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**a**) My access to IT Services including access to Moodle and to Library facilities may be withdrawn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

**HOW TO PAY INSTALMENT:**

|  |  |
| --- | --- |
|  | Go to <https://ssb.itsligo.ie/StudentSelfService/> |
|  | Select Account Details by TermSelect Term and hit Pay NowOnce the Term has been selected you can amend the amount in the fees boxMore 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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