

Dundalk Institute of Technology International Refund Policy

In line with the *'Provision of Education to International Students: Code and Practice and Guidelines for Irish Higher Education Institutions'*, Dundalk Institute of Technology applies the following payment and refund policy:

1. Payment

International students should be informed in advance of arrival that in accordance with visa requirements they:

Will be required to pay 100% of their annual programme fee before departure from their country of origin when commencing their first programme in the HEI;

Will be required to pay tuition fees annually in advance of continuing their study in a programme;

May not be able to re-register, receive transcript of results, graduate, or renew their student visa, in the event that tuition fees have not been paid in full;

Will be required to pay a non-refundable deposit of €500 to the Institute when making an application. The deposit may be refunded in exceptional cases, i.e where a student has applied for one programme only and demonstrates that he/she not achieved the requisite Institute admission requirements for entry to that programme.

Will be required to apply in writing to Dundalk Institute of Technology International Office, in the event of seeking to pay tuition fees late. Requests will be referred to the Institute Registrar;

Will only be granted time extensions to pay tuition fees in exceptional circumstances, when one, or more of the following conditions apply:

- Evidence of medical illness, preventing fee-payment in respect of the specified period;
- Evidence of unforeseen circumstances preventing fee-payment during the specified period.

2. Refund of Tuition Fees

Refunds will be reimbursed in Euro. Tuition fees are required to be paid in Euro. It is the responsibility of the Agent (or Applicant, where there is no Agent) to request a refund of tuition fees. Refund requests must be in respect of fees paid for the current academic year of a programme. Requests in respect of retrospective academic years cannot be considered. Students seeking a refund of tuition fees must complete a typed Refund-Request Form provided by DkIT International Office, detailing contact details, nominated bank account details, and a reason for the request.

2.1 FULL-FEES REFUND

- Where the applicant has been refused a study-visa for Ireland and where an appeal against the decision, if sought, has failed, a full refund of tuition fees will be given, on submission of supporting documentation and evidence of a visa-refusal letter from the respective Embassy/Consulate.
- Where an offer of a place is withdrawn, or the HEI is unable to provide the programme, all tuition fees paid will be fully refunded.
- Where an offer was made on the basis of incorrect, or incomplete information being supplied by the applicant, the HEI reserves the right to retain up to 50% per cent of the tuition fee.
- An applicant, who fails to meet programme entry/progression rules and accordingly is not permitted to register, will be eligible for a refund of fees, if paid in advance of notification of exclusion.
- A notice of withdrawal, due to exceptional circumstances may be accepted as grounds for either a full-, or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the refund-application. Exceptional circumstances will be considered by the Institute on a case-by-case basis.

Exceptional circumstances may include:

- Inability of an applicant to obtain a study-visa;
- Recent illness, or disability;
- Failure to satisfactorily meet English language requirements, having supplied documentary evidence that the language proficiency met, or surpassed the entry criteria for admission to the chosen programme, and subsequently having failed a HEI test;
- Death of the student, or a close family member (parent, sibling, spouse, or child; this would not normally include a grand-parent);
- Collapse of promised financial support, or sponsorship of the student.

2.2 PARTIAL-FEES-REFUND

The guidelines for partial refunds apply equally to new and continuing students and are based predominantly on standard academic-year programmes.

Refunds will be reimbursed in Euro. Tuition fees are required to be paid in Euro. It is the responsibility of the Agent (or Applicant, where there is no Agent) to request a refund of tuition fees. Refund requests must be in respect of fees paid for the current academic year of a programme. Requests in respect of retrospective academic years cannot be considered. Students seeking a refund of tuition fees must complete a typed Refund-Request Form provided by DkIT International Office, detailing contact details, nominated bank account details, and a reason for the request.

Where a student, having paid tuition fees in full in respect of a programme, gives a minimum of 4 weeks-notice in writing in advance of the programme-start date of an inability to undertake the programme, the Institute will refund 50% of the tuition fees received, provided that the student presents evidence of cancellation of study-visa as provided by the relevant Irish Embassy/Consulate. (*International Welcome Days mark programme-start*).

Where a student, having paid tuition fees in full in respect of a programme, gives less than 4 weeks -notice in writing in advance of the programme-start date of an inability to undertake the programme, the Institute will refund up to 50% of the tuition fees received, provided that the student presents evidence of cancellation of study-visa as provided by the relevant Irish Embassy/Consulate. (*International Welcome Days mark programme-start*).

3. Withdrawals

(i)

Where a student withdraws from a programme within the first 3 weeks of a programme, the Institute will refund 50% of the tuition fees received, provided that the student returns to his/her home-country and presents his/her passport to the nearest Irish Embassy/Consulate for the purpose of the cancellation of his/her study-visa and provides evidence of cancellation to Dundalk Institute of Technology International Office. (*International Welcome Days mark programme-start*).

(ii)

Where a student withdraws from a programme within the first 6 weeks of a programme, the Institute will refund 30% of the tuition fees received, provided that the student returns to his/her home-country and presents his/her passport to the nearest Irish Embassy/Consulate for the purpose of the cancellation of his/her study-visa and provides evidence of cancellation to Dundalk Institute of Technology International Office. (*International Welcome Days mark programme-start*).

(iii) Conditions determining Zero Refunds

- A student who withdraws from a programme - for whatever reason - in Week 6, (or later) of the programme start-date, will not be eligible for a tuition-fee refund; (*International Welcome Days mark programme-start*).
- A student, whose study-visa is cancelled, will not be eligible for a refund, unless there are extenuating circumstances;

- Where an offer of a programme was made on the basis of documents, which subsequently proved to be fraudulent, or misleading, the Institute reserves the right to retain the full tuition fees received;
- A student whose entitlement to attend a programme is terminated, due to academic misconduct, or anti-social behaviour Dundalk Institute of Technology, will not be eligible for a tuition-fee refund;
- A student, who is in breach of government regulations governing his/her student status in Ireland, will not be eligible for a refund;
- A student, who is convicted of a criminal offence in the jurisdiction of the Republic of Ireland, will not be eligible for a refund of fees.

4. Overpayments

Where a student - for whatever reason - makes an overpayment of tuition-fees by up to €200, the Institute will retain that overpayment on the student's account to be credited against the following academic year's tuition fees.

Where a student has overpaid tuition fees by more than €200, and/or is not progressing at the Institute in the following academic year, the overpayment will be refunded, further to completion of a refund-request form to the International Office before 31st August of the current academic year.

5. Deposits

Where an applicant selects to pay a deposit on a programme, the deposit is non-refundable.

6. Accommodation Refund

A student in receipt of an Accommodation Scholarship, who wishes to secure his/her own accommodation and has given advance notice in writing to Dundalk Institute of Technology International Office, is eligible for an accommodation refund. The application for the refund must be in respect of the current academic year and must be made prior to 31st May of the current academic year.