



Dundalk Institute of Technology International Refund Policy

In line with the '*Code of Practice for Provision of Programmes of Higher Education to International Learners*', Dundalk Institute of Technology (hereafter referenced as the Institute) applies the following International Refund Policy:

1.0 Payment

- (a) New international applicants are required to pay the tuition fees in full in EURO, by the date outlined in the letter-of-offer, via the payment provider TransferMate Global Payments (referred to hereafter as TransferMate) at <https://dkit.transfermateeducation.com>;
- (b) New international applicants are required to pay a non-refundable deposit of €500 within 15 days of issue of the letter-of-offer, as part of the tuition fees payment;
- (c) New international applicants are required to pay a non-refundable application fee of €30.
- (d) Continuing international students registering at the Institute for the second and subsequent times are facilitated to pay annual tuition fees in two moieties; 50% upon registration in September, and 50% tuition-fees balance in January, prior to the commencement of the second semester;
- (e) Continuing international students are not eligible to register for the next stage of their programme of study, receive transcript of records, or graduate, until any outstanding tuition fee balances have been paid in full;
- (f) Continuing international students are not eligible to receive a letter in respect of study-visa renewal, where the payment conditions outlined in 1.0 (d) have not been met;
- (g) Continuing international students seeking to pay tuition fees late are requested to contact DkIT International Office, for consideration of the request by the Institute Registrar (V.P for Academic Affairs). Permission to pay tuition fees late are considered in exceptional circumstances, including, but not limited to, certified medical illness and/or evidence of unforeseen circumstances.

2. 0 Refund of Tuition Fees

- (a) Refunds are reimbursed in EURO;
- (b) It is the responsibility of the Agent (or Direct Applicant) to request a refund of tuition fees in respect of the current academic year;
- (c) Refund-requests in respect of retrospective academic years cannot be considered;
- (d) Applicants seeking a refund of tuition fees are required to submit an online Refund-Request Form (with supporting documentation if applicable) on the Institute's applications' portal at <https://dkit.elluciancrmrecruit.com/apply>;
- (e) Where a refund is being sought in respect of tuition fees paid by bank transfer*, the refund is issued to the originating bank account;
- (f) Where a refund is being sought in respect of tuition fees paid by a money-transfer company, the refund may be issued to the money-transfer company;
- (g) Where a refund is being sought in respect of tuition fees paid via TransferMate, the refund is processed via TransferMate;
- (h) *Where tuition fees are refunded by bank-transfer, the receiving intermediary and/or final receiving international bank(s) may apply bank charges outside of the control of the Institute.

2.1 FULL-FEES REFUND

- (a) Where the applicant has been refused a study-visa for Ireland and where a visa-appeal has been unsuccessful, the received tuition fees (net of deposit) are refunded upon receipt of a completed online refund-request form and a valid visa-refusal letter from the respective Embassy;
- (b) Applications for fee-refunds in respect of visa-refusals should be submitted by 31st March (of academic year applied for);
- (c) Where an offer of a place is withdrawn by the Institute, or the Institute cancels the programme offered, all tuition fees received by the Institute (inclusive of application fee and deposit) are refunded to the applicant;
- (d) Advance written notice to the Institute of a minimum of one month prior to programme-start by the applicant of not wishing to take up a programme-place, due to exceptional circumstances (for reasons other than a study-visa refusal), may be accepted as grounds for either a full- or partial refund of fees, subject to the provision of appropriate documentary evidence, with requests to be reviewed by the Institute on a case-by-case basis. Documentary evidence should include evidence of cancellation of the study-visa, if applicable. Exceptional circumstances may include, but are not limited to:
 - Recent illness, or disability, validated by a medical consultant;

- Inability of the applicant to satisfactorily meet English language requirements;
- Death of the applicant, or a close family member (parent, sibling, spouse);
- Collapse of promised financial support, or sponsorship of the applicant.

