



How to Pay Your Fees

Online Payments

AIT is committed to providing flexible and efficient services to all students. In recognition of the current economic climate AIT has introduced options to assist those students who are experiencing financial difficulties in paying their fees. You now have the following options when paying your fees:

1. You can pay 100% of the fee due online.
2. You can pay 50% of the fee due by 31st October and the remaining 50% by 22nd January. When you log into the payment area, if you are choosing this option, tick the box and enter the amount you wish to pay. Please don't tick the current fees box.

Please note:

- Student fees must be paid online using either credit, debit or laser card.
- Students who do NOT pay the fee amount due by the deadline dates in option 2 above will face possible sanctions (see details above).

To make a payment you need your Student ID number (A00xxxxxx) and your password.

How to Pay your Fees

Online

You can pay your fees online at: <https://ssb.ancheim.ie/ait/>

- Select "Enter Secure Area"
- Enter your login details i.e. your student ID number and your PIN
- Select "Student Services & Financial Aid"
- Select Registration
- Click on "Pay Outstanding Fees" for the academic year 2019/2020

Cash/Credit Card

Alternatively, you can pay your fees by cash/credit card at the Student Enquiry Desk in the Registration Department.

Can I pay my fees in instalments?

Fee Payment Plan Options

You can pay your Full payment of €3,000 Student Contribution, €100 Material Fee & Full Tuition (if applicable) before 31st October. Alternatively you can pay your fees in instalments and avail of one of the following payment plan:

- 50% of the Student Contribution Fee and full material fee (and full tuition fee, if applicable) by 31st October
- 50% of Student Contribution Fee by the 22nd January.

In exceptional circumstances the institute will work with the student to implement a more detailed payment plan. For consideration of this please contact Fees and Grants Officer to make a consultation appointment.

I am waiting on SUSI, do I pay my fees?

Awaiting a grant - eligible

Student provides supporting documentation similar to that provided to the grant awarding authority. Student are advised to make payment as per Institute policy where possible; refunds will be made once SUSI approval is communicated.

Awaiting a grant – may not be eligible

Student provides supporting documentation similar to that provided to the grant awarding authority. Student is required to make payment as per Institute policy to and penalties as outlined will be applied in this instance.

Not a grant applicant

Student is advised to make payment as per Institute policy and penalties as outlined will be applied in this instance.

In extreme cases where a student can provide supporting documentation showing extenuating circumstances the penalties as outlined may not be applied in this instance.

Listing of supporting documentation where applicable will be in line with that requested from SUSI in the current academic year. <http://www.susi.ie>

What are the consequences of not paying the fees due by the specified dates above?

Penalties in Respect of Unpaid Fees

By 31st October, and 20th January of the academic year any registered student should have -

- (a) Paid in full, or
- (b) Paid the required instalment(s) of the student fees

Where a student has not complied with the obligations above, they are considered not in good financial standing with the institute and are liable for penalties. The penalties in respect of unpaid fees to be applied are:-

- Loss of IT and Library facilities on 1st November after non-payment
- Loss of IT and Library facilities on 4th February where a student has not paid their full fee
- A hold is placed on the student accounts in the Banner database, so that access to examination results is withheld
- A student cannot graduate with fees outstanding

I am repeating and attending classes for some or all modules. What fees will I have to pay?

If you are repeating and attending a full year of a programme, you are liable to pay full tuition fees and Student Contribution Charge for that programme. If you are repeating only some of a programme you will be liable to pay part of the tuition fees and Student Contribution Charge. In order to be considered to repeat a year you must complete a repeat and Attend Form which must be submitted to the Head of Department for consideration. Fees will then be calculated before you complete registration.

If I decide to leave my course, what should I do?

If you decide to leave your course you must complete a Student Withdrawal Form and submit it to the Registration Office along with your student ID card. The form must be pre-signed by Head of Department before submission to Registration department.

Please be aware that if you withdraw after the 31st of October, there will be fee implications. You will have a fee liability to AIT for the time you attended your course and should you return to 3rd level education in the future you may be liable for fees for the equivalent period of study. Future SUSI grant applications may also be affected.