**STUDENT INSTALMENT PLAN – 2 Instalments**

**2022/23 (January Commencement)**

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

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

**OR**

**IT Sligo Student ID**

**Course Title and Year**

**(Year 1, 2 or 3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Pay Online After Completion of Online Registration**

Semester 2: January to May 2023

**Please Note Payment Deadlines:**

**(1st instalment before 28th February/2nd instalment before 14th of April)**

|  |
| --- |
| **Fee Payment**  **(Less €250 Booking Fee)** |
| **Date of Payment and Amount** |
| **1.** |
| **2.** |

**By signing this form, 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 ATU Sligo by 28th February 2023 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**a**) My access to IT Services including access to Moodle and to Library facilities may be withdrawn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.

**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.sligo@atu.ie**](mailto:odlforms.sligo@atu.ie)

**HOW TO PAY INSTALMENT:**

|  |  |
| --- | --- |
|  | Go to <https://ssb.itsligo.ie/StudentSelfService/> |
|  | Select Account Details by Term  Select Term and hit Pay Now  Once the Term has been selected you can amend the amount in the fees box  More detailed instructions are available [here](https://www.itsligo.ie/wp-content/uploads/2022/12/User-Guide_Paying-Fees_ATU-Sligo.pdf). |
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