



## Fee Payment Options

### Payment Plan Options

1. Pay 100% fees via Self Service Banner using your student login details.
2. Pay 50% by October 31, and 50% by January 31 via Self Service Banner using your login details.
3. Pay 20% on the day of registration, 10% per month via Self Service Banner using your student login details. Eight monthly payments between October 20th to May 20th, full payments of fees by final deadline of June 1st. To avail of this option please complete the Instalment Plan Form available on the Student Hub. Payments must be received by the following dates:

1. October 20th	5. February 20th
2. November 20th	6. March 20th
3. December 20th	7. April 20th
4. January 20th	8. May 20th

\*All fees must be paid before the 1st of June

\*PLEASE NOTE: If you fall behind with the agreed payment plan, a hold will be placed on your student account which means that your access to your Moodle/Library/Exam Results cannot be guaranteed.

\*Material fees are not included in Payment Plan and not covered by SUSI.

\*Where a student has paid a deposit, this will be credited to your first instalment payment.

### Important Information

1. **Data Protection Regulation:** We are unable to discuss a student's fee liability/payments/registration status with a parent/guardian/employer unless the student has provided prior written consent to the fee collection office.
2. Students who have applied for a **SUSI grant** must enter their grant application number in the box provided when registering online for the current academic year. They do NOT need to send their SUSI application number to Fee Collection, unless requested to do so. Students who are unsuccessful in a grant application are liable for any unpaid fees and therefore we advise that fees are paid, and we will refund them, as appropriate, where the grant application is successful.
3. **Material fees are NOT covered by Payment Plans or SUSI grant and these fees are payable in full by Oct 31st.** \* *Non/overdue payment of your Material fees may result in a Library/Exam Results Access Restriction being applied to your record.*
4. Students who have a recognised Sponsor are liable for any unpaid fees should the Sponsor default on payment. Please complete the Sponsor Details Form available on the Student Hub.
5. Students who wish to leave ATU within the Academic Year must contact their Head of Department to discuss and complete a Withdrawal form.
6. Students who withdraw from ATU *after the 31st of October\** may have a fee liability and should contact their Fees Office to check any fee liability if in this situation. *\*Exceptions apply to this date for ACCA programmes and programmes offered by the Lifelong Learning Centre. This may affect your future tuition fee liability if you decide to return to college.*
7. Students on short courses with fees of €500 and under must pay 100% of their fees at registration or 2 instalments of 50% fees for that course. First payment due by 31st October and second payment due by 31st January.
8. Craft apprentices must pay 100% of their fees at registration, please refer to your registration communication.
9. Students eligible for Non EU fees must pay their fees in full in advance of commencing their course.

### How to pay online

**ONLINE PAYMENTS** - On your personal computer/laptop only - **please do not use a mobile phone to make a payment online.**

- Select **ATU Donegal or ATU Sligo from the Student Hub**
- Log into your student account, select pay fees option and follow the instructions to pay fees.
- Select **Pay Now**, select the **Term** you wish to make a payment for and then select the **Pay Now** button and follow the instructions to pay your fees online.

Registered students can download account receipts from their student account

### ATU Fee Collection Office contact details

feecollection.donegal@atu.ie

feecollection.sligo@atu.ie