



ICHAS

Irish College of Humanities & Applied Sciences

STUDENT FEES
REGULATIONS & CHARGES
POSTGRADUATE PROGRAMMES

**ACADEMIC YEAR
2023/2024**

The Irish College of Humanities and Applied Sciences is not bound by any error in or omission from this publication. This document is subject to change during the Academic Year and please access the Student LMS for the most current version of the document.

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INTRODUCTION

To meet the requirements in relation to the payment of your fees for your chosen programme, you are required to read the following information:

It is the responsibility of students to familiarise themselves with the Colleges regulations in relation to the payment of their fees. Students should quote their name on all correspondence with the Finance Office.

A student may be denied permission to progress in his/her programme of study if they have not made the required payment on their accounts.

Students are required to have all 1st semester fees paid by the 31st December 2023 in order to progress to Semester 2. Any student who does not adhere to this requirement at the end of Semester 1 will not be eligible to receive their results or return back to their studies for Semester 2. If there are fees outstanding at the end of Semester 2, students will not be eligible to receive their results and progress to Semester 3 if applicable. Students will be notified of any requirements following examination board by the Programme Co-ordinator. Student services including access to classes and LMS materials will be suspended if the above requirements are not met.

Award Stage students will not be permitted to graduate or to receive parchments and academic documentation until all outstanding fees have been paid in full.

How to withdraw from a Programme at ICHAS:

Non-registration and/or non-attendance by a student shall not be considered as officially exiting from the College. Students who do not follow official exit procedures will be considered current students and will be billed accordingly. Formal withdrawal forms are available from your Programme Co-ordinator

INTERNATIONAL STUDENT REQUIREMENTS

Please refer to the ICHAS Guidelines for the admission of Non-EEA/ Non-EU students – Regulations and Fees for Academic Year 2023/2024. Please note for International Students all fees have to be paid in full in advance of course commencement.

FEES FOR POSTGRADUATE PROGRAMMES FOR ACADEMIC YEAR 2023/2024

Programme	Tuition Fees*
Master of Arts in Counselling and Psychotherapy Part time Only over 2 years (90 ECTS)	€7,200
Master of Arts in Childhood and Adolescent Studies Full time over 1 year (90 ECTS)	€6,200
Master of Arts in Childhood and Adolescent Studies Part time over 2 years (90 ECTS)	€7,200
Master of Arts in Clinical Supervision in Professional Practice Full time over 1 year (90 ECTS)	€6,200
Master of Arts in Clinical Supervision in Professional Practice Part time over 2 years (90 ECTS)	€7,200
Master of Arts in Addiction Counselling Part time over 2 years (90 ECTS)	€7,200
Master of Arts in Addiction Studies/ Full time over 1 Year Part time over 2 years (90 ECTS)	€7,200
Master of Arts in Addiction Recovery Full time over 1 Year Part time over 2 years (90 ECTS)	€7,200
Certificate in Technologically Facilitated Therapeutic Engagement (20 ECTS)	€1,800
Certificate in Clinical Supervision in Professional Practice (30 ECTS)	€2,750
Certificate in Addiction Studies (Gambling)	€2,400

*Please note that the costs of personal therapy and clinical supervision are not included in the fees above. These are payable separately.

**Students who opt for monthly instalments will incur an extra fee of €100 to avail of this facility.

Protection of Enrolled Learners' Policy. All QQI accredited programmes of education and training of three months or longer duration are covered by arrangements under section 65 (4) of the Qualifications and Quality Assurance (Education and Training) Act 2012 whereby, in the event of the provider ceasing to provide the programme for any reason, enrolled learners may transfer to a similar programme at another provider, or, in the event that this is not practicable, the fees most recently paid will be refunded.

Options - Payment of Fees for Part Time Masters Over 2 Years

Option 1 - Payment in full on commencement of programme **€7,200**

Option 2 - Payment in monthly instalments €7,200 plus €100 **€7,300**

An initial deposit of €100 is payable on submission of your application and this is part of your overall fees for the years.

