



**RCSI**

## **RCSI Institute of Leadership Fees Policy - Ireland**

January 2016



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## **RCSI Institute of Leadership fees are fixed each year. The following rules regarding fees apply to all RCSI postgraduate students:**

- All students must pay fees each year until they complete their course.
- Students are not permitted to register for the following year of their higher degree until all fees for the previous year have been paid.
- Final year postgraduate students will not be permitted to graduate until fees have been paid in full.
- A 10% discount on any MSc or short programme applies to all alumni of the RCSI.
- A 10% discount applies to Institutions who sponsor 4 or more students on any of our full MSc programmes of study.
- A 10% discount applies to any participant from one of the RCSI Hospitals Group on any of our full MSc programmes of study.

## **Fee payments: Taught Postgraduate Courses**

On acceptance to a postgraduate programme, new candidates are required to pay €1,000 on receipt of their offer letter, an additional €3,000 before registration and the balance before the start of the second semester. For the second and subsequent years of the course, the first installment must be paid before the beginning of the first semester and the balance before the start of the second semester.

## **All Postgraduates: Late Registration**

Late penalties may apply unless prior arrangements have been made in writing with the Administration Office and in liaison with the relevant Course Director. Any students who have not paid their fees will be considered to have withdrawn from their course, they will be de-registered and their access to RCSI facilities will be blocked.

## **Refund policy**

The RCSI accepts no obligation to refund any fee, or part thereof, in respect of a student who withdraws from a programme. Applications for refunds made on medical grounds should be addressed directly to the Programme Director for your course and will be dealt with on a case-by-case basis.

If a refund is applicable, cheques for refund can only be made payable to the student named on the RCSI account.



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Students are not entitled to any refund once formally registered for a course at RCSI. Booking fees and deposits are non-refundable. A deposit is non-transferable except to another postgraduate course within RCSI in the same academic session where such a transfer has been approved by the relevant Programme Directors.

## **Deferral policy**

The RCSI Institute of Leadership will only consider applications for leave of absence and suspension of fees in the case of illness or other significant personal reasons. The Institute will not consider such applications in the case of candidates whose work is not progressing as originally planned. Please see our deferral policy in the student handbook for further information.

Candidates who are granted a deferral do not receive any refund of fees. The fee amount paid is retained by RCSI and offset against the fee set in the subsequent year in which the candidate recommences his/her course or programme. There is also a charge for students who defer their place on a programme (see fee payment table below).

## **Methods of Payment**

### **Fee payment forms (bank giros)**

Fee payment bank giro forms are posted to all students prior to the due date for payment. Non-receipt of a fee payment form by a student will not be accepted as an excuse for non-payment or late payment of fees. Overseas students may pay by cheque, postal order, bank order or bank transfer. Students who transfer from one location to another during the course of their programme are liable for fees in the location where they commenced the programme assuming the majority of the programme was completed in that location e.g. 6 modules/year 1.

### **International payments directly to RCSI bank account**

Students making payments from outside Ireland may do so by International Bank Transfer to:

#### **RCSI Fees Account Ireland**

Bank of Ireland

39 St Stephens Green

Dublin 2 Ireland IBAN No: IE75 BOFI 9000 8410 044074

Swift Code: BOFI IE 2D

N.B. In order to allocate the payment to the correct student account it is essential that, if assigned, the RCSI student number is included as the reference number.

#### **RCSI Dubai**

Mashraq Bank

Khor Dubai Branch

Royal Collge of Surgeons in Ireland

Account No. 04 94329041

IBAN No AE130330000010494329041

Swift Code: BOMLAEAD



## **RCSI Bahrain**

Royal College of Surgeons in Ireland – MUB  
Ahli United Bank (Manama, Bahrain)  
Account No. 0001-797799-001  
IBAN No. BH32 AUBB 0000-1797-7990-01  
Swift Code: AUBBBHBM

## **Postgraduate auxiliary charges**

### **NUI (National University of Ireland) charges**

Postgraduate students, both full-time and part-time, who are registered for courses of study leading to the award of NUI degrees, including PhDs, or Diplomas/Higher Diplomas are required to pay an annual NUI fee of €45 for the first three years of study.

### **Tax relief on fees**

Full information on tax relief and an application form (Form IT31) are available on the [Revenue Commissioners web page](#). Eligible courses include: postgraduate NUI courses, full-time or part-time, with duration of at least one academic year.

### **Receipts for claim of tax relief**

In order to claim tax relief, students must retain the upper portion of the RCSI bank giro form which has been stamped by the bank at the time of fee payment confirming amount paid.

### **Dissertation extensions**

Applications for dissertation extensions must be accompanied by a supporting letter from the student's supervisor and based on medical grounds. A medical certificate for the relevant period must accompany the application.

Please address your applications to your Programme Director in the first instance. Otherwise, it will be necessary for the student to pay fees and register annually until the thesis has been submitted.

### **EU and non EU rates**

Fee rates for postgraduate students are based on residency not nationality. In order to qualify for EU fees rate, the family of a dependent student (aged under 23) must be resident as taxpayers in an EU member state.

Postgraduate students aged over 23 require evidence of tax liability in an EU member state for three of the five years prior to entering the programme.

A candidate may not defer a place on an RCSI postgraduate course or programme for the purposes of changing their fee status from non-EU to EU.

The contact details for the fees office is:  
 RCSI Postgraduate Fees Office  
 123 St Stephen's Green  
 Dublin 2  
 Ireland  
 Tel: 353-1-402 2338  
 Fax: 353-1-293 0431

## Fee payments table

A range of fees and penalties for postgraduate programmes is outlined in the table below:

Fee Type	Amount Ireland	Notes
EU Fees	€7,955* year 1 €4,455* year 2	*NUI fee of €45 per year payable in addition to this fee.
Non EU Fees	€15,955* year 1 €8,955* year 2	*NUI fee of €45 per year payable in addition to this fee.
Diploma fees	€8,300*	*NUI fee of €45 per year payable in addition to this fee.
Students deferring and returning to complete within the 5 year time frame	€200	
Students deferring and returning outside the 5 year time frame	€300	
Deferral of dissertations from June to August	€300	(only in extenuating circumstances of illness or death of close family member—see deferral policy)
Repeat module	€500	(incl assignment submission or resit of exam)
Repeat assignment/exam only	€200	
Repeat year 2	Full year fees	In line with RCSI policy.

Please note that students returning to complete a deferred year or commence year 2 after a leave of absence are liable for the old rate of fees if this is higher than the new rates which were introduced in 2015.