

Fees can ***either*** be paid in full during the online registration process, ***or*** they can be paid as per ***ONE*** of the following instalment payment plans

PPA: 50% by October 31, 2022 and 50% by January 31, 2023

To avail of the PPA plan you do **not** need to notify Fee Collection of this. ***Simply pay the required 50% instalments by October 31, 2022 and January 31, 2023. Please make a note of the payment deadline dates. Please see below on how to pay fees.***

PPB: 10% per month via standing order from September 20, 2022 to June 20, 2023

To avail of the PPB plan, you will need to set up a **standing order** for your payments. The **amount payable each month is 10% of your total fees, as per your 2022/2023 fee record**. After you have registered online for 2022/2023, please email feecollection.galwaymayo@atu.ie if you wish to avail of this plan. Please include your student id number in your email.

PLEASE NOTE: *The PPB plan cannot be applied to your fee record until Fee Collection has received a screenshot/photo of your standing order. Please put your **ATU student ID number as the reference on your standing order** so we can easily identify your payments and match them to your record. The screenshot/photo must clearly display **your ATU student id number, the ATU bank account details and the start date for your payments**. If we cannot identify your payments due to an **incorrect reference on your standing order**, it may not be possible to apply the payments to your record until we obtain proof of the payments from you and this delay may result in an **IT/Library/Exam Results Access Restriction** being applied to your record. Once your fees have been paid in full you will need to cancel your standing order with your bank.*

Individualised payment plans outside the above plans may be approved in extenuating circumstances, by request to Fee Collection. Please note, if you wish to make monthly payments for your fees, you must set up a Standing Order from your bank account and send a screenshot/photo of the standing order to: feecollection.galwaymayo@atu.ie

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 on this to: feecollection.galwaymayo@atu.ie

PLEASE NOTE

Students who have applied for a SUSI grant must enter their grant application number in the box provided when registering online for 2022/2023. They do **NOT** need to send their SUSI application number to Fee Collection, unless requested to do so. **Material fees are NOT covered by the SUSI grant and these fees are payable in full by Oct 31, 2022.** Alternatively, Material fees can be paid as per one of the above instalment payment plans. * **Non/late payment of your Material fees may result in a Library/Exam Results Access Restriction being applied to your record.**

- 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.
- Students who have a recognised Sponsor are liable for any unpaid fees should the Sponsor default on payment.
- Students who wish to leave ATU within the Academic Year must contact their **Head of Department** to discuss and complete a Withdrawal/Interrupt Studies form. ***Please contact your School to arrange this, not Fee Collection.***
- Students who leave ATU ***after the 31st of October**** may have a fee liability and should contact the **Fees Office** studentfees.galwaymayo@atu.ie 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.***
- Students on ACCA programmes are required to pay fees in advance of the **30th of September**.
- International students must pay their fees in full in advance of commencing their course.
- Life Long Learning students should contact the relevant campus for payment plans on offer for these courses.

HOW TO PAY FEES

Fee payments can be made online at: wfs.gmit.ie

- Enter your User ID (your student ID number); use a capital 'G' (if your number begins with G00) and your PIN. Your PIN number is your date of birth (unless you have changed it). If it is your date of birth, you must enter it in this format: **DDMMYY**. For example, the 1st of September 2007 will be entered as 010907. ***It is very important that you enter this correctly as you could deactivate your PIN after 3 wrong attempts. If you need to re-set your PIN please select six new digits, not letters.***
- Select **Student Services & Financial Aid** and then select **Registration**. Select **Pay Outstanding Fees** for the academic year **2022/2023** and **enter the amount you wish to pay**. The information you enter will be distributed to the card holder's bank for authentication purposes. This data is not held by ATU. ***Please ensure you enter the card holder's correct billing address, phone number, etc as otherwise it may result in a failed transaction. A payment amount that exceeds your card's daily transaction limit may also result in a failed transaction. Please contact your bank if you have any queries on this.***
- To obtain a receipt, select **Student Services & Financial Aid** and then **Online Receipt** – full instructions, if required, are available via email to: feecollection.galwaymayo@atu.ie

Payment can also be made via bank transfer. Please contact feecollection.galwaymayo@atu.ie for the ATU bank account details. ***Unfortunately, we are unable to accept cheque, cash, or postal order payments.***