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## FEES REFUND FORM

### TERMS & CONDITIONS

**1. The course fee or instalments paid are strictly NOT refundable except on the following conditions:**

#### FULL-TIME STUDENTS

- The full time fee paid is strictly non-refundable except in the circumstance that international student is refused either an entry visa or a student visa in Ireland.
- If the course for which the student has paid is cancelled by Liffey College with no other alternatives available.

**Please Note:** That if a course fee is refunded, **€300 (registration fee)** of the total course fee paid will be deducted.

#### PART-TIME STUDENTS

- If the course for which the student has paid is cancelled by Liffey College with no other alternatives available. (Part time fees refund include total fees paid in terms of course fee and registration fee)

#### 2. Where a course is cancelled by Liffey College:

- Students will be shifted to similar courses (if available at Liffey College) at equivalent level within the same discipline.
- Arrangements will be made with other institutions to provide the same or similar courses at equivalent level within the same discipline.

**Please Note:** Other non-refundable fees that are charged as extras include medical insurance fees, examination fees, registration for examination fees, accommodation fees, books, hand-outs, etc

- The fee refund procedure takes approximately FOUR WEEKS (20 working Days).

IDENTIFICATION NUMBER:	RECEIPT NO.:	RECEIPT ATTACHED:
<b>Student &amp; Course Details:</b>		
Full Name & Date of Birth		
Course Name & Awarding Body		
Mode of Course & Intake Start Date		
Address & Contact number		

### REFUND DETAILS:

**Reason:** (Enter your valid reason for applying for refund)

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**Evidence:** (the evidence you will provide to us to assist us in determining this refund)

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### Refund Calculations:

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APPROVED

REJECTED

### Comments:

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Signed on behalf of Student by: ..... Date: .....

Signed on behalf of Liffey College by: ..... Date: .....

E&OE