



Griffith College

Global Engagement Office Policy

Policy Number	GEO – 11.24–01
Policy Name	Non-EU Tuition Fee Refund Policy

Purpose

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

Scope

This policy applies to all non-EU applicants 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. If the Department of Justice refuses a Study Visa application while an applicant is overseas, Griffith College will refund all fees paid, less an administration fee of €150.
 - a. Where a Learner has been issued a Study Visa to study at Griffith College, has travelled to Ireland, registered with the College and then left Ireland without making the necessary re-entry visa arrangements, no refund will be due if a subsequent Study Visa application is refused.
 - b. Where a visa application is withdrawn by a Visa Office due to an application timing out, a full refund is due, less an administration fee of €150.
2. All payments to Griffith College include a deposit of €1,000; this deposit is only refundable under the circumstances outlined below:
 - a. Where an applicant receives a conditional offer and cannot satisfy its conditions
 - b. In the event of a Study Visa refusal
3. In the event of an applicant requesting a refund for reasons unrelated to visa/immigration issues, 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 €15,850 and requests a refund more than 12 weeks before the start of their programme, the refund is calculated as follows:

$$€15,850 - €1,000 = \mathbf{€14,850}$$

$$€14,850 * 100\% = \mathbf{€14,850}$$

$$€14,850 - €150 = \mathbf{€14,700}$$

Total Refund Amount is €14,700

Example 2

If an applicant makes a payment of €15,850 and requests a refund 5 weeks before the start of their programme, the refund is calculated as follows:

$$€15,850 - €1,000 = \mathbf{€14,850}$$

$$€14,850 * 60\% = \mathbf{€8,910}$$

$$€8,910 - €150 = \mathbf{€8,760}$$

Total Refund Amount is €8,760

4. 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 and the International Student Support Fee.
5. Where an applicant is seeking a refund and recently applied for an Irish Study Visa, they must demonstrate that they have withdrawn their application to receive the refund payment and the refund deadlines at point 3 above would apply.
6. Where an applicant is seeking a refund and recently received an Irish Study Visa or arrived in Ireland with the support of Griffith College, the applicant must return to their home country and demonstrate they have no active study visa supported by Griffith College to receive the refund payment. The refund deadlines at point 3 above would apply.
7. Where an applicant already resident in Ireland applies to Griffith College and subsequently has their application to renew their Immigration Permission to Remain in the State – Stamp 2 refused by the Irish immigration authorities, the refund conditions at point 3 apply.
8. Where a learner is required to undertake pre-sessional study with Griffith College and has secured a Study Visa as part of a learning pathway, and has paid / part-paid fees in respect of the degree portion of the pathway along with the pre-sessional fees, herein referred to as the “Total Fee”, the refund deadlines at point 3 above apply to the commencement date of the pre-sessional programme of study. If a learner withdraws after Week 2 of pre-sessional study, no refund will be made in respect of the Total Fee.



Griffith College

Global Engagement Office Policy

9. 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.