



Polasaí agus Nósanna Imeachta/Policies and Procedures

Code	QA312
Title	Course Fee Establishment and Administration
Policy Owner	Director Financial Accounts
Date	18 th December 2024
Approved By	Údarás na hOllscoile

1.0 Purpose

To ensure that the establishment, billing, collection, and reporting of programme fees is carried out in an accurate, timely, and efficient manner.

2.0 Description

This policy seeks to ensure that appropriate fee levels are set, billed, collected, and reported, in a manner which addresses the University's overall budgetary situation, and cash flow requirements.

Course Fee Establishment

2.1 Assumptions underpinning the setting of fees:

- (i) Each UMT member will be responsible for oversight of fee setting within their areas of responsibility.
- (ii) The annual fee setting process for each academic year and key dates will be adhered to by all units.
- (iii) Fees make a statement about the quality of the course, and this must be taken into account when setting the price while also remaining competitive with peers.
- (iv) Pro rata increases in Part-time courses should match their Full-time offering or in the event of no equivalent Full-time offering, then should be in line with the overall College increases in both EU and Non-EU fees.
- (v) For any courses longer than 1 year the same fee for all years of the programme should be maintained and the 2nd and subsequent years' fees will not be subject to a further increase other than an approved inflationary increase. This is to ensure fees are known at the outset.
- (vi) Programme and course fee levels shall take into account underlying costs and market conditions and must be established in compliance with relevant legislation set out in 2.5 below.
- (vii) In order to meet prospectus and other published material deadlines, fees must be set at least 12 months in advance of the year to which they will apply.

2.2 Fee levels (e.g. across the board increase/reduction/no change), shall be formally recommended by the University's Finance Resources Committee, to Údarás na hOllscoile as part of the annual fee setting process.

2.3 Individual course/programme fees may be amended from time to time by UMT approval, generally under advice from the offices of the Deputy President & Registrar, Secretary for Governance & Academic Affairs, and the Bursar..



2.4 The University's policy will at all times be implemented in compliance with paragraph 40, Chapter VIII of the Universities Act 1997 which reads as follows: -

S.40 —

(1) A university may determine and charge fees of such amounts for student registration, courses, lectures, examinations, exhibitions or any other event, service or publication held or provided at or by, or produced by, the University.

(2) An tÚdarás may review with the universities the fees charged or proposed to be charged by the universities for student registration and courses, and for lectures and examinations relating to those courses.

(3) Arising from a review under subsection (2), An tÚdarás may, without prejudice to subsection (1) and after consultation with the Minister, advise the universities on the fees which in its opinion should be charged.

(Note: An tÚdarás = An tÚdarás um Ard Oideachas, i.e. HEA)

Administration of Fee Income

2.5 Fee income in the annual Financial Statements shall be reported on an accruals basis in accordance with the stated accounting policies of the relevant accounts.

- (i) Fees income is recognised in the accounts once billed to the student account in line with policy QA307.
- (ii) Where fees are outstanding at the end of the year, a provision for bad debt is created for all debt outstanding against a student themselves and for high-risk funder debt.
- (iii) Where fees are outstanding after 5 years, these are written off. The sanctions relating to those fees still apply however e.g. Progression to further studies or Graduation from the University will not be possible until the debt is repaid in full.
- (iv) Where fees are outstanding and a student is deceased, these are written off.
- (v) Where credit balances remain on a student account after 5 years, these are released to the income statement against bad debt.

3.0 Responsibilities

Name	Responsibility
Director Financial Accounts	Policy Owner
Fees Office	Co-ordination of the Fee Setting Process and Administration of Student Fees (Exceptions include booking deposits, application fees and certain CALPD and Acadamh courses)
UMT members	<ul style="list-style-type: none">Each UMT member will be responsible for oversight of fee setting within their areas of responsibility.The annual fee setting process for each academic year and key dates will be adhered to by all units.

4.0 Related Policies

- **QA306 Fee Refund Policy**
- **QA307 Student Fee Liability and Sanctions for Late or Non-Payment of Fees**

Visit the **P&P Repository** on the **Quality Office website**
for other policies, procedures, regulations and guidelines



APPENDIX 1

Assumptions underpinning Fees for AY 2026 (FY 2026/2027)

