Department of Justice, Equality and Law Reform indicating that the appropriate status has been granted. Stamp 4 on its own is not acceptable.

Category B - EU Rate of Fees

The 'EU Rate' of fees is the total tuition fee plus capitation for each programme type as determined by the Irish Department of Education & Science each year. It is the same amount a Self Support Student would have to pay.

Applicants are charged the EU Rate of Fees if they meet the following criteria;

- (i) The applicant is ordinarily resident in the EU and has received full-time post primary education in the EU for three of the five years immediately preceding admission **OR**
- (ii) The applicant is ordinarily resident in the EU and has worked full-time in the EU for three years of the five years immediately preceding admission **OR**
- (iii) The applicant holds a passport from an EU State and has received full-time education in the EU for three of the five years immediately preceding admission **OR**
- (iv) The applicant has been granted humanitarian leave to remain in the State and has been resident in the EU for three of the five years immediately preceding admission.

NOTE: Applicants in possession of passports issued by EU Member States Overseas Territories/Protectorates/Bailiwicks/Colonies are advised that possession of such a passport does not necessarily confer EU citizenship or entitlements on the holder.

Category C – Special Exemptions

Free Fees (level 8) will be applied to applicants that meet one of the following criteria;

- (i) A child or spouse of Irish government officials on assignment outside of Ireland, either within the EU or outside the EU
- (ii) A child or spouse of officials of Irish semi-state agencies on assignment outside of Ireland (see Appendix IV for listed agencies/bodies)
- (iii) A child or spouse of Irish volunteer development workers, as certified by Irish Aid/APSO

Applicants to TLT (level 6 or level 7) programmes, are entitled to free tuition if they meet either of the following criteria;

- (i) Non EU nationals who have been granted official refugee status do not have to satisfy the residency requirement
- (ii) Non EU nationals who have been granted official humanitarian leave to remain in the state do not have to satisfy the residency requirement

The EU Rate of Fees will be applied to applicants that meet the following criteria;

- (i) A child or spouse of EU government officials living in non-EU states
- (ii) A child or spouse of members of the Diplomatic and Technical & Administration Staff of accredited embassies within the EU
- (iii) A child or spouse of certain UN officials as approved by the Department of Foreign Affairs
- (iv) A child or spouse of Irish Aid Fellows

2.5 Documentation

To verify a student's fee status, the following documentation must be presented to the International Student Office of the DIT, as appropriate, to confirm nationality and/or residency.

- (i) An original birth certificate
- (ii) An original passport or national identity card
- (iii) For employees, a P21 form, supplied by the Revenue Commissioners (or a translated equivalent from another EU member state) or evidence of unemployment benefit for each of 3 of the preceding 5 years prior to entry to DIT
- (iv) For the self employed, a tax assessment form (or a translated equivalent from another EU member state) for each of 3 of the 5 years prior to entry to DIT

2.6 Students classified for fee purposes as Non-EU on application shall retain that fee status and fee rate, and continue to pay Non-EU fees for the duration of their programme following admission. This rule also applies to students who switch between programmes during their attendance at DIT. Non-EU students may be fee assessed again when moving from undergraduate to postgraduate programmes.

2.7 Registered students on the full international fee, who obtain an Irish/EU passport after the commencement of their programme, should be allowed to have their fee status reviewed (provided they satisfy the residency requirement). However an Irish/EU passport must be produced before 31st October in any year if the fee status is to be reviewed. If the passport is obtained after 31st October in any year, the student's fee status shall not be reviewed until the following academic year. A review of fee status does not automatically guarantee a reduction of fee.

2.8 Registered students on the EU rate of fee, who obtain an Irish/EU passport after the commencement of their programme should be allowed to have their fee status reviewed (provided they satisfy the residency requirement). However an Irish/EU passport must be produced before 31st October in any year if the fee status is to be reviewed. If the passport is obtained after 31st October in any year, the student's fee status shall not be reviewed until the following academic year. A review of fee status does not automatically guarantee a reduction of fee.