2.2 PARTIAL-FEES-REFUND

- (a) Refunds are reimbursed in EURO;
- (b) It is the responsibility of the Agent (or Direct Applicant, where there is no Agent) to request a refund of tuition fees;
- (c) Refund-requests must be for tuition fees paid in respect of the current academic year;
- (d) Refund-requests in respect of retrospective academic years cannot be considered;
- (e) Applicants seeking a refund of tuition fees must complete and submit an online Refund-Request Form (with supporting documentation if applicable) on the Institute's application portal at <https://dkit.elluciancrmrecruit.com/apply>;
- (f) Where an applicant, having paid tuition fees in full in respect of a programme, gives notice in writing of one month (or less) in advance of the programme-start date of a change-of-mind to undertake the programme for reasons other than a study-visa refusal, the Institute reserves the right to refund 50% of the tuition fees received. The applicant should be able to provide evidence of cancellation of the study-visa where applicable;
- (g) Where a refund is being sought in respect of tuition fees paid by bank transfer**, the refund is issued to the originating bank account;
- (h) Where a refund is being sought in respect of tuition fees paid by a money-transfer company, the refund may be issued to the money-transfer company;
- (i) Where a refund is being sought in respect of tuition fees paid via TransferMate, the refund is made via TransferMate;
- (j) ** Where tuition fees are refunded by bank-transfer, the receiving intermediary and/or final receiving international bank(s) may apply bank charges outside of the control of the Institute.

2.3 Refunds in respect of Withdrawals

Where a registered student withdraws from a programme by 31st October of the current academic year, the Institute refunds 50% of the tuition fees received, provided that the student provides evidence of return to home-country and evidence of study-visa cancellation, where applicable.

2.4 Conditions determining zero refunds

- (a) An international student who elects to withdraw from a programme after the 31st October - for whatever reason - is not eligible for a refund of tuition-fees;
- (b) An international student, whose study-visa is cancelled, is not eligible for a refund;
- (c) Where an offer of a programme was made on the basis of supporting application documents, which subsequently proved to be fraudulent, or misleading, the Institute reserves the right not to grant a refund of tuition fees;
- (d) An international student whose entitlement to attend a programme is terminated, due to an Institute disciplinary breach, or non-compliance with the Institute's Code of Conduct, is not eligible for a refund of tuition fees;
- (e) An international student, who is in breach of government regulations governing his/her student status in Ireland, is not eligible for a refund;
- (f) An international student, who is convicted of a criminal offence in the jurisdiction of the Republic of Ireland, is not eligible for a refund.

3.0 Deferrals, Payments and Refunds

- (a) An international applicant may request to defer the awarded programme-place once (to the next academic year) and all tuition fees received are credited to the following academic year;
- (b) Where an international applicant defers a programme-place to the following academic year and doesn't take up the programme-place and requests a refund, the refund is processed by the Institute in the academic year deferred to. Refund-requests for earlier refund-processing arising from a deferral-change-of-mind may be considered by the Institute on a case-by-case basis;
- (c) Where an international applicant requests to defer the awarded programme-place for a second or subsequent time, a new application is required, with payment of a non-refundable deposit and new application fee.
- (d) Where tuition fee rates had changed since making the first application, revised tuition fee rates will apply to the second (or subsequent) application.

4.0 Overpayments

(a) Where a continuing international student makes an overpayment of tuition-fees of any amount, the Institute retains the overpayment on the student's account to be credited against the student's tuition fees due in the following academic year;

(b) The exception to 4.0 (a) is where a student is registered on the final (award) year of a programme, in which case a refund of the overpayment of tuition fees is made upon completion and submission by the student of an offline refund-request form emailed to DkIT International Office to international@dkit.ie;

(c) Refund of tuition fees to continuing international students are made to the student's local (Irish), or online bank account.

(d) Refund requests made by award-year students in respect of overpayment of tuition fees must be applied for within the current academic year.