

St. Angela's College Sligo Ltd.

FINANCIAL POLICY & PROCEDURES MANUAL

REFUND POLICY

Version: V1 **Replaces:** N/A

Approved by: Board of Directors **Date:** 02/02/2011

The following are the Guidelines followed by the College for Refunds:

Under-Graduate

Students who de-register during the academic year

- 1 Students who do not attend the College at all and have paid Registration and / or Tuition fees (Un-registered)
- 2 Students who attend the College but **leave before 31st October** and have paid Registration and/or Tuition fees
- 3 Students who attend the Institute but **leave between 31st Oct and 31st Jan** and have paid Registration and/or Tuition fees
- 4 Students who attend the Institute but **leave after 31st Jan** and have paid Registration and/or Tuition fees
- 5 Non- EU Students who attend the Institute but **leave before 31st October** and have paid Registration and/or Tuition fees
- 6 Non-EU Students who attend the Institute but **leave between 31st Oct and 31st Jan** and have paid Registration and/or Tuition fees
- 7 Non-EU Students who attend the Institute but **leave after 31st Jan** and have paid Registration and/or Tuition fees

Guideline

Refund both

Refund both minus €100 of Tuition Fees retained as an admin fee

Refund 50% of both

Retain total fees

Refund 100% of both minus €1000 admin fee

Refund 50% of both

Retain total fees

Post-Graduate

- | | | |
|---|---|--|
| 1 | All Deposits paid are non-refundable | |
| 2 | Students who do not attend the College at all and have paid total fees | Refund both - deposits are non-refundable |
| 3 | Students who attend the College but leave within the first month of the course starting | Refund 50% of fees |
| 4 | Students who attend the Institute but leave after the first month of the course starting | Retain all fees paid |

Students who receive a deferral during the academic year

- 1 If a student defers his / her place and has paid Registration and / or Tuition fees
- 2 In some cases a student may be sponsored by a local authority / DOE, and their fees will have been paid to the Institute. If the student defers, the Local Authority / DOE must be refunded. If the student then returns in a subsequent year, the fees can then be reclaimed from the appropriate authority.

Guideline

All fees are held until the following year and can be used to offset future fees depending on the circumstances of the deferral

Processing Refunds

Any refund will be processed in line with the monthly cheque runs provided instruction is received from the Registrars Office in a timely manner.

Exceptions

The College reserves to right to make exceptions on a case-by-case basis - this can be due to differing personal circumstances (eg. Serious illness etc.)

**Board of Directors
2nd Feb 2011**