



Sligo College
of Further Education

FEE PAYMENT & REFUND POLICY

POLICIES AND PROCEDURES

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Introduction

This document outlines SligoCFE'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

Sligo CFE 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 Sligo CFE 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 Sligo CFE.

Fees

There are no tuition fees payable to the College by EU nationals. However, learners are liable for student services, examination fees and some courses have extra material costs.

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

Student Services Fee	€200	Payable on registration
Deposit	€50	Payable on registration
Examination Fee QQI	€50	Payable on registration

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.

Examination fee: Fees charged by the examining body to validate the learner award.
(for example: QQI / City & Guilds or other examining bodies)

Fees Schedule: A full schedule of course fees is available at www.sligocfe.ie/courses_fees

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 SligoCFE 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.

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

SligoCFE 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.sligocef.ie

Payment by Third Parties (E.G. Solás, 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** may be exempted when relevant documentation is presented at registration.

The following other exemptions apply:

	Medical Card	Grant	BTEA	VTOS	Non EU
Student Services Fee	-	-	-	-	-
Deposit	-	-	-	-	-
QQI Exam Fee	Exempt			Exempt	

International Applicants

This 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 and Labour Market Access permission Letter, where appropriate.

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 sligocfe@msletb.ie.

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.

If an applicant leaves a course prior to 30th September, they can request a refund by email to sligocfe@msletb.ie.

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.

Fee	Evidence Required	Final Date for Refund
Student Services Fee & Examination Fee	Copy of Receipt	7 th October