

Document Information

1. Document Details

Title:	Fee Refund Policy
Author(s):	Senior Financial Accountant
Version No:	3.1
Status:	Final

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Aug 2022	Agreed Combined Fee Refund Policy	No
2	26/09/2022	Amendments requested by Finance Committee	No
3	19/07/2023	Update to categories, dates, clarification on levies, accommodation, international students and remove of apprentice fees section	Yes
4	05/10/2023	Changes recommended by GB. Inserted par 10 and renumbered other pars.	Yes
5			

3. Relevant Existing/Related Documents

Existing Policies in CIT & ITT

4. Consultation History

This document has been prepared in consultation with the following bodies:

Fees Offices in Cork & Kerry

5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Finance Committee	18/09/2023	Recommend to GB for Approval
Governing Body	05/10/2023	Approval of Governing Body

Fee Refund Policy

1. Applicability of Policy

The policy applies to all fees in respect of academic programmes provided by the university paid by or on behalf of students of the university.

2. Purpose

The purpose of the policy is to set out clearly the conditions on which refunds of such fees may be made, the amount, the applicable dates, any deduction made from the refund and the process by which withdrawals from programmes are officially recorded.

- Full-time and Part-time Programmes - Standard Refund Policy (excluding Springboard & HCI)
- Full-time and Part-time Springboard & HCI funded programmes.
- International Students (Non-EU)
- Autumn Repeat Fees & Deferrals

3. Approval and Modification of the Fee Refund Policy

Any modification to the Fee Refund Policy shall require the approval of the Governing Body.

4. Official Withdrawal

Students who are considering leaving their course at any stage during the year should discuss the matter fully with their Head of Department, Course Co-Ordinator or any member of the academic or Student services staff. Where a student decides to leave MTU they must officially notify the University as follows:

Cork Campuses: Students must complete the [Online Withdrawal Form](#) or email the admissions office directly. Cork Admissions Office AdmissionsCork@mtu.ie

Kerry Campuses: Students should contact the Admissions office directly.
E-mail: AdmissionsKerry@mtu.ie

Students must notify the University before the deadline dates above in order to be eligible for a refund.

Irish & EU Full-time & Part-time Students (excluding Springboard & HCI programmes)

5. Refunds on Withdrawal from a Programme

Students will be liable for 10% of their full semester fees where they withdraw before 31st October (Semester 1) and 28th February (Semester 2). Students will be liable for 100% of their if they withdraw on or after March 1st each year. Full details are included in the table below:

Withdrawal Date	Refund
Withdrawal before Start of Semester 1	Full Refund
Withdrawal on or before 31st October	90% Refund of Semester 1 Fees
Withdrawal on or after 1 st November	No refund of Semester 1 Fees
Withdrawal Before Start of Semester 2	Full Refund of Semester 2 Fees
Withdrawal on or before 28th February	90% Refund of Semester 2 Fees
Withdrawal on or after March 1st	No Refund

Withdrawal Date	Additional Fees: USI Levy (€7) / Kerry Campus Levy (€95)
Withdrawal on or before 31 st October	Full Refund
Withdrawal after 31st October	No Refund

Part-time courses with modules delivered in May/June – August)

Withdrawal Before Start of Program	Full Refund of Fees
Withdrawal on or before 30th June	90% Refund of Fees
Withdrawal on or after July 1st	No Refund

6. Exceptions

The following students will be reimbursed in full if they withdraw before October 31st

- Students who have been awarded a SUSI grant.
- Students awaiting SUSI grant approval (Copy of SUSI Tracker required)
- Students funded by a 3rd party incl. Employers, Student Assistance Fund (SAF) or a Charity.

7. Students transferring to other Educational Institution

For any CAO applicants, fees paid are refunded or transferred where a student subsequently takes up an offer from another Higher Education Institution or takes up an Apprenticeship or re-attends second level in the same academic year. No administrative charges apply. In such cases, the student must submit a letter from the other Institution confirming their enrolment.

8. Extenuating Circumstances

If there are extenuating circumstances, requests for refunds of fees will be reviewed by the Office of the Registrar on an individual basis.

Requests must be submitted in writing along with any supporting documentation to the Registrar's office on your campus:

Cork Campuses: RegistrarCork@mtu.ie

Kerry Campuses: RegistrarofficeKerry@mtu.ie

9. Programmes that do not Proceed

A full refund will be given to all applicants for courses which do not proceed.

10. Changes to Externally Set Fees

Where changes to nationally set fees, (e.g. Student Contribution) after fees have been billed, then any refunds due will be automatically processed, without the need to apply for refunds.

Springboard & HCI Full-time & Part-time Students

11. Contribution to Fees

Successful Springboard applicants currently in employment are required to pay a 10% contribution towards their programme.

12. Payment

The 10% fee applies to level 7, 8 and 9 courses only and must be paid in full when accepting your place on the Programme.

13. Refunds

Students should note that the 10% contribution is non-refundable except where students pay the online application fee to accept an offer, they then have 14 days (from the acceptance date) in which to withdraw and claim a full refund provided the programme has not commenced.

14. Programmes that do not Proceed

A full refund will be given to all applicants for programmes which do not proceed.

International (Non-EU) Students

14. Non-EU fee paying students.

Students liable for non-EU tuition fees will be subject to the refund policy as outlined above subject to the following additional conditions.

15. Deposit on Acceptance

To accept a Conditional or Full Offer students must pay the required **non-refundable deposit** to secure their place on their chosen programme. Details of the deposit amount will be included in the applicants offer letter.

16. Exceptions to Refund of Deposit

Deposits will be refunded should a visa application be refused or where applicants fail to meet the conditions of their offer. Evidence must be submitted for a refund to be issued.

17. Balance of Tuition Fees

For new entrants, the non-refundable deposit will be deducted from the overall tuition fees due for the year. The remaining balance is the total from which the % applicable refund will be determined.

18. Accommodation Included Bundle Fee Refund Opt-out of Accommodation - only applies to Kerry Campus MTU students where tuition and accommodation fees were bundled on initial entry prior to an up to September 2023) Please contact internationalkerry@mtu.ie

Students who notify the Kerry campus international office in writing prior to August 1st, that they do not wish to avail of the designated accommodation can seek an accommodation refund. The Kerry international office will advise students earlier in the summer as to the refund amounts available for the coming year. This only applies to students who entered in and up to and including September 2022 who had accommodation.

Refunds for those who withdraw after August 1st & prior to November 30th will have up to 1 full semester of accommodation costs deducted from their refund based on the charge applied by the accommodation provider following notice to withdraw and departure date from the accommodation in question being received and processed.

Refunds for those who withdraw after November 30th will be subject to a deduction for the accommodation costs for the Autumn semester combined with the portion of accommodation costs based on the charge applied by the accommodation provider following notice to withdraw and departure date from the accommodation in question being received and processed.

Autumn Repeat Fees

18. Autumn Repeat Exam Fees

To enroll for the Autumn repeat exams students must register online and pay the fee before a specified date. Where students register after this date additional fees will apply.

19. Repeat Exam Fee Refunds

The fees for the Autumn repeat exams are Non-Refundable.

Programme & Module Deferrals

20. Where students defer their programme before the start of a semester any fees paid will be transferred to the next academic year unless a refund is specifically requested.

Where Students defer before 31st October (Semester 1) or 28th February (Semester 2) any fees paid will be transferred to the next academic year.

In all cases where students defer and request a refund the standard refund policy will apply.