**STUDENT INSTALMENT PLAN**

**2020/21 Academic Year**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **OR**

**IT Sligo Student ID**

**Course Title and Year**

**(Year 1, 2 or3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pay Online After Completion of Online Registration**

(Instructions Overleaf)

The academic year is broken down into 2 Semesters:

Semester 1: September to December 2020

Semester 2: January to May 2021

**Please note: Semester 1 Fees are due on or before 30th of September 2020**

 **Semester 2 Fees are due on or before 31st of January 2021**

|  |  |
| --- | --- |
| **Semester 1 Fees****(1/2 of the yearly course fee)****(Less €250 Booking Fee)** | **Semester 2 Fees****(2nd payment of the yearly course fee)** |
| **Date of Payment and Amount** | **Date of Payment and Amount** |
|  |  |

**By signing this contract, I understand that:**

1. I am responsible for paying the amounts above by the due dates listed.
2. If the first instalment is not paid to IT Sligo by 30th September 2020 then:

**a**) My access to IT Services including access to Moodle and to Library facilities may be withdrawn

**b**) There will be a hold on my account and I will be unable to obtain my examination results.

1. If full payment is not received by 31st January 2021, my registration status **will be recorded as “Withdrawn from IT Sligo”**

**Please note you will not receive a reminder to pay your instalment on the dates indicated, the onus is on the Student to pay the instalment on the dates indicated on this form.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return completed and signed form to:** **odlforms@itsligo.ie**

**HOW TO PAY INSTALMENT:**

|  |  |
| --- | --- |
| How to register online:  | Go to <https://ssb.ancheim.ie/its/> |
|  | Select **Enter Secure Area** |
|  | Login using your User ID and Pin  |
|  | Select **Student Services & Financial Aid** |
|  | Select **Pay Outstanding Fees** |
|  | Select the **Pay** button |
|  | Enter the **amount** you wish to pay and proceed |
|  |  |
| Forgot/Lost Pin: | Go to <http://itsligo.ie/getmypin/> |

Registration help is at <http://itsligo.ie/files/2012/06/How-to-Register-Online.pdf>