

TERMS & CONDITIONS

Accepting/Declining your offer

- Please confirm with your Education Agent if you are accepting/declining your offer or if you have applied directly to DkIT, please log onto the student application portal and accept/decline your offer at <https://dkit.elluciancrmrecruit.com/apply> or otherwise the place may be forfeited.
- All offers are valid until 30th June for programmes starting in September and valid until 30th November for programmes starting in January.
- Please check that you are satisfied with the programme offer issued to you – before you accept it. It's not possible to change the offer place after you accept the offer, as quotas apply on programmes and your study-visa is for a nominated programme .
- Please note that some programmes can be subject to minimum numbers for delivery, outside of the control of the Institute at time of making the offer. In the event that a programme doesn't run we will contact you as soon as possible to identify an alternative suitable programme for you and/or to arrange for a refund of fees.

Minimum Age Requirement

As an International applicant, you must have reached minimum age of 17 in order to be eligible to register on your programme. If the minimum age of 17 has not been reached, you may elect to request a Deferral, with your fees carried forward to the next academic intake, or request a refund of fees (net of non-refundable deposit).

Paying Fees & Refunds

- An Application Fee of €30 (EURO) will be applied to all applications commencing 15th October 2024 for admission in September 2025. The application fee is non-refundable and payable online at time of application.
- Programme tuition fees for first-time registering students are required to be paid in full prior to programme commencement. There is no option to pay fees in instalments for first-time student registrations. Tuition fee payments for **second** and **subsequent** registrations can be done in 2 instalments: 50% in September upon registering and 50% balance by 20th January, prior to Semester 2 commencement.
- As a first-time registering student, once your fees are paid, you will receive a confirmation of fees payment letter from DkIT, which can be used for your visa-application.
- When you have applied to DkIT and been offered a place on a programme as an International applicant, your international fee-status applies for the full duration of the DkIT programme on which you have registered. It is not possible to change your international fee-status once your application has been assessed as an international application and you have accepted your offer of a place on the programme.
- Refund of fees will be applied as per DkIT's international refund policy which is available at <https://www.dkit.ie/international-office/international-students/fees/refund-policy>
- The refund shall be returned directly to the bank account from which the payment was received, via the TransferMate service. In circumstances where this may not be possible, e.g where

payment was made through a money-transfer company, or to the bank account from where the fees were originally paid.

- Payment of tuition fees is via TransferMate Global Payments at the following link: <https://dkit.transfermateeducation.com>
- Useful information on expected cost-of-living in Dundalk is available in our Stepping Into Dundalk Guide at [Stepping Into Dundalk - A Guide for International Students](#)
- It is recommended to factor into your budget-planning the purchase of a high-spec laptop (or desktop) for your studies.

Deferring your Study at DkIT

- If you seek to defer your studies at the Institute to the following academic year and then change your mind and request a refund, please note that the refund will be processed in the academic year deferred to – not before. You can only request to Defer once (to the following academic year). Approval to defer once requires you to have paid your tuition fees in full. It is not possible to apply to defer more than once. If you are seeking to defer more than once, you will need to apply for a Refund and apply again and pay a non-refundable application fee and non-refundable deposit. Please note that revised tuition fee rates may apply, in the event of tuition fee rates having changed, at time of submitting a new application.

Accommodation

- Once a deposit has been paid, our Accommodation Officer will be in touch with you regarding your accommodation options (on/off campus/private/homestay accommodation).
- Useful options on accommodation for International Students is available to view online at [Student Accommodation - A Guide for International Students](#)

Start-Dates

- Once fees have been paid in full, arrival information including start dates etc. will be provided at this time. The Institute's academic calendar is published at the end of June at <https://www.dkit.ie/study/for-students/academic-calendar.html>

Class-Attendance

Please ensure that you keep good class-attendance. Your study-visa requires you to maintain good class-attendance, as per Immigration requirements (Minimum 80% class-attendance over an academic year). The Institute is required to monitor your class-attendance for Immigration and to provide Immigration with your class-attendance record, when you are renewing your IRP card. Poor class-attendance may result in you not having your IRP card renewed by Immigration, or securing of a temporary IRP card only.

Immigration now requires the Institute to notify cases where a student has been expelled, or is not showing up for classes, fails to complete a programme, or has withdrawn from a programme for which he/she was granted a study-visa.

Conditional Offers

- All conditions outlined in your letter of offer must be met, prior to programme commencement, in order to be eligible to register at the Institute. Please email all related documentation to your Agent or if you

have applied directly to DkIT, please upload your information on the online application portal <https://dkit.elluciancrmrecruit.com/apply>

- Please include certified translated copies of documents, if the originals are not in English.
- Once all conditions are met and fees paid, DkIT will issue an Initial Offer Letter and a Confirmation of Fees-Payment Letter.

Updating the Applications Portal

It is important that your agent updates the applications portal on time notifying of your completed payments with payment receipt(s). Where the portal is not updated with payment notification by the deadline set out in the letter-of-offer, there is a risk that your offer may be considered to be no longer valid and may be at risk of being withdrawn.

If you are a Direct Applicant, it is your responsibility to update the portal evidencing confirmation of payment(s) with payment receipt(s).

