



TUS

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

HOW TO PAY YOUR FEES ONLINE PAYMENTS

TUS is committed to providing flexible and efficient services to all students. In recognition of the current economic climate TUS 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:

- You can pay 100% of the fee due online.
- You can pay in two equal instalments: - 50% by 31st October and the remaining 50% by 15th 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 below). 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.midlands.tus.ie/StudentSelfService/ssb/studentCommonDashboard>

- 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

Can I pay my fees in instalments?

Fee Payment Plan Options

You can pay the full amount of €3,000 Student Contribution (if applicable) before 31st October.

Alternatively, you can pay your fees in two equal instalments:

- 50% of the Student Contribution Fee and full tuition fee (if applicable) by 31st October
- 50% of Student Contribution Fee by the 15th January.

In exceptional circumstances, the institute will work with the student to implement a more detailed payment plan. Please contact the Fees and Grants Office as early as possible to discuss fee payment options further.

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

Awaiting a grant - eligible

Students are advised to make payments in line with payment schedule detailed above. Students will be refunded any monies paid once SUSI award confirmation is received from SUSI.

Awaiting a grant – may not be eligible

Students are advised to make payments in line with payment schedule detailed above. Students will be refunded any monies paid once SUSI award confirmation is received from SUSI.

Not a grant applicant

Students are advised to make payment in line with payment schedule detailed above. Non payment may result in implementation of penalties detailed below.

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

Penalties in Respect of Unpaid Fees see table below:-

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

PENALTY IMPLEMENTATION TIMELINES	
Deadlines	Sanction
Non-Payment by 31st October	€50 (non-refundable) late payment penalty for failing to meet payment deadlines
Non-payment by 15th January	Removal of IT access
Continued non-payment	Availability of Exam Results restricted Progression to the subsequent year of study withheld Permission to graduate withheld Legal follow-up to recoup fees

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 only repeating

some of a programme you will be liable to pay part of the tuition fees and Student Contribution Charge. These fees are outlined in the current Approved Fee Schedule. 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. **It is very important to complete the withdrawal process correctly.** Please contact the Registration department for further information and assistance with this.

Please be aware that if you withdraw **before the 31 October** there will be no fee implications. However, if you withdraw **after the 31st of October**, you will be liable for fees as follows:

Withdrawn Before	Fee liability	Student Contribution	Tuition Fee
31 October	NONE	NONE	NONE
1 November – 31 January	50%	€1500	50%
After 31 January	100%	€3000	100%