

Fees & Refund Policy

1. Purpose

The purpose of this document is to outline Kerry College of Further Education policy on the payment and refund of fees for full time courses. Kerry College of Further Education wishes to have a fair and equitable system in place for the collection and refunding of fees.

2. Categories of Fees

There is no tuition fees payable by EU Nationals. However, applicants are required to pay

1. An application fee,
2. A student registration charge,
3. A student services charge,
4. PLC government levy and exam fees.
5. In addition, students are required to pay materials fees which will cover the cost of essential materials, workshops, guest speakers etc if applicable, that may be needed for certain courses.

Non EU nationals who do not meet the exemption requirements are required to pay an additional tuition fee, determined by the Department of Education and Skills, in addition to other fees.

3. Payment Methods

Payment can also be made by:-

1. Visa debit or credit card via the online application system.
2. Payment must be made by euro bank draft,
3. Cheque or postal order

Cheque or postal order must be made payable to Kerry Education & Training Board unless otherwise advised.

Mixed payments will not be accepted. Applicants are required to write their name and course on the back of the draft, cheque or postal order.

4. Payment by Third Parties (e.g Social Welfare)

In this case, the third party organisation must pay fees for the applicant before s/he can be registered on the course.

5. Fee Schedule/Stage Payments

Fee Type	Date Due
Application Fee	On Application
Registration Fee	Late August/Early September
Student Services Charge	30 th September
Students Materials Fee	30 th September
PLC Government Levy	30 th October
Exam Fees	30 th January of their academic year.

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6. Fees in Relation to non EU nationals

In practice, the categories listed in figure 1 below are entitled to free access to PLC courses, while any other categories should be charged the economic fee which is currently set at €3,653 per annum. This may change from time to time but will be set by Department of Education & Skills. Participants who pay the economic fee should be self-supporting, and have approval to remain in the State (i.e. student visa or green handbook stamped by Gardaí). If not approved to stay in Ireland, students may be told in a letter that the college is willing to enrol them on payment of the economic fee and production of an approval letter from the Department of Justice to stay in Ireland. Only when the full economic fee is paid and an approval letter from Department justice to stay in Ireland is furnished to the college, only then will the college issue a letter to advise of their place on the course.

Asylum seekers who entered the country after 26 July 1999 are not eligible for free PLC tuition, except in cases where they have been granted “leave to remain” or on the basis of being the parents of an Irish born child.

Asylum seekers in the “right to work” category who entered the country before 26 July 1999, who have been waiting at least a year for a determination on their case and are in possession of the notification of their right to work from the D/JELR, are entitled to free tuition on PLC courses.

Asylum seekers enrolled on programmes will notified in writing that their enrolment on an education and training programme is without prejudice to their application for asylum, and cannot be used as a basis for seeking to stay in the country where applications are refused. The asylum seeker should confirm in writing to the College that s/he accepts this condition.

The full economic fee must be paid in full and is non-refundable. The following categories will be entitled to free tuition in the college

- ◆ *EU nationals;*
- ◆ *persons who have refugee status in Ireland - be that convention or programme refugee status;*
- ◆ *persons in the State as the spouse of an EU national, where the EU national has moved from one country to another within the EU to work;*
- ◆ *persons (including their dependent spouse and children) who have been granted leave to remain in the State on humanitarian grounds;*
- ◆ *persons who have permission to remain in the State as the parents of a child born in Ireland; (they should have a letter from the Department of Justice, Equality and Law Reform granting them “leave to remain”. These rights extend to programmes in the Further Education sector only. Such a right is not extended to siblings of the Irish born child.)*
- ◆ *Those asylum applicants covered by the terms of a Government decision of 26 July, 1999 - See Appendix 1. (Such persons will be in possession of a letter from the Asylum Division of the Department of Justice, Equality and Law Reform(D/JELR) stating that they are eligible to seek work).*

Figure 1

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7. Refunds Policy

The student registration fee is non-refundable. The government levy is only refundable before 30th October of their current academic year. **All class materials/items given to students will be deducted from the amount paid before any refund will be processed.**