Visas and Repeating Exams

- If you are repeating exams at DkIT, you will be required – for study-visa compliance - to register to repeat and attend classes. You may be eligible to register for a combination of repeat-attend and repeat-exam-only modules. You cannot register for repeat-exam-only and be resident in the State. For any queries on this, please contact us at international@dkit.ie
- All visa queries should be directed to your Education Agent or to the Irish Embassy in your home country. A list of the Irish Embassies abroad can be found here: <https://www.dfa.ie/embassies/irish-embassies-abroad/>

If you have an Agent, please let them know your visa application number when received. If you have no agent, please login to the application portal, <https://dkit.elluciancrmrecruit.com/apply>, and enter your visa number into the Visa, Accommodation & Travel form provided. DkIT will be providing the Irish Naturalisation and Immigration Service (INIS) with this information in order to assist and speed up visa processing.

Please note that without your information updated (visa-application number and your passport number logged on the portal) the Institute cannot contact INIS to assist with visa-processing.

DkIT Awarding Policy

The DkIT Awarding Policy outlines the procedures for granting academic awards, specifying the types of qualifications conferred, the awarding bodies, and the alignment of programmes with the National Framework of Qualifications (NFQ). It ensures transparency in award classification, credit allocation, and progression pathways, providing students with clear information on their academic achievements and future study or career opportunities. See link to policy at [DkIT Awarding Policy](#)

DkIT Transfer & Progression Policy

The DkIT Transfer and Progression Policy establishes clear procedures for student mobility between programmes, institutions, and qualification levels, ensuring compliance with the National Framework of

Qualifications (NFQ). It defines the criteria for credit recognition, advanced entry, internal transfers, and pathways for further study, enabling students to progress seamlessly within DkIT or to external institutions while maintaining academic integrity and transparency. See link to [Transfer and Progression Policy](#)

PRIVATE MEDICAL INSURANCE PROVIDERS FOR NON-EU INTERNATIONAL STUDENTS

Non-EU students must provide details of their private medical insurance policy in advance of applying for a studyvisa to Ireland. It is important that non-EU students assess private medical insurance options available to them in their home-country and options available in Ireland in advance of their visa-application.

If you are purchasing medical insurance in your home-country, the policy needs to confirm that it will cover you for any medical treatment that may be required when you are resident in Ireland. This is important as the local Immigration Office will require evidence of same when registering with Immigration in Ireland.

All non-EU students are required to present a copy of their private medical insurance on registering with the local immigration office on arrival in Ireland. <http://www.inis.gov.ie/en/inis/pages/Study>

The International Office of Dundalk Institute of Technology has prepared a summary of some health insurance brokers in Ireland who can assist with provision of health insurance for international students in Ireland.

It is the responsibility of international students to purchase their policy in advance of arriving in DkIT.

1. Irish Life (Queries through Arachas Insurance broker at) <https://www.studyandprotect.com/dundalk>
2. VHI (Queries through Halligan Insurance broker) <https://halligan.ie/product/student-visa>. Information on VHI here at [International Student Presentation](#) Please find QR code for VHI here at:



ACCOMMODATION INFORMATION

There is an Accommodation Discount available on selected programmes at DkIT. Details as follows:

1. Students meeting certain criteria will be offered an accommodation discount.

2. Accommodation discounts for new entrants to the Institute are limited to 150 annually.
3. Students who are eligible for the accommodation discount will be provided with €1,400 per academic year – discounted from tuition fees - to find own accommodation. For progression to subsequent years of the programme, the academic discount is subject to successful completion of the previous year of study and subject to compliance with the Institute's Code of Conduct and hall-of- residence regulations.
4. DkIT International Office will work with Setanta-Oriel Hall to prioritise New Year 1 students getting accommodation in the Setanta-Oriel Hall. The Hall is a 5-minute walk from DkIT campus and rooms are on a twin-share basis. Direct payment to Setanta-Oriel bank account must be made by 30th June in order to secure a room. The Management of Setanta-Oriel Hall will email you directly to reconfirm payment deadlines and bank account details.
5. Students who are Post-Year 1 of Bachelor study, will be responsible for finding own accommodation. There will be limited spaces in Setanta-Oriel Hall for post-Year 1 students.
6. Students who wish to retain personal effects, or to remain in halls- of-residence during the Summer will need to arrange privately with the hall-of-residence management and pay associated residency, fees.
7. Where a student enters the DkIT Foundation Programme, the Accommodation Discount will not be available **until** Year 1 of undergraduate study.
8. Applicants with an Irish postal address will not be considered for an accommodation discount at time of application.
9. Payment of accommodation fees (rent, deposit, utilities, etc.) is the responsibility of the student to pay the accommodation provider directly.
10. Signed contracts with the accommodation provider are binding for the full academic year.
11. If changing address, the student is required to notify DkIT International Office by email at international@dkit.ie of full new Irish address (inclusive of eircode) and date of move.
12. Students who withdraw, repeat, change programme, or defer will not be eligible for an accommodation discount for that year. The accommodation discount will be reinstated when the student progresses to the next stage of the programme in the following academic year.
13. Gadget insurance is recommended for expensive, personal items. Enquire at DkIT International Office.