

Policy Title:

**Waterford CFE Policy on  
Payment of Fees and  
Refunds.**

### ***Purpose***

The purpose of this policy is to outline Waterford CFEs policy of on the payment of fees and the refunding of fees. It is important from the College's perspective that everyone is treated in a fair and equally manner.

This policy is aligned with our Equality and Diversity Policy.

### ***Fees***

There are no tuition fees payable to the College by EU nationals. However, learners are liable for student services charge, examination fees, materials fee and a PLC Contribution Fee of €200 (this is a government fee imposed on all PLC courses in 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 and the College Student services charge and Exam Fees. The tuition fee is non-refundable.

A typical fee broken down may be as follows:

	€
Student services charge	220
PLC Contribution Fee	200
Materials Fee*	50
FETAC Exam Fee**	<u>50</u>
<b>TOTAL</b>	<b><u>520</u></b>

\*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 FETAC (eg City and Guilds, CIDESCO, DES etc).

### ***Payment***

The **total fee** for a course must be paid **before** an applicant is accepted on a course. **We do not accept partial payment of fees**, and no mixed payments methods will be accepted. (Only one of the following - Cheque, Bank Draft, Postal Order or Credit Card).

### ***Payment by Third Party (eg FAS, 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.

### ***Exemptions***

The **FETAC exam fee** and the **PLC Contribution fee** may be exempted if relevant documentation is presented at registration.

The following exemptions apply:

	<b>Medical Card</b>	<b>Grant</b>	<b>BTEA</b>	<b>VTOS</b>
<b>Student Services Charge</b>				
<b>PLC Contribution Fee</b>	X	X	X	X
<b>FETAC Fee</b>	X			
<b>Materials Fee</b>				
<b>Non EU*</b>				

### ***Refunds***

**Refunds will not commence until the first week of October each year.**

If a learner wishes to apply for a refund a “**Fee Refund Request Form**” (see **Appendix 1**) must be completed with copies of relevant documents attached and returned to College.

The following instances will give rise to a refund:

- The **FETAC fee** is refundable if an applicant has a **current full Medical Card**.
- The **PLC Contribution Fee** is refundable to any of the following category of applicant:

- full medical card holders in their own right
  - those who are eligible under the student grant scheme
  - those in receipt of the Back to Education Allowance (BTEA) or Vocational training Opportunities Scheme (VTOS) allowance.
- A learner, who is registered but does not begin a course, may be entitled to a refund of his/her student services charge less €50 administration fee. He/she may also be refunded the FETAC fee and/or PLC Contribution Fee.
  - If a learner begins a course and then leaves, he/she is not entitled to any refund.

***Claiming a Refund***

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

<b>Fee</b>	<b>Evidence Required</b>
Student services charge /Materials	Copy of Receipt
PLC Contribution Fee	Copy of Full Medical Card Copy of Letter of Grant Approval Evidence of BTEA allowance VTOS registered student
FETAC Exam Fee	Copy of Full Medical Card

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