



## **PLC FEE PAYMENT & REFUND POLICY**

### **POLICIES AND PROCEDURES**

**2017 – 2018**

#### **Introduction**

This document outlines Coláiste Mhuire Co-Ed's approach to the collection of course fees. It clearly sets out the ways in which fees are collected and the responsibilities of the learners to the process.

#### **Policy**

Coláiste Mhuire Co-Ed is committed to implementing a fair, equitable and transparent system for the collection and refunding of course fees.

#### **Purpose**

The purpose of this policy is to outline to potential applicants, learners and staff in an unambiguous clear way the procedures that Coláiste Mhuire Co-Ed adopts in relation to the collection and refunding of course fees.

#### **Scope**

This policy applies to all applicants who apply for full-time courses at Coláiste Mhuire Co-Ed

#### **Fees**

There are no tuition fees payable to the College by EU nationals. However, learners are liable for student services, examination fees and a PLC Government Levy of €200. This is a government Levy imposed on all PLC courses in the 2010 Budget.

A typical course fee is broken down as follows (explanation of fees below)

PLC Government Levy €200 Payable on registration

Student Services Fee €150 Payable on registration

Examination Fee QQI €90 Payable on registration

Non Refundable Deposit:€10 Administration fee for each application.

Student Services Fee: The Student Services Fee supplements funding provided by the Department of Education and Skills. Items such as photocopying, telephone, travel expenses, web texting and postal expenses on behalf of the learner are included along with specialist course equipment.

PLC Government Levy: All learners must pay the PLC Government Levy unless they are exempt.

Examination fee: Fees charged by the examining body to validate the learner award. (for example: QQI )

All students are given photocopying credit as part of their student services fee but additional credit can be purchased through the school office.

Fees Schedule: A full schedule of course fees for 2017/2018 is available @ [www.cmco.ie](http://www.cmco.ie)

### **Applicants Responsibility**

It is the applicant's responsibility to;

Ensure that they read and understand this fee refund policy and procedures document.

Pay all fees due within the specified timeframe.

Ensure that they keep all receipts and documentation as evidence in the case of a dispute.

Engage with Coláiste Mhuire Co-Ed when they are experiencing difficulties in relation to paying fees.

### **Payment**

The total fee for a course must be paid before the applicant is fully enrolled on a course.

Coláiste Mhuire Co-Ed reserves the right not to sign attendance forms (BTEA, social welfare, third party or student card request forms) until all fees are paid.

Coláiste Mhuire Co-Ed does not accept cash. The following payment options are available, cheque, bank draft, postal order or debit/credit card.

Applicants are encouraged to pay online at [www.cmco.ie](http://www.cmco.ie)

Payment by Third Parties (E.G. FÁS, Social Welfare)

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

If an invoice is required, the third party organisation is requested to contact the college to arrange for an invoice. It can take up to 10 days to produce this invoice.

### **Fee Exemptions**

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

The following other exemptions apply:

	<b>Medical Card</b>	<b>Grant</b>	<b>BTEA</b>	<b>VTOS</b>	<b>Non EU</b>
Student Services Fee	-	-	-	-	-
PLC Government Fee	Exempt	Exempt	Exempt	Exempt	Exempt
QQI Exam	Exempt			Exempt	

### **International Applicants**

The College welcomes applications from qualified international applicants. International (non-EU) students must comply with Irish immigration requirements and must present an Immigration Certificate of Registration / GNIB Card in order to register.

As the College is not listed on the Internationalisation Register, applications can only be considered from applicants who are holders of a Stamp 4. (Please note the only exceptions to this are those students covered by DES Circular 0048/2015).

For further details, please contact the College office.

### **Refunds**

If a learner wishes to apply for a refund, they must do so via email to [colaistemhuire@gmail.com](mailto:colaistemhuire@gmail.com)

A €50 administration fee applies to all refunds. (The college may seek supporting documentation where appropriate).

Refund requests will take two weeks to process.

Online payments made by credit/debit card will be refunded to credit/debit card used to pay the original fee.

Each request for refund will be treated on an individual basis.

### **Example of Refunds**

The PLC Government Levy is refundable to any of the following categories of applicant, provided the evidence is received prior to the 30th September.

☑ Full medical card holders in their own right.

☑ Those who are eligible under the Students Grant Scheme.

☑ Those in receipt of the Back to Education Allowance (BTEA) or Vocational Training

Opportunities Scheme (VTOS) allowance.

If an applicant leaves a course after 30th September they are not entitled to any refund of the PLC Government Levy.

If an applicant leaves a course prior to 30th September they can request a refund by email to coláistemhuire@gmail.com.

### **Claiming a Refund**

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

The following evidence is required when claiming a refund.

<b>Fee</b>	<b>Evidence Required</b>	<b>Final Date for Refund</b>
Student Services Fee & Examination Fee	Copy of Receipt	31 <sup>st</sup> of October
PLC Government Levy	Copy of Full Medical Card Copy of Letter of Grant Approval Evidence of BTEA allowance	30 <sup>th</sup> of September