Pre-commencement Cancellations Refund Policy1



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| **Payments**  **Key:**  **Not Refunded Refunded** | **Pre-arrival Confirmation fees** | | | | **Pre-arrival Tuition fee deposit** | | **Due before start of programme** |
| **Non-refundable administration fee** | | **Security deposit** | |
| €235 | | €1,000 | | €6,000 | | Balance of 1st and 2nd terms fees |
| **In all cases within 14 (fourteen) days of accepting an offer** | | | | | | | |
| Student cancellation within 14 day cooling off period, no reason required |  | |  | |  | |  |
| **For students who have not been issued a student visa** | | | | | | | |
| Cancellation due to student failing to meet entry requirements | | | | | | | |
| It has not been possible to offer an acceptable alternative study plan |  | |  | |  | |  |
| Rejection by Study Group | | | | | | | |
| Fraud or submission of falsified paperwork |  |  | |  | |  | |
| Cancellation where student meets entry requirements, but chooses not to study | | | | | | | |
| More than 8 weeks prior to start date |  | |  | |  | |  |
| Within 8 weeks of course start date  (for exceptional circumstances see below) |  | |  | |  | |  |
| **For students who have been issued a student visa or enrolled** | | | | | | | |
| Student cancellation with no exceptional circumstances |  | |  | |  | |  |
| Exceptional circumstances e.g. illness, bereavement (documentation will need to be sent to Admissions for final decision) |  | |  | |  | |  |
| Visa Rejection due to… | | | | | | | |
| Student Error |  | |  | |  | |  |
| Standard visa refusal (Student did not meet visa  entry requirements) |  | |  | |  | |  |
| Fraud or submission of falsified paperwork |  | |  | |  | | **x** |
| Agent error |  | |  | |  | |  |
| Visa / immigration service error (administrative appeal documentation must sent to Admissions for final decision) |  | |  | |  | |  |
| Study Group error |  | |  | |  | |  |

Notes:

(1) If you defer your initial offer of a place after the 14-day cooling off period has expired (ie more than 14 days after accepting the offer) you will NOT be able to cancel your deferred place at a later date to take advantage of a full refund

(2) The unused portion of any Study Care Insurance Plus payments will be fully refunded upon cancellation

(2) Students in receipt of a scholarship (by way of a 20%/40% discount to tuition fees) shall be refunded any eligible amounts less the relevant pro-rated discount applied to such fees

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| **Document Version Control** | | | |
| **Document owner** | | Paul Simpson, In House Counsel | |
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| **Version** | **Date Approved** | **Updated By** | **Details** |
| 1 | 2 February 2023 | Paul Simpson | New document created to include circumstances pre-visa issuance where application rejected owing to fraud or submission of falsified documents |

1 This policy does NOT apply to students who commence their academic studies online