The student materials fee and service charge is refundable in the following sliding scale

Student Materials Fee	Refund
Within 2 weeks of course Commencement	90% of Materials & service Fee
Within 4 weeks of course Commencement	50% of Materials & Service Fee
Within 7 weeks of course Commencement	25% of Materials & Service Fee
From 1 st November	0 % of Materials & Service Fee

8. Exemptions

The following exemptions apply:

Category of Fee	Medical Card	PLC Maintenance Grant	Back to Education Allowance (BTEA)	Vocational Training Opportunities Scheme (VTOS)
Student Services Charge				
PLC Government Levy	√	√	√	√
FETAC Exam Fees	√			√
Non FETAC Exam Fees				
Materials Fee				

Exemptions will be applied when applicants provide appropriate documentary evidence of their exempt status.

- Exemption from the PLC Government Levy will only be applied to applicants who produce a current medical card at course commencement or no later than 30th October.
- Exemption from FETAC exam fees will be applied to those who provide a current medical card at day of registration or before 30th October of their current academic year.
- Exemptions based on maintenance grants must be requested within 30 days of the date of confirmation of grant approval.

9. Claiming a Refund

- An applicant wishing to request a refund must complete a student refund request form, whether it is for materials, government levy or otherwise and must sign it, and return it to their programme coordinator with proof of fee payment.
- Refunds for payments made by cheque will be processed on request subject to confirmation that the cheque has cleared.

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- All refunds will be by electronic transfer to the nominated bank account on the refund form.
- Payments made by third parties will be refunded to the third party.
- The onus is on the student to produce evidence that s/he is entitled to a refund as outlined in the table below:

Fee	Evidence Required
Student Services Charge	Copy of Receipt Copy of materials/services refund request form
PLC Government Levy <i>Only before 30th October of their current academic year</i>	Copy of Medical Card Copy of letter confirming grant approval Copy of letter confirming Back to Education Allowance (BTEA) Copy of letter confirming acceptance on VTOS
FETAC Certification Fees	Copy of Medical Card
Materials Fee	Copy of Receipt Copy of materials refund request form

Please note that failure to pay all College Fees will result in the student's college user accounts being frozen, disabling access to the IT facilities. If full payment of all fees is not received by 30th January students will not be entered for certification purposes. Any course assessments that have been completed and/or submitted for correction will be returned to the student if full payment of all fees has not been received. Students will not sit examinations at the College until full payment is received.

The College reserves the right to disallow students sit examinations if fees have not being paid in full.

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Appendix 1

Extract from “Learning for Life”: White Paper on Adult Education regarding the treatment of asylum seekers seeking access to adult education

1. It proposed that for **children aged between 15-18**, referral to school or Youthreach;
2. In the case of **asylum seekers with entitlement to work** (all pre-26 July 1999 asylum seekers who are at least one year in Ireland),
 - free access to adult literacy, English language and mother culture supports;
 - free access to active labour market programmes such as PLC or VTOS if over 21 and six months in receipt of a qualifying social welfare payment, on the same basis as other participants. **As non-EU nationals they would not get maintenance grants for PLC courses**, but no tuition fees would be charged;
 - access to free part-time Back to Education Initiative programmes up to and including PLC level for social welfare recipients, under arrangements set out for Category 2 in Chapter 4 of the White Paper;
 - access to education and training programmes will be allowed for this group on the clear understanding that enrolment is without prejudice to the determination reached on their asylum status, and cannot be used as a basis for seeking an extension or remaining in the State should their application for asylum be rejected;
 - in line with other non-EU nationals, access to third-level education will apply only on payment of the economic fee, and there will be no entitlement to maintenance grants.
3. For those **asylum seekers who do not have an entitlement to work**, free access to adult literacy, English language and mother culture supports only.

This Appendix is taken from a letter issued from Department of Education and Skills on 27th September 2001 entitled Access to PLC, VTOS and Youthreach programmes for non EU nationals.