
DÚN LAOGHAIRE FURTHER EDUCATION INSTITUTE
Institiuid Breisoideachais Dhún Laoghaire

PROGRAMME FEE PAYMENT AND REFUND POLICY



QAI AWARD

B1.4

POLICIES AND PROCEDURES

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 students to the process.

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

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

This policy applies to all applicants who apply for full-time courses at DFEi. Non-payment of fees may result in your place being lost.

2. FEES

All applicants are required to pay a non-refundable €50 acceptance fee in order to accept an offer of a place on course in DFEi.

VTOS applicants are exempt from the acceptance fee.

There are no student services fees, course fees or examination fees due to fees being waived currently for PLC courses within DDLETB.

However, appeals to examination results at year end are subject to a rechecking fee which is refundable in the event of an appeal being found in an applicant's favour.

There are no tuition fees payable to DFEi by EU nationals. However, students are liable for student services fees and QQI examination fees.

Non-EU Nationals should contact the college for confirmation of fees as their fee requirements differ to that of EU Nationals. DFEi is not responsible for these differences which are informed by the relevant Departments of Education (DES & DFHERIS).

3. PAYMENT

The €50 non-refundable acceptance fee must be paid before the applicant is fully enrolled on a course. This fee is refundable in the following situations:

- A student becoming approved for VTOS
- Course cancellation

DFEi does not accept cash. The following payment options are available, cheque, bank draft, postal order or debit/credit card. (postal orders, bank draft and cheques must be made payable to DDLETB).

4. REFUNDS

If a student wishes to apply for a refund, a Fee Refund Request Form must be completed and returned to DFEi.

Online payments made by credit/debit card will be refunded to credit/debit card used to pay the original fee where possible.

Each request for refund will be treated on an individual basis. Refunds are approved solely by the Principal.

5. DEPARTMENT OF SOCIAL PROTECTION FRAUD CONTROLS

Applicants are reminded that Institutes of Education are required to provide details of enrolments to the Department of Employment Affairs and Social Protection (DEASP).

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.

It is the DEASP's policy to consider for prosecution ALL cases of fraud and abuse of the Social Welfare system.

All information is treated as confidential and is subject to the provisions of Data Protection and the Freedom of Information Act's.