



# ATLANTIC TECHNOLOGICAL UNIVERSITY – FEE PAYMENT PLANS - 2022/2023

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*

## INSTALMENT PLAN OPTIONS

- 1. PPA: 50% by October 31, 2022, and 50% by January 31, 2023**
  - Simply pay the required 50% instalments by October 31, 2022, and January 31, 2023
- 2. PPB: 10% per month via standing order - September 20, 2022, to June 20, 2023**
  - Email [feecollection.galwaymayo@atu.ie](mailto:feecollection.galwaymayo@atu.ie) to avail of plan
  - Include Student ID Number
  - Setup Standing Order

## HOW TO PAY FEES

### 1. ONLINE

On your personal computer/laptop only - **please do not use a mobile phone for this**

- Open Edge/Google Chrome and log into: <https://ssb.gmit.ie/StudentSelfService/ssb/studentCommonDashboard>
- Login is via your ATU network credentials, your ATU email and the password you use to access the ATU IT network.
- Select **Pay Now**, select the **Term** you wish to make a payment for and then select the **Pay Now** button.

### 2. BANK TRANSFER

- Please contact [feecollection.galwaymayo@atu.ie](mailto:feecollection.galwaymayo@atu.ie) for the ATU bank account details.
- Unfortunately, we are unable to accept cheque, cash, or postal order payments.

## PLEASE NOTE

- 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](mailto:feecollection.galwaymayo@atu.ie).
- 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](mailto: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 **30<sup>th</sup> 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.

## TO OBTAIN RECEIPTS

- Open Edge/Google Chrome and log into: <https://ssb.gmit.ie/StudentSelfService/ssb/studentCommonDashboard> using your ATU IT Network credentials.
- Select **Fee Receipt**, select the **appropriate Term**.
- A receipt for the Selected Term will display. It will include your name, address, ATU student ID number, payments for the Selected Term (amount paid, date paid, receipt number). If you are due a fee refund for the Selected Term this will also be included on the receipt. The receipt will display if you have already been refunded fees. To print the receipt, right click on it and select **PRINT**