



Griffith College

Global Engagement Office Policy

Policy Number	GEO – 11.24–01
Policy Name	EU Abroad Tuition Fee Refund Policy

Purpose

This policy outlines the refund policy for all abroad EU learners enrolling with Griffith College.

Scope

This policy applies to all EU applicants applying to Griffith College from outside of Ireland applying to study; learners studying on an academic programme at Levels 5, 6, 7, 8, and 9; English language learners; and learners taking a semester or year abroad with Griffith College across all of its campuses.

Responsibilities

Global Engagement Office and the Student Fees Office

- Ensure applicants have access to the College's tuition fee refund policies before making any payment to the College.

Policy

1. All payments to Griffith College include a deposit of €1,000; this deposit is only refundable under the circumstance outlined below:
 - a. Where an applicant receives a conditional offer and cannot satisfy its conditions
2. In the event of an applicant requesting a refund for reasons unrelated to satisfying the conditions of their conditional offer, Griffith College will provide a tuition fee refund, less an administration fee of €150 and excluding the €1,000 non-refundable deposit, under the following circumstances:
 - a. Refund request 12 or more weeks before the course commencement
100% of total fee
 - b. Refund request between 8 and 11 weeks before the course commencement
80% of total fee
 - c. Refund request between 4 and 7 weeks before the course commencement
60% of total fee
 - d. Refund request from 3 weeks before the start of a semester to end of Week 2 of a semester
50% of total fee



Griffith College

Global Engagement Office Policy

To assist in understanding the refund process, the following formula is used:

Total Fee Paid minus non-refundable deposit * percentage of refund due minus administration fee = refund amount.

Example 1

If an applicant makes a payment of €8,415 and requests a refund more than 12 weeks before the start of their programme, the refund is calculated as follows:

$$€8,415 - €1,000 = \mathbf{€7,415}$$

$$€7,415 * 100\% = \mathbf{€7,415}$$

$$€7,415 - €150 = \mathbf{€7,265}$$

Total Refund Amount is €7,265

Example 2

If an applicant makes a payment of €8,415 and requests a refund 5 weeks before the start of their programme, the refund is calculated as follows:

$$€8,415 - €1,000 = \mathbf{€7,415}$$

$$€7,415 * 60\% = \mathbf{€4,449}$$

$$€4,449 - €150 = \mathbf{€4,299}$$

Total Refund Amount is €4,299

3. Refund requests after Week 2 of the learners' first semester of study will not be entertained. If a learner requests to withdraw after Week 2 of a semester, irrespective of the circumstances, refund requests will not be considered, and learners may be permitted to request a deferral to the next academic semester. Please note that additional charges may be due for the next semester, i.e., the Academic Administration Fee.
4. If a learner is withdrawn from a programme in line with the College's Quality Assurance Procedures, no tuition fee refund (full or partial) will be due.