



DÚN LAOGHAIRE FURTHER EDUCATION INSTITUTE
Institiuid Breisoideachais Dhún Laoghaire
PROGRAMME FEE PAYMENT AND REFUND POLICY



B1.4

POLICIES AND PROCEDURES
2017 – 2018

Version History

Version	Date	Revision Description	Originator
1	Jan 2011	New document. Approved by BOM and staff through consultation	P/DP
2	Jan 2012	Updated as a result of Consultation with stakeholders, learners, staff and BOM	P/DP
3	Nov 2013	Updated as a result of Consultation with stakeholders, learners, staff and BOM. Consultation completed on 26 th November 2013	P/DP
4	Jan 2015	Updated as a result of Consultation with stakeholders, learners, staff and BOM. Consultation completed on 16 th January 2015	P/DP
5	Nov 2015	Updated as a result of Consultation with Administration Staff, Assistant Principals and BOM	P/DP

Essential changes in this version from previous version:

Nov 2013	Proofreading updates Clarification that FE Colleges are exempt from the Draft Admissions Bill, October 2013
Jan 2015	Proofreading updates Removal of QQI and reliance on QQI
Nov 2015	Proofreading updates More detailed explanation of fees



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(1) Introduction

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

1.1: Policy

DFEi is committed to implementing a fair, equitable and transparent system for the collection and refunding of course fees.

1.2: Purpose

The purpose of this policy is to outline to potential applicants, learners and staff in a clear way the procedures that DFEi adopts in relation to the collection and refunding of course fees.

1.3: Scope

This policy applies to all applicants who apply for full-time courses at DFEi. DFEi may be subject to elements of the Admission Bill 2016 but awaiting confirmation in relation to Fees and RPL.

(2) FEES

There are no tuition fees payable to DFEi by EU nationals. However, learners are liable for student services, examination fees and a PLC Government Levy of €200.

Non-EU Nationals who do not meet the exemption requirements are liable for a full tuition fee of €3,653 as per instruction of the Department of Education and Skills (DES). All other fees including the non-refundable deposit, student services fees and examination fees are also payable. A Non-EU national is not liable for the PLC Government Levy. (Refer to the Admissions Policy and Procedures at www.dfei.ie for additional information on Non-EU Nationals). DFEi is not responsible for changes in the above fee as this is set by the DES.

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

Non Refundable Acceptance Fee	€40	Payable on acceptance
PLC Government Levy	€200	Payable on registration
Student Services Fee	€200	Payable on registration
Examination Fee QQI	€50	Payable on registration
Training Fees	€90	Payable on registration

Non Refundable Acceptance Fee: Non-Refundable Administration fee for each application.

Student Services Fee: The Student Services Fee (typically €200) supplements funding provided by the DES/SOLAS. Items such as photocopying, ID card, equipment, software licenses etc., library facilities, telephone, web texting and postal expenses on behalf of the learner. In some course the Student Service Fee is higher to include specialist equipment.

PLC Government Levy: All learners must pay the PLC Government Levy unless they are exempt. This is an annual levy and learners on PLC courses of more than one year's duration must pay this levy for each year of that course. Details of exemptions for payment of this levy to learners, is shown in the table below.

	Medical Card	Grant	BTEA	VTOS	Non EU
Non Refundable Acceptance Fee				Exempt	
Student Services Fee				Exempt	
PLC Government Fee	Exempt	Exempt	Exempt	Exempt	Exempt
QQI Fee	Exempt			Exempt	

Examination fee: Fees charged by the examining body to validate the learner award.
(for example: QQI, ECDL, HND or other examining bodies)

Training Fees: Training fees are payable on certain courses, such as manual handling, first aid, or SOLAS Safe Pass etc. Refer to each course page for details.

Fees Schedule: A full schedule of course fees for 2017/2018 is available at www.dfei.ie.

Additional Fees: Learners should budget for extra costs for example textbooks, registration with professional bodies, media consumables and field trips etc, which may be incurred.

(3) APPLICANTS RESPONSIBILITY

It is the applicant's responsibility to

- 3.1: Ensure that they read and understand this Programme Fee Payment and Refund Policy and Procedures document.
- 3.2: Pay all fees due within the specified timeframe.
- 3.3: Ensure that they keep all receipts and documentation as evidence in the case of a dispute.
- 3.4: Engage with DFEi if they are experiencing difficulties in relation to paying fees.

