



# Course Fees Payment and Refund Policy

## 1. Policy

Templemore College of Further Education wishes to have a fair system in place for the collection and refunding of student fees.

The policy will detail how payments are made to the College and how refunds are made.

This policy applies to all students who are offered a course at Templemore College of Further Education.

## 2. Fees

There are no tuition fees payable to the College by EU nationals. However, students are liable for Registration Fees, Materials Fees, and Examination Fees. In addition, a student is liable for a PLC Government Fee of €200. This is a government fee imposed on all PLC courses since the 2010 Budget.

Non-EU Nationals who do not meet the exemption requirements are liable for a full tuition fee of €3,653 as per instruction of the Department of Education and Skills. Templemore College's Registration Fee, Materials Fees, and Exam Fees are also payable. The tuition fee is non-refundable. A non-EU national is not liable for the PLC Government Fee of €200.

A typical fee is broken down as follows:

- Registration Fee €195
- PLC Government Fee € 200
- Materials Fee will vary according to the course
- QQI Exam Fee € 50.

Exam fees may be different if students are doing programmes accredited by other awarding bodies such as City and Guilds, CIBTAC, CIDESCO, etc.

Students should also take account of extra costs such as textbooks, uniforms, and field trips, which may be incurred.

### **3. Payment**

The total fee for a course will normally be paid before a student is registered on a course. Partial payments are not normally accepted however, if partial payments are accepted, all College related fees, in particular the student activities fees, shall be paid first.

Only one of the following methods of payment will be accepted – Debit/Credit Card, Bank Draft or Postal Order made payable to Templemore College. Cash will be accepted only in exceptional circumstances.

We encourage students to pay online at [www.tcfе.ie](http://www.tcfе.ie) using their login ID and Password.

### **4. Exemptions**

The QQI Exam Fee and the PLC Government Fee may be exempted when relevant documentation is presented at registration.

#### **4.1 Templemore College Fee Exemption**

If students have a medical card, SUSI Grant, BTE Allowance, is a VTOS Student, or a Non EU citizen, they will be exempt from paying the following:

- PLC Government Fee      € 200.

Medical card students will also be exempt from the following:

- QQI Fee                      € 50.

Exemptions based on SUSI Grant must be requested within 30 days of the date of confirmation of grant approval.

### **5. Refunds**

If a student wishes to apply for a refund, a Fee Refund Request Form must be completed with copies of relevant documents attached (see Fees Refund Request Form below) and returned to the College Administration Office.

Each Fee Refund Request may take two weeks to process.

#### **5.1 Refunds of Non-Card Payments**

These refund requests will not be processed until October 1<sup>st</sup>.

#### **5.2 Online Payment Refunds**

Online payment refunds (payment by Credit/Debit Card) will be made back to Credit/Debit card used to pay the fee.

## **6. Instances that will give rise to a refund**

The following instances will give rise to a refund:

- The QQI fees are refundable if a student has a current full Medical Card in their own name.

The PLC Government fees are refundable to a student who:

- Has a full medical card in their own right
- Is eligible under the student grant scheme
- Is in receipt of the Back to Education Allowance (BTEA) or
- Is participating in the Vocational training Opportunities Scheme (VTOS) allowance.
  
- A student, who is registered but does not take up a course, may be entitled to a full refund of all fees less €50 administration fee once a completed Fee Refund Request form is received by September 1<sup>st</sup>
  
- Students who begin a course and subsequently leaves this course are not entitled to a refund of the PLC Government Fee.

## **7. Remaining Registration Fees and Materials Fees**

Where students leave the programme within 4 weeks of course commencement they will be entitled to a refund of 75% of their registration fees. If they leave after October mid-term break they are not entitled to any refund of registration fees.

## **8. Claiming a Refund**

The responsibility is on the student to produce evidence that he/she is entitled to a refund such as:

- Copy of Receipt
- Copy of Full Medical Card
- Copy of Letter of Grant Approval
- Evidence of BTEA allowance
- VTOS registered student.

The Fee Refund Request Form must be completed and signed, and supported by relevant documentation and returned to the College Administration Office.

Exam Fees will only be refunded provided that the student has not been registered for examinations and all other fees have been paid in full.

All requests for refunds must be made in writing and addressed to the Administration Office, Templemore College of Further Education, Richmond, Templemore, Co. Tipperary. Please be aware that students are only entitled to a refund of the QQI and PLC fee if they hold a full medical card in their own name.

## 9. FEE REFUND REQUEST FORM

### Student Details

Student Name	
Address	
Programme Name	
Reason for Refund	
Method of Payment	
Amount of Refund Claimed	

Student Signature: \_\_\_\_\_

- All refund requests must be accompanied by appropriate documentation (please refer to Templemore College Course Fee Payment and Refund Policy)
- Refunds will be processed in October of each year
- Templemore College will charge a €50 Administration Fee for Refund Processing Costs
- The Student Registration Fee of €35 is a non-refundable payment
- The PLC Government Fee is non-refundable after September 30<sup>th</sup> of each year 2019 (unless Medical Card Exemption is applicable).

### 10. Office Use Only

Amount \_\_\_\_\_

Refund recorded on MIT

Recommended by: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Dr Noel Colleran – Principal)

Date: \_\_\_\_\_