



Code: QA306  
Title: **Fee Refund Policy**  
Date: 12<sup>th</sup> November 2013  
Approval: UMT

## 1.0 Purpose

This policy outlines where the University may issue a fee refund.

## 2.0 Description

Application fee and course deposits paid are non-refundable.

No fee refund can be made to a student if the student owes fees to the University. Refunds may only be made in the following circumstances:

- (i) When an amount in excess of the total fee due has been paid.
- (ii) When a student has made a payment and subsequently transfers to another third level institution as a result of a higher CAO offer.
- (iii) When a student formally withdraws from the University and this results in a credit balance on their account.
- (iv) When the University receives the full fee payment, from a granting authority or a sponsor, on behalf of a student who has already paid their fees in full.
- (v) International students who have paid some or all of their fees to the University but are subsequently unsuccessful in their visa application will be refunded the amount they have paid, less an administrative fee within 60 days of formal withdrawal, on provision of appropriate evidence of visa refusal.

## 3.0 Related Policies

- Student Fee Liability and Sanctions for Late or Non-Payment
- New Entrants to First Year Fulltime Undergraduate Degree Programme Transfer Scheme

## 4.0 Responsibilities

Name	Responsibility
<b>Policy Owner</b>	Director of Financial Accounting
<b>Fees Office</b>	To ensure that fee refunds are only issued in compliance with this policy.
<b>Students</b>	To provide any required information to support the claim for a refund.

## 5.0 Attachments

**Appendix 1** Schedule of Administration Fees processed by the Fees office

## **Appendix 1**

### **Category of Administration Fee processed by the Fees office**

#### **Refunds**

International students who have paid some or all of their fees to the University but are subsequently unsuccessful in their visa application will be charged an administration fee of €190 in order to process their fee refund.

#### **Late payment penalty**

Where student fees and/or student levy payments are not made (and where proof of funding is not provided) within the timelines outlined the following sanctions apply :

(A) 31/10/xx - Late Payment fine of €200

(B) 31/01/xx - Additional late payment fine of €200

#### **Exam fee**

Students who have to attend the repeat examinations in Autumn, or who are repeating any form of assessment/assignment/coursework are liable to pay the repeat examination fee of €295.