(4) PAYMENT

- 4.1: The **total fee** for a course must be paid before the applicant is fully enrolled on a course.
- 4.2: DFEi reserves the right not to sign attendance forms (BTEA, social welfare, third party or student card request forms) until all fees are paid.
- 4.3: DFEi does **not accept cash**. The following payment options are available, cheque, bank draft, postal order or debit/credit card. **(postal orders, brank draft and cheques must be made payable to DDLETB).**
- 4.4: Applicants are encouraged to **pay online** at www.dfei.ie.

(5) PAYMENT BY THIRD PARTY (E.G. SOLAS, DSP)

- 5.1: In this case the third party organisation must pay for the applicant **before** he/she can be registered on the course.
- 5.2: If an invoice is required, the third party organisation is requested to contact DFEi to arrange for an invoice. It can take up to 10 days to produce this invoice.

(6) FEE EXEMPTIONS

- 6.1: The **QQI Exam Fee** and the **PLC Government Levy** may be exempted when relevant documentation is presented at registration. (Full in date medical card, evidence of BTEA Allowance and Student Grant Award).

- 6.2: The following other exemptions apply:

	Medical Card	Grant	BTEA	VTOS	Non EU
Non Refundable Acceptance Fee				Exempt	
Student Services Fee				Exempt	
PLC Government Fee	Exempt	Exempt	Exempt	Exempt	Exempt
QQI Fee	Exempt			Exempt	

(7) REFUNDS

- 7.1: If a learner wishes to apply for a refund, a **Fee Refund Request Form** must be completed with copies of relevant documents (see 9 below) attached and returned to DFEi.
- 7.2: Refund requests will take two weeks to process.
- 7.3: Online payments made by credit/debit card will be refunded to credit/debit card used to pay the original fee.
- 7.4: Each request for refund will be treated on an individual basis.

(8) EXAMPLES OF REFUNDS

- 8.1: The **QQI fee** is refundable if an applicant has a **current full medical card**. This must be submitted on or before the 31st January prior to QQI registration.
- 8.2: 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
 - 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
- 8.3: If an applicant leaves a course after 30th September they are not entitled to any refund of the PLC Government Levy.

- 8.4: If an applicant leaves a course prior to 30th September they can request a refund by completing the fee refund form which is available as a separate document under the Admissions Section on www.dfei.ie.
- 8.5: If an applicant applies for and subsequently receives a VTOS place then they can claim a refund of fees by completing the fee refund form which is available as a separate document under the Admission Section on www.dfei.ie.

(9) CLAIMING A REFUND

- 9.1: The onus is on the applicant to produce evidence that he/she is entitled to a refund.
- 9.2: The following evidence is required when claiming a refund.

Fee	Evidence Required	Final Date for Refund
Student Services Fee	Copy of Receipt	1 st November
PLC Government Levy	Copy of Full Medical Card Copy of Letter of Grant Approval Evidence of BTEA allowance	30 th September
QQI Exam Fee	Copy of Full Medical Card	31 st January

- 9.3: The Fee Refund Request Form must be completed, signed and supported by relevant documentation and returned to DFEi by the due date.
- 9.4: The following sliding scale will be applied to requests for refunds from an applicant who leaves a course.

Students Services Fee:

- Within 2 weeks of course commencement 90% of Student Services Fee
- Within 4 weeks of course commencement 80% of Students Services Fee
- Within 7 weeks of course commencement 70% of Students Services Fee (up to 1st November)
- From 1st November of each academic year 0% refund

Examination/Training Fee(s):

- All examination/training fees will be refunded provided that they have not been paid on behalf of the applicant to the relevant Examining Body.

(10) DEPARTMENT OF SOCIAL PROTECTION FRAUD CONTROLS

- 10.1: Applicants are reminded that Institutes of Education are required to provide details of enrolments to the Department of Social Protection (DSP).
- 10.2: Applicants should note that they are not entitled to receive a Social Welfare payment while attending a full-time course of study unless they have received prior approval from the DSP under the terms of the scheme.

- 10.3: It is the DSP's policy to consider for prosecution **ALL** cases of fraud and abuse of the Social Welfare system.
- 10.4: All information is treated as confidential and is subject to the provisions of Data Protection and the Freedom of Information Act's.