

7.5 ICD's Fees Policy

Section 3.1.3 of QQI's code of practice for provision of programmes of education and training to international learners (2015a) specified that providers 'shall have a fees policy that details the manner in which fees will be collected from learners and that incorporates a refund policy'.

Non-Discriminatory Fees

The college will operate a transparent and non-discriminatory pricing policy with academic fees set the same level irrespective of nationality or EU citizenship. The only exception to this is for students who require added assistance from ICD in applying for study visas before arriving in Ireland (and increased fees in that case, to cover extra costs of assisting with and processing the application, ONLY apply in the first year of the student's period of study at ICD – after the first year, such student pays fees equal to all other students):

- **Equal fees for all ICD students who do not require ICD assistance with application for a study visa in advance of arriving in Ireland:** ICD will charge Irish-based, EU and Non-EU the same fees (provided they do not require ICD assistance with application for a study visa in advance of arriving in Ireland).
- **Higher fees in the first year (of study) ONLY for students who require ICD assistance with study visa applications before arriving in Ireland:** The only fees difference is for those students who require help applying for an Irish study visa before arriving in Ireland; their fees will be higher in the first year of study at ICD. Once those students arrive in Ireland, their remaining fees (e.g. 2nd year or 3rd year) will be charged the same as any other students.

Clear Information About Fees and Learner Protection Insurance:

Clear information about fees, fee collection, learner protection insurance and refunds are given to all learners both during the application process, and during induction. ICD's refund policy is provided to learners during induction and includes provisions for cancellation prior to commencement (see appendix 7.5 to this document). All enrolled learners are also covered by learner protection insurance. This learner protection policy meets the needs of the Educational Act 2012 which is recognized by the Department of Justice and approved by QQI.

Appendix 7.5: ICD Refund Policy



Refund Policy – ICD Business School

Program Cancellation by Student

All refund requests must be made in writing to the Admissions Office, ICD Business School, Wicklow House, 84-88 South Great George's Street, Dublin 2, Republic of Ireland.

New Students – Cancellation prior to commencement of semester: Domestic Students

- Domestic students who cancel their admission to a program of study before semester commencement will receive a full refund of fees paid.
- Fees are credited to students' account.
- Refunds must be requested in writing via the Request for Refund form.

New Students – Cancellation prior to commencement of semester: International Students

- International students who cancel their admission to a program of study before semester commencement will be charged the fee equivalent of half the annual fee.
- These penalties are waived where a student cancels due to serious illness or personal misadventure – as deemed by the Extenuating Circumstances in The Student Handbook.
- Fees are credited to students' account.
- International students whose visa application is rejected will receive a full refund of fees. Proof of visa rejection must be submitted to the Admissions Office in writing.

- Refunds must be requested in writing with documentary evidence via the Request for Refund form.

New Students – Cancellation after commencement of semester: Domestic Students

Domestic students who cancel their program after the commencement of the semester will attract the following penalty:

- **Up to end of Week 2** - No penalty (full tuition credit).
- Cancellations **between week 3 and the end of Week 4** will attract a cancellation penalty of one full subject/module fee.
- **After week 4**, there is no tuition credit. These penalties are waived where a student cancels due to serious illness or personal misadventure as deemed by the rules and regulations set out in The ICD Business School Student Handbook. Refunds must be requested in writing with documentary evidence via the Request for Refund form.

New Students – Cancellation after commencement of semester: International Students

International students who cancel their program after the commencement of the semester will attract the following penalty:

- Cancellations **between week 1 and the end of Week 4** will attract a cancellation penalty of half of the full fee.
- **After week 4**, there is no tuition credit. These penalties are waived where a student cancels due to serious illness or personal misadventure as deemed by the rules and regulations set out in The ICD Business School Student Handbook.
- International students who cancel their program whilst in Ireland will have refunds, where applicable, forwarded to their home country.

- Refunds must be requested in writing with documentary evidence via the Request for Refund form.

Program Cancellation by ICD Business School

If a program or subject is cancelled by ICD Business School, a full refund will apply. Enrolled students are also covered by ICD's learning protection policies.

Program Deferment: Domestic Students

- Should a domestic student defer studies to a future semester all fees will be credited according to the following schedule,
- **Up to end of Week 2** - No penalty (full tuition credit)
- Cancellations **between week 3 and the end of Week 4** will attract a cancellation penalty of half of the full fee
- After week 4 No refund applies

Program Deferment: International Students

- Should an international student defer studies to a future semester all fees may be credited according to the following schedule
- **Up to end of Week 2** - Fee equivalent to a single subject fee
- Cancellations **between week 3 and the end of Week 4** will attract a cancellation penalty of a full fee
- After week 4 No refund applies

Individual Subject Cancellation

Fees for cancelled subjects will be credited on a pro-rata basis as follows:

- **Up to end of Week 2** - No penalty (full tuition credit)
- Cancellations **between week 3 and the end of Week 4** will attract a cancellation penalty of the full subject/module
- **Please note that overseas students on a student visa must undertake a full-time study load per semester.**

Expulsion

Students excluded from ICD Business School for disciplinary reasons or deported from the country for contravening visa requirements will forfeit all fees.

Refund Policy pertaining to Electronic Payments. All requests for electronic refunds must be made in writing.

The Information contained in this publication is intended for persons seeking admission and currently studying in ICD Business School. ICD Business School reserves the right to make changes affecting policies, fees, curriculum, or any other matters referred to in this publication without prior notice. Students should keep informed as to the conditions and regulations applicable to their situation at any given time.

REFERENCES

QQI (2015a) Code of Practice for Provision of Programmes of Education and Training to International Learners. Quality and Qualifications Ireland, Dublin.

<https://www.qqi.ie/Downloads/Code%20of%20Practice.pdf>