

<b>Document Name and Version</b>	<b>4.3 Fees Policy</b>
<b>Policy Number</b>	4.3
<b>Policies that Interact with Policy 4.3</b>	Policy 4.1 Policy and Procedure for Programme Deferral Policy 4.2 Policy and Procedure for Programme Withdrawal Policy 5.2 Assessment Regulations
<b>Approval Body</b>	Board
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	1 <sup>st</sup> November 2023. Clarification of fees refunds in cases of withdrawal.

### 1. Preamble.

1.1. IICP College aims to register all students and collect the appropriate fee in an efficient manner that benefits students and stakeholders. The procedures contained in the policy lay out the rules and regulations governing fee collection.

### 2. Purpose.

2.1. This policy sets out student's responsibilities in relation to fees payment, and the consequences of Late Collection/Non-Collection of Fees.

### 3. Policy.

3.1. It is the policy of IICP College to provide an efficient registration and fee collection process for all students. In as much as is possible and practicable it is our aim to use the same procedures for all students.

3.2. It is the responsibility of the student to notify IICP College if they do not intend to register on their programme after having accepted their place, or if they do not intend to progress with their studies in IICP College.

3.3. Subject to section 4.3, failure to register and/or pay the fees by the due date will result in any or all of the following, at the sole discretion of the College:

- 3.3.1. A “fees hold” – that is a withdrawal of student services including the restrictions set out in section 4.5 below;
- 3.3.2. Examination results will not be presented to the Examination Board;
- 3.3.3. A student will not be permitted to register for or attend the next year of a programme.

#### **4. Procedure.**

- 4.1. A fee which is unpaid after the due date is a debt due and owing to the College by the student who is liable to pay the fee. It should be noted that the student is liable to pay the fee even where there is a third-party payer involved.
- 4.2. All student fees are required to be collected by the specified due date. Where a student continues to have outstanding fees and fees after the specified collection date, they may be subject to a fees hold.
- 4.3. IICP College encourages learners who are having difficulties paying their fees by the due date to discuss their individual circumstances with the finance team rather than allowing fees to go unpaid. The finance team will discuss options available based on individual circumstances, and this may help to prevent a learner experiencing the sanctions set out in section 3.3. Learners who do not discuss their circumstances with the College and who do not pay their fees on the due date will be placed on a “Fees Hold” two weeks after the due date and may be subject to other sanctions referred to in section 3.3 above.
- 4.4. Students whose services are due to be withdrawn due to non-payment of fees will be informed of their status and that if they make no further payment or do not contact the College concerning their outstanding fees and charges, a “**Fees Hold**” will be placed on their student record two weeks after the due date. Such students may also be subject to other sanctions referred to in section 3.3 above.
- 4.5. The Fees Hold will cause the following restrictions to apply;
  - (i) Loss of access to enrolment records, examination results and academic transcripts;

(ii) The inability to graduate until outstanding fees are paid.

4.6. Reinstatement: Where a student with service withdrawn due to unpaid fees seeks reinstatement to continue their study, graduate or obtain academic transcripts, they must:

- (i) Pay all outstanding debt, and
- (ii) Pay a reinstatement fee of 10 euro, and
- (iii) Notify the College Financial Controller by email that these payments have been made.

4.7. Please note that reinstatement will require 7 working days **after** all fees and debts are paid and the College Financial Controller is notified by email that these payments have been made.

## 5. Fees and Refunds Policy.

### 5.1. Withdrawals

5.1.1. Please note: A learner may withdraw from College at any time. However, in order not to incur additional fees and academic penalties the learner should ensure that the College is notified of their intention to withdraw in writing using the appropriate form.

5.1.2. Application fees do not form a part of programme fees and will not be returned under any circumstance.

5.1.3. The date of withdrawal is the date of receipt by the College of completed applications for withdrawal. Verbal notification of withdrawal does not result in a formal withdrawal.

5.1.4. Withdrawal forms should be sent to [dena@iicp.ie](mailto:dena@iicp.ie)

5.1.5. Deposits will be refunded, subject to an administration charge, where a learner withdraws more than 4 weeks prior to the commencement of a programme.

5.1.6. Deposits will not be returned to Learners who withdraw 4 weeks or less before the beginning of the programme. Prior to the commencement or the programme, additional Programme Fees, less deposit and administration fee, will be refunded.

5.1.7. Programme fees will not be returned to learners who withdraw once the programme has commenced other than in exceptional circumstances, which should be notified to the College using the Mitigating Circumstances Form. Each case will be judged on its merits and the College reserves its absolute discretion in considering each such case.

5.1.8. Please note that refunds will not be immediate. They will be processed in a timely manner, but are subject to the College's authorisation process and bank processing timings.

5.1.9. Any refund will be subject to the following administration charge.

<b>Course</b>	<b>Administration fee</b>
Certificate / Minor award	€65
Degree	€250
Masters	€250

## 5.2. Deferrals

5.2.1. Please note:

- There is a fee of 250 euro for a deferral.
- Deferrals are not a right and are at the discretion of the College.
- Deferrals can only be granted when all due fee components are paid (deposit and direct debit payments are up to date).
- Granting a deferral will result in fees or a proportion of fees being placed against future fees.
- A deferral does not result in a refund.

5.2.2. The date of deferral is the date of confirmation by the College of the granting of a deferral. Verbal notification does not result in a formal deferral.

5.2.3. Deferral forms and supporting documentation should be sent to [dena@iicp.ie](mailto:dena@iicp.ie)

- 5.2.4. Completed deferral application should be submitted at least 4 weeks before the commencement of the programme. Where the application is granted, this will allow a student to place fees paid against the subsequent year's programme.
- 5.2.5. Where a deferral application is submitted after the commencement of the programme, or less than 4 weeks before the commencement of the programme, then remaining programme fees will be placed against subsequent year's programme.
- 5.2.6. Please note that a deferral can only take into account completed modules, that is modules where attendance requirements have been met and the assessment has been passed outright. Where a student has any outstanding work (including assessments and class time) on a module that has commenced at the time of the granting of a deferral then this work must be completed before progression can occur, and will result in an additional fee.
- 5.2.7. Please note that a deferral does not come into effect until approved by the College.