



## Registration Checklist

All students must be fully registered and have paid their fees. Failure to do so will result in access to services being withdrawn. If you have any problems or queries please contact the student enquiry desk in the administration building, in the first instance contact [registration@ait.ie](mailto:registration@ait.ie) or 090 648 3044.

### ***Student Induction***

For first year students, AIT's student induction runs for the first days of the academic year. It is essential that you attend all of your induction activities. Your registration and induction information will be posted to you in your registration pack after CAO offers are issued.

### ***Withdrawing from AIT***

If you are considering withdrawing from AIT, please talk to your academic department or the Careers Office at AIT first, contact [careers@ait.ie](mailto:careers@ait.ie). Please be aware that there can be implications for eligibility for the 'Free Fees' scheme should you fail to withdraw before 31 October. If you have paid fees, you are entitled to a refund if you withdraw before 31 October.

If your decision is to withdraw/de-register from your course at AIT, the appropriate form which must be completed before you leave, can be accessed from the Fees and Grants section of the website: [www.ait.ie/life-at-ait/registry/Fees](http://www.ait.ie/life-at-ait/registry/Fees)

***Note: Verbal communication to academic or other AIT staff is not sufficient – the withdrawal form must be completed fully.***

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- Read your registration documents very carefully. The student contribution charge for academic year 2019/2020 is €3,000. If you have previous educational history, or circumstances particular to you, you may be liable for further tuition costs along with material fees and course specific fees.
- All full-time undergraduate programmes attract a material fee of €100. This is not covered by any grant and must be paid in full by the student.
- All students must pay their fees; failure to do so will result in access to services being withdrawn. You can contact Registration at 090 648 3004 to pay over the phone or you can pay online at [www.ait.ie](http://www.ait.ie), then click Quicklinks and Pay Registration Fees. If you have

any queries about fees please contact [studentfinance@ait.ie](mailto:studentfinance@ait.ie) or check the fees and grants section of the AIT website: [www.ait.ie/life-at-ait/registry/Fees](http://www.ait.ie/life-at-ait/registry/Fees)

- Any student who has applied for a grant must read the Fees and Grants information document available online at [www.ait.ie/life-at-ait/registry/Fees](http://www.ait.ie/life-at-ait/registry/Fees). Students who have qualified for a grant must bring a copy of their grant renewal/award letter with them to registration. Students who do not have an award letter are liable for the student contribution charge. If you have queries about grants, please contact [studentfinance@ait.ie](mailto:studentfinance@ait.ie).
- Returning AIT students can continue to use their current ID card, this card will remain valid for the duration of the programme. If you are a returning student on a new programme your card is valid up until 31 October, you will need to make contact with the card office before this date to have new card printed.
- First year students will receive their AIT ID card at registration.
- Please ensure you register for your electives, you must contact your Faculty Office for details.
- Check your AIT email regularly as you will be sent very important messages regarding registration, fees, examinations and key information from your academic faculty throughout the year. Some information will only be dispatched by email – so login and start using your account as soon as you can.