

## ADMINISTRATIVE CHARGES

	Charge	
Transcripts/ <i>Europass</i> Diploma Supplement	€15	
Printing of Certificates for Awards <sup>1</sup>	€10	
Reprint of Certificates	€10	
Revision of paper	€30	
Resit of Module Assessments (the first resit within an academic year is free)	€40 per module	
Repetition of Teaching Practice Placement	€150	
Recognition of Prior Learning (Formal) for modules completed with the Institute for Education	€15 administrative charge per module	
Recognition of Prior Learning (Formal) for modules completed with third party educational institutions	€10 per ECTS	
Recognition of Prior Learning (Informal/Non-formal)	€25 per ECTS	
Reprint of IfE Student Discount Card	€10	
Late applications	€15	
Books returned late to the library	€1 per book per day	
Corporate fee for accredited courses	€300 per ECTS for a class of 20 participants	
Corporate fee for non-accredited courses	€23 per hour for a maximum 20 participants	
Venue Charges - These charges will be waived for entities within the education sector.	<b>Room</b>	Conference Room C1 & C2
	<b>Capacity</b>	120 people
	<b>Price Per Hour</b>	€30
	<b>Price Per Day (8hrs)</b>	€200
	<b>Room(s)</b>	Lecture Rooms R5; R6; R7; R10; R11,R12
	<b>Capacity</b>	22 people
	<b>Price Per Hour</b>	€10
	<b>Price Per Day (8hrs)</b>	€50
	<b>Room(s)</b>	Breakout Rooms R27; R28; R29; R30
	<b>Capacity</b>	18 people
<b>Price Per Hour</b>	€10	
<b>Price Per Day (8hrs)</b>	€50	

<sup>1</sup> This administrative charge is not applicable for the following awards; SLIEN, IN, EN, MIE, TWS, FFL, ACE.