

| | |
|------------------------------------|------------------------------------------------------------------------|
| Policy Title: | Refunding of Tuition Fees – Trinity International Foundation Programme |
| Description: | Policy relating to the refunding of fees on the IFP Programme. |
| Author (Position): | Chief Financial Officer |
| Version: | 2 |
| Approved By: | MIE Governing Body |
| Policy Approval Date: | January 2019 |
| Date of Next Policy Review: | April 2029 (or as necessary) |

Refunding of Tuition Fees – Trinity International Foundation Programme

1. General

In accordance with Marino Institute of Education's (MIE) [Institute Charges Policy](#) – relating to refunding of tuition fees for registered students:

'The Governing Body¹ accepts no obligation to refund any fee, or any part of any fee, paid in respect of any exercise to be performed in the Institute. Refunds may, however, be made in the current academic year as stated below. Students withdrawing from their course should in all cases notify the [Registrar's Office](#) in writing in the first instance. The date of withdrawal will be taken as the date of receipt of such notification.'

Registered students should also inform the Programme Manager of their intentions to withdraw from the programme.

Students withdrawing after offer acceptance and prior to registration should contact the Student Recruitment & Admissions Manager in Trinity Global – IFP@tcd.ie

2. Applicants to the Trinity International Foundation Programme who are Unable to Take up their Offer

A full refund of deposit, and tuition fees paid will be granted only where an applicant has made payment on the basis of a conditional offer and subsequently has to withdraw due to not meeting conditions outlined on the offer letter or if visa application is refused (documentation must be provided to the Student Recruitment & Admissions Manager in Trinity Global – IFP@tcd.ie before a refund is granted).

3. Students Withdrawing During the Year

3.1 Where a student who is registered on the IFP course and has paid the first instalment of the tuition fees gives notice of their wish to leave (or defer) the programme during the first semester, no refund is payable. On returning to the programme full fees and charges will be due.

3.2 Where a student who is registered on the IFP course and has paid the full tuition fee for the year (semesters one & two) gives notice of their wish to leave (or defer) the programme during the first semester, a refund of 50% of the tuition fee only may be

granted.

3.3 No refund is payable for students who withdraw after the end of the first semester. Students withdrawing after the end of the first semester are liable for the full tuition fee for the year (semesters one & two).

3.4 Refunds will only be payable when all other fees and charges in MIE are up to date (i.e. Accommodation, Library fines etc.)

3.5 Refunds can only be processed back to the originator bank account.

3.6 The International refund form which should be completed by the person who made the payment and include proof of original payment must be submitted to the MIE Finance Office

4. Related Documents

4.1 [Institute Charges Policy](#)

4.2 [Code of Governance](#)

4.3 [Matters Reserved for the Governing Body of MIE](#)

4.4 International Refund Form

¹ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)