



Institiúid Bhreisoideachais  
na Carraige Duibhe

Blackrock Further  
Education Institute

## Policy Document

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### Fee Payment and Refund Policy

Policy Area
Fees and Refunds
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3
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Annually

## **Fee Payment and Refund Policy**

### **1 Purpose**

The purpose of this document is to outline Blackrock Further Education Institute's (BFEI) policy on the payment and refund of fees for full time courses. BFEI wishes to have a fair and equitable system in place for the collection and refunding of fees.

### **2 Categories of Fees**

There are no tuition fees payable by EU Nationals. However, applicants are required to pay an application fee, a student services charge, a PLC government levy and exam fees. In addition, applicants applying to courses in the Beauty/Holistic/Make Up Department are required to pay a product fee.

Non EU nationals who do not meet the exemption requirements are required to pay a tuition fee, determined by the Department of Education and Skills, in addition to other fees.

### **3 Payment Methods**

Payment must be made by euro bank draft, cheque or postal order made payable to DDLETB (Dublin and Dun Laoghaire Education and Training Board) unless otherwise advised. Applicants are required to write their name and course on the back of the draft, cheque or postal order. Payment can also be made by laser, visa debit or credit card. Mixed payments and cash payments will not be accepted.

### **4 Payment by Third Parties (e.g. Fás, Social Welfare)**

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

### **5 Fee Schedule**

- **Application Fee**

Payment must be accompanied by a fully completed application form. Partial payment of this fee will not be accepted. No exemptions apply. Each applicant must pay this fee in full.

- **Student Services Charge**

This fee is payable upon course acceptance for students in the Beauty/Holistic/Make Up Therapy Department and on or before registration (late August/early September) for all other students.

- **PLC Government Levy**

This fee is payable on or before registration (late August/early September).

- **Exam Fees**

Exam fees are payable on or before registration (late August/early September).

- **Product Fees**

Applicants registering for courses in the Beauty/Holistic/Make Up Department are required to pay product fees on or before registration (late August/early September).

## 6 Exemptions

The following exemptions apply:

Category of Fee	Medical Card	PLC Maintenance Grant	Back to Education Allowance (BTEA)	Vocational Training Opportunities Scheme (VTOS)
Student Services Charge				√
PLC Government Levy	√	√	√	√
QQI/FETAC Exam Fees	√			√
Non QQI/FETAC Exam Fees				√
Product Fee				√

Exemptions will be applied when applicants provide appropriate documentary evidence of their exempt status.

- Exemption from the PLC Government Levy will only be applied to applicants who produce a current medical card at course commencement or no later than 30 September.
- Exemption from QQI/FETAC exam fees will be applied to those who provide a current medical card at or before fee collection time.
- Exemptions based on maintenance grants must be requested within 30 days of the date of confirmation of grant approval.

## 7 Refunds

- **Application Fee**

The application fee is only refunded if a place is not offered to an applicant. The application fee will not be refunded where a student starts a course and subsequently leaves.

- **PLC Government Levy**

The PLC Government Levy is non-refundable.

- **Student Services Charge and Product Fees**

The student services charge and product fee will be refunded in full prior to course commencement. Once courses commence, the following sliding scale will be applied to refunds from a student who leaves a course.

<b>Student Services Charge and Product Fees</b>	<b>Refund</b>
Within 2 weeks of course commencement	90% of fee
Within 4 weeks of course commencement	80% of fee
Within 7 weeks of course commencement	70% of fee
From 1 November	0% of fee

- **Exam Fees**

Exam fees will be refunded in full provided that the student has not been registered for exams.

**Claiming a Refund**

An applicant wishing to request a refund must complete a student fee refund request form, sign it, and return it to the Admission Office with proof of fee payment.

Refunds for payments made by bank draft, postal order and online will be processed on request.

Refunds for payments made by cheque will be processed on request subject to confirmation that the cheque has cleared.

Payments made by cheque, draft and postal order will be refunded by cheque. Payments made by laser, visa debit or credit card will be refunded back to the card.

Payments made by third parties will be refunded to the third party.

The onus is on the student to produce evidence that s/he is entitled to a refund as outlined in the table below:

<b>Fee</b>	<b>Evidence Required</b>
Student Services Charge	Copy of Receipt Copy of letter confirming acceptance on VTOS
PLC Government Levy	Copy of Medical Card Copy of letter confirming grant approval Copy of letter confirming Back to Education Allowance (BTEA) Copy of letter confirming acceptance on VTOS

<b>Fee</b>	<b>Evidence Required</b>
QQI/FETAC Exam Fees	Copy of Medical Card Copy of letter confirming acceptance on VTOS
Non QQI/FETAC Exam Fees	Copy of letter confirming acceptance on VTOS
Product Fee	Copy of Receipt Copy of letter confirming acceptance on VTOS