- Course Fees are established in line with [QA312 Course Fee Establishment and Administration](#) and [QA050 Curriculum Design and Management Policy](#).
- Each UMT (University Management Team) member will be responsible for the oversight of the Fee Setting within their areas of responsibility.
- Key dates and responsibilities will be adhered to by all Units for the Annual Fee setting process.
- The baseline rate of inflation used for AY 2026 for courses indicated in Table 1 is 1.8%¹. The inflationary uplift is applied to the Tuition fee only. The Tuition fee is rounded to the nearest €50/€100/€250.²
 - The following are excluded:
 - Courses where fees are billed and collected outside of the Fees office.
 - Springboard funded courses, joint programmes with other Universities and certain other specific arrangements.
- Each College should carry out a benchmarking exercise for their PGT (EU & Non-EU) and UG (Non-EU) fees to assess if an increase exceeding inflation is required.
- The University of Galway Fee and the Student Levy will be shown separately.
- Programme and course fee levels must take cognisance of underlying costs and market conditions and must be established in compliance with legislation – See [Note 1](#) below. New courses require the completion of a business case which must include the proposed fee prices (EU, Non-EU, Part time etc.) on a full economic cost basis. **The College is responsible for preparing the business case which will be reviewed by the Bursar's office³**. This will form part of the Course Approval process. New courses and their fees will be approved by the Academic Council Standing Committee.
- Fees make a statement about the quality of the course, and this must be considered when setting the price while also remaining competitive with our peers.
- To meet prospectus and other published material deadlines, Postgraduate fees must be set a minimum of 12 months in advance of the year to which they will apply.
- Pro rata increases should be implemented for Part time courses to match their full time offering. In the event of no equivalent full time offering, then increases should be implemented in line with the overall College increases for both EU and Non-EU fees.
- For any course longer than 1 year commencing in AY26, there will be no further increases other than the inflationary increase of 1.8% per annum. This is to ensure fees are known at the outset.
- The following increases for continuing years were approved as part of the fee setting process in previous years:

¹ As per CPI, 12- month average for February 2025.

² €50 where fee is <=€10,000, €100 where fee is >€10,000, €250 where >€20,000

³ This step is essential prior to review by academic council.



2025/2026 Intake (Year 2 in 2026/2027) = 3.4% Increase

2024/2025 Intake (Year 3 in 2026/2027) = 5% Increase

2023/2024 Intake and Prior = 0% Increase

- **Table 1** below summarises key changes for AY 2026 Fees.

Table 1 – Summary of Proposed increases for AY 2026 Fees

UG/PG	Course Level	EU/Non-EU	ACTION
UG	Bachelor	EU	No Change to existing courses
UG	Bachelor	EU & Non-EU	New courses – based on Business case and Full Economic Costing
UG	Bachelor	Non-EU (excl JYA)	Inflationary increase of 1.8% and specific College assigned increase
UG	No Award	Non-EU (JYA)	Inflationary increase of 1.8%
UG	Cert & Diploma	EU	Inflationary increase of 1.8%
PG	Masters - Taught	EU	Inflationary increase of 1.8%
PG	Masters - Taught	Non-EU	Inflationary increase of 1.8%
PG	Masters - Research	EU	No Change = €5,750 as this is the max funding normally available
PG	Doctorate	EU	No Change = €5,750 as this is the max funding normally available
PG	Higher Diploma	EU	Inflationary increase of 1.8%
PG	Cert/Diploma	EU	Inflationary increase of 1.8%
PG	No Award	EU	Inflationary increase of 1.8%
UG/PG	Repeat Fee	EU & Non-EU	No Change -EU €2,000/Non-EU €5,000
UG/PG	Repeat Exam Fee	EU & Non-EU	€195

Table 1: CSO Inflation Statistics

https://ws.cso.ie/public/api.restful/PxStat.Data.Cube_API.ReadDataset/CPM01/XLSX/2007/en



Statistic Label	TLIST(M1)	Month	C01779V03424	Commodity Group	UNIT	VALUE
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	-	All items	%	1.8
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	01	Food and non-alcoholic beverages	%	2.5
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	02	Alcoholic beverages and tobacco	%	3.7
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	03	Clothing and footwear	%	-4.1
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	04	Housing, water, electricity, gas and other fuels	%	0.3
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	05	Furnishings, household equipment and routine household maintenance	%	-0.8
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	06	Health	%	2.5
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	07	Transport	%	2.4
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	08	Communications	%	1.3
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	09	Recreation and culture	%	2.5
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	10	Education	%	2.3
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	11	Restaurants and hotels	%	3.1
Percentage Change over 12 months for Consumer Price Index	202502	2025 February	12	Miscellaneous goods and services	%	2.5

Note 1:

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(3) Arising from a review under subsection (2), An tÚdarás may, without prejudice to subsection (1) and after consultation with the Minister, advise the universities on the fees which in its opinion should be charged.

Emer Ni Dhomhnaill

Senior Financial Accounting Manager, Fee Income, Bursar's Office.

14th March 2025



APPENDIX 2

New Programme Proposal Form