

## **Fees FAQ**

### ***How do I pay my 2016 fees?***

The Early Years Inspectorate Information Team only accepts payment by our electronic format. Your service will receive a unique WorldPay Link. This link has been automatically generated specifically for your service only. On receiving your Worldpay Link, follow the link which will allow you to securely enter your Debit or Credit Card details and pay the fees related to your service.

### ***I have more than one service, do I need different links?***

Yes, each link is individual to the service and must be used each time. Please do not use one link repeatedly as the system will not recognise multiple payments.

### ***Why is my link not working?***

To ensure access to your payment, please copy and paste the link into your browser as opposed to clicking on it.

### ***I have no access to Credit or Debit Card, what should I do?***

Where such limitations occur, this department suggests that you purchase a prepaid card such as a 3Money Card, or Swirl Card which offers electronic payment options without alteration to existing banking arrangements. Below are links to the aforementioned options.

<http://www.three.ie/money/>

<http://www.swirlcard.com/>

### ***Will Tusla accept cheques, bank transfers or cash payments?***

Under no circumstance will Tusla accept payments via cheque, bank transfer or cash. Any attempt to pay by these circumstances will be monitored by The Early Years Inspectorate Fees Team and money or cheques will be returned promptly to service providers.

***What fees will I have to pay?***

As per Schedule 1 of the Regulations, each service will be charged in accordance to the most prominent type specified. For example; if your service operates as a Full Day and runs a Sessional program, your annual fee will be €80. See below for fee amounts.

**SCHEDULE 1**  
**Application Fees**

1)	(2) Class of Service	(3) Annual fee
1.	Full day care service	€80
2.	Part-time day care service	€80
3.	Sessional pre-school service	€40
4.	Pre-school service in a drop-in centre	€80
5.	Temporary pre-school service	€80
6.	Childminding service	€40
7.	Overnight pre-school service	€80

***I have not paid my 2015 fees, what will happen to my service?***

This department is aware that some services are yet to pay their 2015 fees. These services have been noted by The Early Years Inspectorate Fees Team and their fee contribution from 2015 will be included in their 2016 WorldPay Link. For example, if you run a Full Day Service and failed to pay the 2015 fees, then this year your fee amount will be €160.

***I was previously exempt from paying fees; do I have to pay them this year?***

In addition and as result of changes in the 2016 Regulations, the previous exemption that applied to the waiver of fees for charities and community services is no longer available. Services that previously availed of these exemptions must now pay the required fee corresponding to their type of service.

***What regulations relate to the collection of fees?***

Under Part VII of The Child Care Act 1991 and in accordance with Part II Regulation 5 (4) of the Child Care Act 1991 (Early Years Services) Regulations 2016 an Annual Fee is payable by a preschool service towards the cost of inspection. This was previously payable to the HSE until 2013 and is now payable to Tusla starting in 2015.

***What happens if I do not pay my fees?***

According to the regulations, the payment of fees is compulsory and failure to pay fees may adversely affect registration status of the service if unpaid. All incidents of non-payment following reasonable attempts to contact the service will be referred to the Tusla National Registration Panel.

***I paid using the 2015 WorldPay link for my 2016 fees, what should I do?***

Services that attempted to pay their fees using the 2015 link have been noted by the department and their payment has been logged. This payment will be accepted and will be documented as paid for 2016.

***I have not received my WorldPay Link for fee collection yet, what happens next?***

All services must be vigilant with their emails. There have been some services getting The Early Years Inspectorate Information Emails sent to their Junk or Spam Folder. If this occurs add The Early Years Team as a contact. If you have not received any email from this department, please contact us immediately as there may be an issue with the email we have recorded.

***I keep running into issues with Verified By Visa/ Mastercard Securecode/ Card Security system, can I contact you for help?***

This is not a prompt from Tusla and we do not have access to this information. Any issues with the security prompts for your debit or credit card will need to be brought to the attention of your financial institution or Credit Card Company. This includes forgetting your password, being locked out of your account, and/or being unable to register for the service.

***I am a temporary preschool service, how do I pay my 2016 Fees?***

Temporary Service fees are paid through the online application system upon registration of the service.

***Can I pay my 2017 Fee now?***

No. Tusla is currently only collecting the 2016 Annual Fee. We are unable to facilitate collection of the 2017 Annual Fee at this time

**An Ghníomhaireacht um Leanaí agus an Teaghlach/ Child and Family Agency**

Urláir 2-5, Foirgneamh Brunel, An Ceantar Theas, Baile Átha Cliath 8  
Floors 2-5, Brunel Building, Heuston South Quarter, Dublin 8

t +353 (01)771 8500 f +353 (01) 771 8610 / [info@tusla.ie](mailto:info@tusla.ie)  
**www.tusla.ie**