



# REPEAT TUITION REGISTRATION FORM 2011/12

Surname: ..... First Name: .....

Address: .....

Student ID: ..... Mobile No.: .....

Programme Code: (eg. KCOMP\_C\_B2).....

Please list modules below:

**WINTER**

Sem	Module	CRN

**SPRING**

Sem	Module	CRN

(Please note you cannot repeat a module where you have previously achieved a C grade or higher)

- **Please attach a copy of your transcript of results highlighting the subjects you wish to repeat.**

I declare that the above information is true, complete and accurate and I agree to abide by the rules and regulations of the Institute

Student Signature: ..... Date: .....

**Please complete this form, have it signed by your Head of Department and return it to the Registrar's Office (Rm 120, 1<sup>st</sup> Floor) for registration process.**

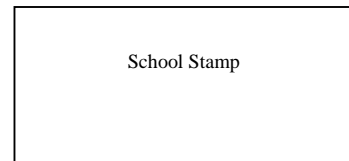
*When you are notified of the repeat tuition fee due, all payments must be paid online ([www.payittdublin.ie](http://www.payittdublin.ie)) and in full before **31<sup>st</sup> October 2011**. Failure to do so, may result in a delay in your registration and access to services and facilities will be restricted.*

**To be completed by School Office**

I approve this Repeat Tuition application and I confirm that the student has indicated the correct information above.

Authorised by: (HoD) .....

Date: .....



**PTO** ➡

**Registrars Office only**

No of credits	Tuition Fee and Student Contribution (€)	Fee Assessed (date)	Reg'd by (initial)	Registration code	Fee Paid (date)	Student Card Printed

## **NOTES:**

### **Tuition and Student Services Fee**

A student repeating a year is not eligible for funding under the Third Level Scheme (TLT) or Free Fees Initiative. You must, therefore, pay both tuition and student services fees. Where you are paying tuition fees, the examination charge is included only.

### **Pay Online – [www.payittdublin.ie](http://www.payittdublin.ie)**

We have developed an online payments facility to allow students to pay their fees online. Student fees due for this year and fees outstanding, if any, from previous years **must** be paid online using either credit, debit or laser cards. Proceed to the following web address to make your payment [www.payittdublin.ie](http://www.payittdublin.ie).

**All repeat tuition fees must be paid by 31<sup>st</sup> October 2011.**

Failure to pay by the above dates will restrict access to services such as photocopying, library, email and IT facilities and may incur an additional late registration fee.

If withdrawing from your programme at any stage, you must inform us by completing a Student Withdrawal Form (available from the website, Registrar's office and School Office) and returning it to the Registrar's Office.

### **Award Year**

Candidates repeating a module can only achieve an overall PASS.

### **Tax Relief on Tuition Fees – Academic Year 2011/2012**

Tax Relief is granted at the standard rate of 20% on tuition fees. This relief applies to tuition fees only, relief is not available in respect of student registration fees, student services charge or levies.

Many individuals who are entitled to tax relief for tuition fees do not claim their entitlement from Revenue.

The onus is on you to provide the correct information. Any information furnished to Revenue will be used solely for the purpose of arranging the appropriate tax credit to be granted in accordance with the Taxes Consolidation Act 1997-2006, Section 894A (2) & (5).

**You should keep a copy of information provided for your personal tax record in case you are selected for examination under a revenue audit programme.**

### **Tuition Fees (confirmed by DoES)**

Level 06	Higher Certificate	€868
Level 07	Ordinary Degree	€954
Level 08	Honours Degree	€1819
Level 08	Engineering (Hons) Degree	€2450

Student Contribution €2000

***The total fee due is calculated on a pro rata basis.***

#### **How to calculate the total charge**

The fee is calculated by the number of credits in the modules repeated.

*((tuition fee + student contribution)/60 credits) x number of credits in modules repeated = total repeat tuition fee*

Example:

A student repeating on the Higher Certificate programme needs to repeat 3 modules. Each module is 5 credits.

$$868 + 2000 = 2868 / 60 = 47.80 * 15 \text{ (number of credits for 3 modules)} = \underline{\underline{€717}}$$