2.9 A passport or other acceptable ID should be produced for registration to verify Nationality.

2.10 From time to time, 'one off' programmes may be provided at the request of an external organisation. Where a full-time programme is being run for a group comprised entirely of non-EU students, the fee should be determined initially as the full-time non-EU rate.

2.11 It is recognised that there may be negotiation in certain cases. Where a fee less than the non-EU rate is proposed or the programme is part time, approval from the Finance Director should be obtained before a fee is agreed. The International Student Office must be notified, in writing, in advance of any such proposed fee reduction.

2.12 DIT students, who have completed a full undergraduate programme at DIT and who have paid the full international fee for each year and who are accepted onto a taught postgraduate programme at DIT where their fee due is assessed as the full non-EU rate, will be awarded a 20% reduction in the postgraduate fee as a loyalty concession. Students who enter DIT as advanced entry students will not qualify, nor students who qualify for the EU rate of fees. The above decision will be subject to review in 12 months.

2.13 Students studying on DIT programmes at Institutions outside Ireland should be registered as DIT students, granted DIT student cards and given access to the DIT library services.

2.14 Students who have completed an ordinary degree, Level 7, and will continue onto Level 8 of the same programme, will be entitled to remain on the same fee.

3 Legally resident in Ireland

3.1 In no circumstances should a student be registered for any DIT programme if there is any reason to suspect that they may be residing illegally in Ireland.

3.2 Where an applicant's entitlement to reside in Ireland is in doubt, they should be referred to the International Student Office, to determine if it is appropriate to register the student. All such students should be reminded that they must comply with Irish Immigration requirements.

3.3 Students are reminded that they must comply with all rules/regulations of their study visa at all times. In particular, students are advised to clarify their work entitlements with the Irish Naturalisation & Immigration Service (www.inis.gov.ie).

4 Deferrals

4.1 Where a non-EU student wishes to defer and has attended some classes, DIT shall retain all fees paid and carry a portion, as set out below, forward to the year of re-entry:

Deferral on/before October 31st DI

ALL fees paid will be carried over less an administration charge of €60. The student must pay the additional administration charge.

Deferral between November 1st – January 31st DA

Half the tuition (not capitation) paid will be carried over. The student will pay 50% of the next year's tuition only plus the capitation fee.

Deferral on/from February 1st DS

NO fees paid will be carried over.

NOTE: *Upon re-entry to a programme a deferred non-EU student must pay any additional amount due to bring their fee in line with that due by other Non-EU students across their year level/cohort.*

4.2 Where a non-EU student wishes to defer and has not been able to attend any classes, that student should be coded as Deferred Inactive on the Banner system regardless of their deferral date. DIT shall retain all fees paid and carry them forward to the year of re-entry.

4.3 If a non-EU student has not paid a fee but wishes to defer, taking up a place that has been offered, they must pay the fee set for the year they actually enter.

4.4 Non-EU students who defer at any point during an academic year will not be eligible for any refund (refunds to non-EU students are only given in cases of Visa refusal S2 Fee Waiver/Refund Policy)

4.5 In extenuating circumstances (including, but not limited to, extended periods of illness, pregnancy, victim of a crime, repatriation due to family illness *etc.*), a student will be permitted at the discretion of the Institute to carry forward fees to the following year without any penalty. To qualify for such an exemption, students must make a written case to the Course Director, who then must inform the International Student Office in writing, including medical certificates

etc. The International Student Officer will then seek written approval from the Director of Academic Affairs.

5 Placements

- 5.1** Non-EU students should not be permitted to go on placement until the full fee in respect of academic year during which placement will take place has been paid. In any event the student should not be permitted to progress to the next stage of the programme until the fee in respect of previous academic year has been paid.

6 Repeats

- 6.1** If a non-EU student is repeating less than 60% of the programme then they shall pay half the non-EU tuition fee plus full capitation fee, or such other fee as agreed in writing by the Director of Finance and Head of School. Such fees must be notified to the International Student Officer in writing.