A further acceptance fee of €500 is paid once you have been offered your place and this is also part of your annual fee.

The payment of the balance of €7,200- €100 - €500 = €6,600 can be done in two ways as per below

Option 1 – Payment of €6,600 in full in advance of commencement of course.

Option 2 - Payment of €6,700 (includes €100 monthly instalment facility) in monthly instalments over 16 months at €418.75 per month to commence in September 2023 and finish in December 2024.

	Euro
Academic Fees 2023/24	7,200.00
Plus Payment Plan Fee 2023/24	<u>100.00</u>
	7,300.00
Less: Acceptance Fee & Deposit	<u>600.00</u>
Total Payment Plan over 16 months	6,700.00
<u>Payment Plan</u>	
15/09/2023	418.75
15/10/2023	418.75
15/11/2023	418.75
15/12/2023	418.75
15/01/2024	418.75
15/02/2024	418.75
15/03/2024	418.75
15/04/2024	418.75
15/05/2024	418.75
15/06/2024	418.75
15/07/2024	418.75
15/08/2024	418.75
15/09/2024	418.75
15/10/2024	418.75
15/11/2024	418.75
15/12/2024	<u>418.75</u>
Total Payment Plan over 16 months	6,700.00

Options - Payment of Fees for Full Time Masters Over 1 Years

Only relates to the MA in Childhood Studies, MA in Adolescent Studies and MA in Clinical Supervision in Professional Practice.

Option 1 - Payment in full on commencement of programme **€6,200**

Option 2 - Payment in monthly instalments €6,200 plus €100 **€6,300**

An initial deposit of €100 is payable on submission of your application and this is part of your overall fees for the years.

A further acceptance fee of €500 is paid once you have been offered your place and this is also part of your annual fee.

The payment of the balance of €6,200- €100 - €500 = €5,600 can be done in two ways as below

Option 1 – Payment of €5,600 in full in advance of commencement of course.

Option 2 - Payment of €5,700 (includes €100 monthly instalment facility) in monthly instalments over 8 months at €712.50 per month to commence in September 2023 and finish in April 2024.

	New Students
	Euro
Academic Fees 2023/24	6,200.00
Plus Payment Plan Fee 2023/24	<u>100.00</u>
	6,300.00
Less: Acceptance Fee & Deposit	<u>600.00</u>
Total Payment Plan over 8 months	5,700.00
<u>Payment Plan</u>	
15/09/2023	712.50
15/10/2023	712.50
15/11/2023	712.50
15/12/2023	712.50
15/01/2024	712.50
15/02/2024	712.50
15/03/2024	712.50
15/04/2024	<u>712.50</u>
Total Payment Plan over 8 months	5,700.00

Options - Payment of Fees for Certificate in Clinical Supervision in Professional Practice. €2,750

Option 1 – Payment in full in advance of commencement of course.

Option 2 - Payment of €2,250 (includes €100 monthly instalment facility) in monthly instalments over 8 months at €281.25 per month to commence in September 2023 and finish in April 2024.

	Euro
Academic Fees 2023/24	2,750.00
Plus Payment Plan Fee 2023/24	<u>100.00</u>
	2,850.00
Less: Acceptance Fee & Deposit	<u>600.00</u>

Total Payment Plan over 8 months	2,250.00
<u>Payment Plan</u>	
15/09/2023	281.25
15/10/2023	281.25
15/11/2023	281.25
15/12/2023	281.25
15/01/2024	281.25
15/02/2024	281.25
15/03/2024	281.25
15/04/2024	281.25
Total Payment Plan over 8 months	2,250.00

Options - Payment of Fees for Certificate in Technologically Facilitated Therapeutic Engagement. €1,800.

Option 1 – Payment in full in advance of commencement of course.

Option 2 - Payment of €1,400 (includes €100 monthly instalment facility) in monthly instalments over 8 months at €175 per month to commence in September 2023 and finish in April 2024.

