



# Payment options

## Payment Plan Options

1. **Pay fees in full. 100%**
2. **50% by October 31, 2024, and 50% by January 31, 2025**
  - a. Simply pay the required 50% instalments by October 31, 2024, and January 31, 2025
3. **20% on the day of registration, 10% per month via your standing order - October 20, 2024 to May 20, 2025.** See below payment dates scheduled for 20<sup>th</sup> of each month: To avail of this option, please email [feecollection.galwaymayo@atu.ie](mailto:feecollection.galwaymayo@atu.ie) for further details of how to proceed.

1. October 20th	5. February 20th
2. November 20th	6. March 20th
3. December 20th	7. April 20th
4. January 20th	8. May 20th

\*All fees must be paid before the 31<sup>st</sup> of May 2025

\*Material fees are not included in Payment Plan

4. **Pay via standing order set up for payment on the dates outlined above.**

## Important Information

1. **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 via email to the Fee Collection Office: [feecollection.galwaymayo@atu.ie](mailto:feecollection.galwaymayo@atu.ie)
2. Students who have applied for a **SUSI grant** must enter their grant application number in the box provided when registering online for 2024/2025. They do NOT need to send their SUSI application number to Fee Collection, unless requested to do so. 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.
3. **Material fees are NOT covered by Payment Plans or the SUSI grant and these fees are payable in full by Oct 31, 2024. \*Non/Late payment of your Material fees may result in a Moodle/Exam Results Access Restriction being applied to your record.**
4. Students who have a recognised Sponsor are liable for any unpaid fees should the Sponsor default on payment.
5. Students who wish to leave ATU within the Academic Year must contact their Head of Department to discuss and complete a Withdrawal form. *Please contact your School to arrange this, not Fee Collection.*
6. Students who withdraw from 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. This may affect your future tuition fee liability if you decide to return to college.*
7. Students on short courses with fees of €500 and under must pay 100% of their fees at registration or 2 instalments of 50% fees for that course.
8. International students must pay their fees in full in advance of commencing their course.

## How to pay online

**ONLINE PAYMENTS** - On your personal computer/laptop only - **please do not use a mobile phone to make a payment online.**

- On the ATU website select: Student Hub: <https://www.atu.ie/student-hub>
- Select ATU college, and the pay fees option, enter your ATU student ID and password and follow the instructions to pay fees.
- Select **Pay Now**, select the **Term** you wish to make a payment for and then select the **Pay Now** button and follow the instructions to pay your fees online.

## To print a receipt

1. Go to your student account online – Self Service Banner
2. Select **Fee Receipt**, select the **appropriate Term**.
3. A receipt for the Selected Term will be displayed.  
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**

## ATU Contact Details-Fee Collection Office

ATU Galway - Mayo

[feecollection.galwaymayo@atu.ie](mailto:feecollection.galwaymayo@atu.ie)