- 6.2** If a non-EU student is repeating more than 60% of the programme then they shall pay the full non-EU fee. Note: The fee rate used in calculating 6.1 and 6.2 **must** be the non-EU rate set for the year level/cohort which they join when repeating. They then remain on this rate for the duration of their programme.

- 6.3** If a non-EU student leaves Ireland and registers to take the repeat examination without attendance at classes, the student should pay the examination fee of €100.

- 6.4.** On the recommendation of the Head of School, any final year non-EU student requesting a time extension, or required to resubmit programme work by an Examination Board, beyond the limit of their current visa, the following procedures will apply;

- (1) The student must be registered on a **fulltime basis** on the programme for a maximum of six months, and entered as such on the BANNER system.
- (2) The student must be issued with a **fulltime student card** valid for a maximum of six months from the date of the end of the previous term.
- (3) The student must pay the following;
 - (i) Continuation Fee of 10% of the current non-EU international fee
 - (ii) 50% of current year's capitation fee for the programme
 - (iii) Current fee for International Medical Insurance
 - (iv) Administration fee of €100
- (4) The International Student Office will issue a letter to the Garda National Immigration Bureau in support of a visa extension upon payment of the above charges.
- (5) Students can only avail of this facility once.

7 Refunds

- 7.1** Refunds are to be granted to non-EU students only where refusal of a visa has occurred or where a student visa is issued too late to commence studies and where the student does not wish to defer. Applicants are informed of this rule in their letter of offer. Any exceptional cases will be dealt with by the International Student Officer and approved by the Director of Academic Affairs.

- 7.2** An administration charge of €60 applies in the case of 7.1 (See S2 Fee Waiver/Refund Policy)

7.3 The International Student Office can confirm the status of the visa application with the Department of Justice and notify the visa authorities where a refund has been issued.

7.4 All refunds due to first year students charged non-EU fees should be processed through the International Student Office and Finance Office.

8 Waivers

Part of the assessment for an non-EU study visa includes demonstrating an ability to finance studies for the duration of their programme of study. To this end waivers are **not permitted** in the case of non-EU students.

9 Fee Reductions

If there is an unusual or extraordinary request for a reduction of the fee set the following should be considered:

- (i)** A Faculty Director must initially approve any special fee reduction with an additional approval to be given by both the Director of Academic Affairs and the Director of Finance
- (ii)** Fee reductions must be requested no later than October 31st in an Academic Year

10 Instalments

- (i)** All first time non EU students assessed as being eligible for the full non-EU fee should pay the fee in full when accepting their place
- (ii)** If approved by a Faculty Administrator some continuing non EU students have the option of paying in two equal instalments – 50% in September and 50% by a specified date (to be agreed by the Registrations Office on each site but no later than 31st January). Notification of such agreements must be sent in writing to the International Student Officer.
- (iii)** Students should be asked to sign a form agreeing to this. Where a student defaults, he/she will not be allowed to pay in instalments the following year
- (iv)** A student who pays the first instalment and subsequently leaves a programme should not be entitled to a refund.
- (v)** The regulations relating to instalments will be rescinded if instalments are not paid within 2 weeks of the due date

11 Bank Charges

Students are obliged to ensure that any payment to the Institute in respect of fees is sufficient to cover bank charges and/or currency exchange fluctuations. It is the student's obligation to pay any outstanding balances due at the time of registration, in respect of bank charges and/or currency fluctuations.