	Euro
Academic Fees 2023/24	1800.00
Plus Payment Plan Fee 2023/24	<u>100.00</u>
	1,900.00
Less: Acceptance Fee & Deposit	<u>600.00</u>
Total Payment Plan over 8 months	1,300.00
<u>Payment Plan</u>	
15/09/2023	162.50
15/10/2023	162.50
15/11/2023	162.50
15/12/2023	162.50
15/01/2024	162.50
15/02/2024	162.50
15/03/2024	162.50
15/04/2024	162.50
Total Payment Plan over 8 months	1,300.00

FEES FOR POSTGRADUATE BURSARY PROGRAMMES FOR ACADEMIC YEAR 2023/2024

Programme	Tuition Fees*
Master of Arts in Childhood and Adolescent Studies Full time over 1 year (90 ECTS). Bursary Recipient	€3,100
Master of Arts in Childhood and Adolescent Studies Part time over 2 years (90 ECTS) . Bursary Recipient	€3,600

Options - Payment of Fees for Full Time Masters Over 1 Years

Only relates to the MA in Childhood & Adolescent Studies for Bursary Recipients (Full Time)

Option 1 - Payment in full on commencement of programme **€3,100**

Option 2 - Payment in monthly instalments €3,100 plus €100 **€3,200**

An initial deposit of €100 is payable on submission of your application and this is part of your overall fees for the years.

A further acceptance fee of €500 is paid once you have been offered your place and this is also part of your annual fee.

The payment of the balance of €3,100- €100 - €500 = €2,500 can be done in two ways as below

Option 1 – Payment of €2,500 in full in advance of commencement of course.

Option 2 - Payment of €2,600 (includes €100 monthly instalment facility) in monthly instalments over 8 months at €325.00 per month to commence in September 2023 and finish in April 2024.

	New Students
	Euro
Academic Fees 2023/24	3,100.00
Plus Payment Plan Fee 2023/24	<u>100.00</u>
	3,200.00
Less: Acceptance Fee & Deposit	<u>600.00</u>
Total Payment Plan over 8 months	2,600.00
<u>Payment Plan</u>	
15/09/2023	325.00
15/10/2023	325.00
15/11/2023	325.00

15/12/2023	325.00
15/01/2024	325.00
15/02/2024	325.00
15/03/2024	325.00
15/04/2024	325.00
Total Payment Plan over 8 months	2,600.00

Options - Payment of Fees for Part Time Masters Over 2 Years.

Only relates to the MA's in Childhood & Adolescent Studies for Bursary Recipients

Option 1 - Payment in full on commencement of programme **€3,600**

Option 2 - Payment in monthly instalments €3,600 plus €100 **€3,700**

An initial deposit of €100 is payable on submission of your application and this is part of your overall fees for the years.

A further acceptance fee of €500 is paid once you have been offered your place and this is also part of your annual fee.

The payment of the balance of €3,600- €100 - €500 = €3,000 can be done in two ways as below

Option 1 – Payment of €3,000 in full in advance of commencement of course.

Option 2 - Over two years Payment of €3,100 (includes €100 monthly instalment facility) in monthly instalments over 16 months at €193.75 per month to commence in September 2023 and finish in December 2024.

	Euro
Academic Fees 2023/24	3,600.00
Plus Payment Plan Fee 2023/24	<u>100.00</u>
	3,700.00
Less: Acceptance Fee & Deposit	<u>600.00</u>
Total Payment Plan over 16 months	3,100.00
<u>Payment Plan</u>	
15/09/2023	193.75
15/10/2023	193.75
15/11/2023	193.75
15/12/2023	193.75
15/01/2024	193.75
15/02/2024	193.75
15/03/2024	193.75
15/04/2024	193.75
15/05/2024	193.75
15/06/2024	193.75
15/07/2024	193.75

15/08/2024	193.75
15/09/2024	193.75
15/10/2024	193.75
15/11/2024	193.75
15/12/2024	193.75
Total Payment Plan over 16 months	3,100.00

INTERNATIONAL STUDENT REQUIREMENTS

Please refer to the ICHAS Guidelines for the admission of Non-EEA/ Non-EU students – Regulations and Fees for Academic Year 2023/2024. Please note for International Students all fees have to be paid in full in advance of course commencement.

