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Course Fee Payment and Refund Policy

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Policy Area	Communications
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Monitored	Annually
Responsibility	Senior Management

Policy

LCFE (Limerick College of Further Education) wishes to have a fair and equitable system in place for the collection and refunding of learner course fees.

Purpose

The purpose of this policy is to outline to the public, applicants, learners and staff in an unambiguous and clear way the policy of LCFE on the payment of fees and the refunding of fees.

LCFE wants to ensure that everyone is treated fairly and equally.

This policy should be read in conjunction with the College's Admission Policy and the Equality and Diversity Policy.

Scope

This policy applies to all applicants who are offered a full-time course at LCFE.

Fees

There are no tuition fees payable to the College by EU nationals. However, learners are liable for Registration Fee, Materials Fee and Examination fees. In addition, a learner 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. The LCFE College Registration Fee, Materials Fee 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	250
PLC Government Fee	200
Materials Fee*	50
QQI Exam Fee**	<u>50</u>
TOTAL	<u>550</u>

*Some courses charge additional materials fees where the cost of the materials used for that course are relatively high.

**Some courses may have additional examination fees if they are being accredited by bodies other than QQI (e.g. City and Guilds, CIBTAC, IPU etc.).

Learners should budget for extra costs for example: textbooks, registration with professional bodies, media consumables, uniforms and/or field trips which may be incurred.

Payment

The **total fee** for a course must be paid **before** an applicant is registered on a course. **We do not accept partial payment of fees.** No mixed payments will be accepted. (Only one of the following – Debit/Credit Card, Bank Draft or Postal Order made payable to LCETB). **For Security Reasons CASH will not be accepted.**

We encourage successful applicants to pay online at www.lcfe.ie using their login ID and Password.

Payment by Third Party (e.g. Paul Partnership, Social Welfare, LES, VTOS)

In this case the third party organisation must pay for the applicant **before** he/she can be registered on the course.

LCFE reserves the right not to sign attendance forms (BTEA, Social Welfare, Third Party or Student Card Request Forms) and to withhold Results and/or Certification until all fees are paid in full.

Exemptions

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

LCFE Fee Exemption Table:

The following exemptions apply:

	Medical Card	Grant	BTEA	VTOS	Non EU
Registration Fee					
PLC Government Fee	200	200	200	200	200
QQI Fee	50				
Materials Fee					
Total	250	200	200	200	200

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

Refunds

If a learner wishes to apply for a refund a **Fee Refund Request Form** must be completed with copies of relevant documents attached and returned to the College Admissions Office.

Each Fee Refund Request will take at least two weeks to process.

Refunds of Non-Card Payments

These refund requests will not be processed until October 1st.

Online Payment Refunds

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

The following instances will give rise to a refund:

- The **QQI fee** is refundable if an applicant has a **current full Medical Card in their own name** and submits it before 1st November.
- The **PLC Government Fee** is only refundable to the following category of applicant:
 - full medical card holders in their own right
 - those who are eligible under the student grant scheme
 - in receipt of the Back to Education Allowance (BTEA) or Vocational training Opportunities Scheme (VTOS) allowance.
- **A learner, 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 **30th September**.
- If a learner begins a course and subsequently leaves this course, he/she is not entitled to a refund of the PLC Government Fee and the sliding scale below will be applied to the remaining fees paid less the cost of any uniforms, kits, courses etc. that have been given to the learner as a requirement for the course:

<u>Remaining Registration Fee and Materials Fee:</u>	<u>Refund</u>
Within 2 weeks of course commencement	90% of Fee paid
Within 4 weeks of course commencement	80% of Fee paid
Within 6 weeks of course commencement	70% of Fee paid
From 1 st November	0% of Fee paid

Claiming a Refund

The onus is on the applicant to produce evidence that he/she is entitled to a refund:

Fee	Evidence Required	Final Date for Refund
Registration/Materials	Copy of Receipt	30 th September
PLC Government Fee	Evidence of BTEA allowance	30 th September
	VTOS registered student	30 th September
	Copy of Letter of Grant Approval	1 st November
	Copy of Full Medical Card	1 st November
QQI Exam Fee	Copy of Full Medical Card	1 st November

The **Fee Refund Request Form** must be completed and signed and supported by relevant documentation and returned to the College Admissions Office by the above due dates.

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

Please Note: If you terminate your course place early, you are required to return your Student ID Card in order to receive your refund. The Student ID Card is the property of the College and refunds will not be issued under any circumstances without returning your card.

All requests for refunds must be made in writing and addressed to the Admissions Office, LCFE, Mulgrave Street, Limerick.

Please be aware learners are only entitled to a refund of the QQI and PLC fee if they hold a full medical card in their own name. The cut off point for a medical card refund is the 1st November.

FEE REFUND REQUEST FORM

Part 1 – Applicant Details

Applicant Name	
Address:	
Learner ID No.:	
Course Name:	
Reason for Refund:	
Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Postal Order <input type="checkbox"/> Bank Draft <input type="checkbox"/>
Amount of Refund Claimed:	
Refund Category (please tick)	<input type="checkbox"/> PLC Fee <input type="checkbox"/> College Fee <input type="checkbox"/> Exam Fee <input type="checkbox"/> Materials Fee

Applicant's Signature: _____

- All refund requests must be accompanied by appropriate documentation (please refer to LCFE Course Fee Payment and Refund Policy)
- Refund Request must be made before 30th September 2021
- Refunds will be processed in October 2021
- LCFE will charge a €50 Administration Fee for Refund Processing Costs
- The Application Administration Fee of €20 is a non-refundable payment
- The PLC Government Fee is non-refundable after 30th September 2021 (unless Medical Card Exemption is applicable).

Part 2 – Office Use Only

Date Received	Cost Location	Programme		GL Code			
				1130	1140	1151	1180
	112	S0130	A4200				
Amount							

Refund recorded on MIT

Recommended by: _____

Date: _____

Approved by: _____

Date: _____

(P. Maunsell – Principal)