APPENDIX I

The requirement to demonstrate residency in Ireland for three of the previous five years will not be applied to applicants that fall into the following categories;

- a) Children of Officials in Government Departments who are on assignments in countries outside the EU
- b) Children of Semi State Agency Officials who are on assignment in countries outside of the EU
- c) Volunteer Development Workers or a family member of a Volunteer Development Worker. The eligibility of each such worker must be validated by APSO
- d) Children of certain Irish Officials working with the UN

APPENDIX II

Refugee Criteria

To be eligible for Free Fees as a refugee under Category A, applicants must satisfy **ALL** of the following criteria:

- (i) Produce green card with Stamp 4 and a photograph **AND**
- (ii) Produce a statement in writing from the Department of Justice, Equality and Law Reform stating that he/she is a refugee (or eligible under the Family Reunification Scheme) **AND**
- (iii) Satisfy the residency requirement *i.e.* have been ordinarily resident in an E.U. Member State for at least three of the five years preceding entry to an approved third level programme

The residency requirement is not necessary for students who qualify for (TLT) Level 6 or Level 7 programmes.

Family Reunification Scheme - A person who has been granted refugee status may apply for his or her family to join them in Ireland. Family members are entitled to the same rights and privileges of recognised refugees for such period as the refugee is entitled to remain in the State. A letter from the Department of Justice, Equality and Law Reform must be produced stating the student is entitled to reside in Ireland under the Family Reunification scheme. They must also satisfy the residency requirement and produce the card with a stamp 4.

Asylum seekers whose applications for refugee status are in the course of being processed are not eligible for standard or EU Fees.

Appendix III: Stamps and their definitions

The following are the main stamps currently in use with an explanation as to whom they apply:

STAMP 1

Permitted to remain in Ireland on conditions that the holder does not enter employment unless the employer has obtained a permit, does not engage in any business or profession without the permission of the Minister for Justice, Equality & Law Reform. The above stamp is issued to non-EEA nationals in possession a work permit, and those who have been granted permission to engage in business in the State. If a visa required national, the person needs an employment entry visa.

STAMP 2

Permitted to remain in Ireland to pursue a programme of Studies on condition that the holder does not engage in any business or profession other profession other than casual employment (defined as 20 hours per week during school term and up to 40 hours per week during school holidays and does not remain later than a specified date. The above stamp is given to students.

STAMP 3

Permitted to remain in Ireland on conditions that the holder does not enter employment, does not engage in any business or profession and does not remain later than a specified date. The above stamp is given to visitors, tourists, spouses of work, permit holders, persons receiving medical treatment, retired persons, employment prohibited.

STAMP 4

Permitted to remain in Ireland until a specified date. The above stamp is given to EEA nationals, spouses of EEA/Irish nationals, parents of Irish citizens (who have been granted permission to remain on that basis), persons granted refugee status under the terms of the 1951 Geneva Convention, former asylum seekers granted humanitarian leave to remain, refugees here under Government decision. This stamp is also issued in respect of the holders of Work Authorisation / Work Visas. No work permit or business permission is required by holders of this stamp

THE HOLDER OF THIS PASSPORT IS PERMITTED TO REMAIN IN IRELAND WITHOUT CONDITION

The above stamp is given to persons who have dual citizenship through: birth in Ireland, parent(s) born in Ireland, grandparent(s) born in Ireland (Foreign Births Register Certificate required from Foreign Affairs), naturalisation or post nuptial citizenship

THE HOLDER OF THIS PASSPORT IS PERMITTED TO REMAIN IN IRELAND WITHOUT CONDITION AS TO TIME

The above stamp is given to non-EEA nationals who have resided here for at least 8 years. It is given based on the individual merits of each application. Decisions on such applications are made by Department of Justice, Equality and Law Reform.

NOTE: Each non EEA national legally resident in the State will have their passport endorsed with the text of the particular permission granted. The "card" referred to is in fact a Certificate of Registration and the details should correspond with the endorsement placed in the person's passport. The exception to this is persons granted refugee status. Persons granted refugee status should not be in possession of their own national passport.

APPENDIX IV

Members of An Garda Síochána (on UN or EU service)

Members of the permanent Defence Forces (on UN or EU service or attached to an Irish diplomatic mission)

Bord Bia

Bord Iascaigh Mhara

Development Cooperation Ireland

Enterprise Ireland

Fáilte Irelad

FÁS

IDA Ireland

Shannon Development

Science Foundation Ireland

Udarás na Gaeltachta