FAQ's

WHEN ARE MY FEES DUE?

1. Students are required to pay their fees in full or sign up for a payment plan before the start of the programme. Students availing of the instalment payment plan are required to have a standing order in place with their bank before the start of the programme (September 2023) and the confirmation document forwarded to ICHAS finance Department at finance@ichas.ie. Students who opt for monthly instalments will incur an extra fee of €100 per annum to avail of this facility.
2. Students are required to pay a non-refundable deposit of €500 within two weeks from the date of their offer letter being received in order to secure their place on the programme. This payment must be made before the start date of the programme as per the offer letter.

** For applications who accept their place prior to the 1st May 2023, the €500 acceptance fee is payable by the 1st of May 2023, for those applications who accept their offers after the 1st May, the acceptance fee is payable two weeks from the date of offer letter.
3. Students who do not complete their programme within the given timeline and have to extend their studies into a further academic year will incur a fee of €500 for each additional academic year the student is registered in.
4. For students who are having their fees paid by a third party, it is the student responsibility to liaise with these bodies and to furnish the College with a letter of approval of fees prior to commencement of the course and to request any necessary documentation from ICHAS. Please note if the employer is paying fees on behalf of the student this needs to be completed in line with the criteria above.

*. All fees are fully protected under our Protection of Enrolled Learners' Policy.

Protection of Enrolled Learners' Policy. All QQI accredited programmes of education and training of three months or longer duration are covered by arrangements under section 65 (4) of the Qualifications and Quality Assurance (Education and Training) Act 2012 whereby, in the event of the provider ceasing to provide the programme for any reason, enrolled learners may transfer to a similar programme at another provider, or, in the event that this is not practicable, the fees most recently paid will be refunded.

METHODS OF PAYMENT FOR STUDENTS

You may pay your fees using any of the methods mentioned below:

PayPal - Students may pay via PayPal by sending a request by email to pay to finance@ichas.ie. A link will be issued where payment can be made.

Bank Transfer – Students can pay by bank transfer into the ICHAS Bank Account as follows:

Bank Name	Bank of Ireland, University Branch, Limerick
Account Name	Irish College of Humanities and Applied Sciences
Swift/BIC Code	BOFIE2D
IBAN No	IE49BOFI90457982173203

*If you are using this method of payment, please remember to quote your name and student number on all payment transfers to the College.

Payment Plan by Standing order – Please set this up with your bank in person or via online banking. And once its set up please email **bank confirmation receipt** to finance@ichas.ie . Once you have returned this information your student fees account will be updated with the payment plan.

It is important to note that if you have not opted to pay in full or by standing order, then you will automatically incur the extra fee of €100.

Please note the registration process will not be commenced until the €500 acceptance fees is received and this reserves your place on the programme. Please note places are limited and this €500 is non-refundable.

Monthly Date of Standing Order – 15th of Each month

CONTACT DETAILS FINANCE DEPARTMENT

Fees Office **Limerick**

Email: finance@ichas.ie

REVENUE TAX RELIEF FOR TUITION FEES PAID

Please visit <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/tuition-fees-paid-for-third-level-education/restrictions.aspx> for other terms and conditions.

REFUND POLICY

All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that a class does not proceed or if their programme application is unsuccessful. A refund of fees, less an acceptance fee of €500, will be given to candidates who withdraw their application in writing up to seven working days prior to class commencement. Once a student has enrolled on and commenced a programme of study, no part of any course fee is refundable or transferable. No refund will be made under any circumstances to students who fail to attend classes or who do not complete a course. Course commencement and start dates are dependent upon a viable cohort formation. The College reserves the right to make amendments to programmes, contents and schedules.

Fee refunds are not given to any student who has attended lectures or for any student who commences a course and subsequently feels that the course does not suit him/her.

All refund requests to be forwarded to finance@ichas.ie.