

The University accepts no obligation to refund any fee or part of any fee paid in respect of any course or service provided by the University. The University is authorised, however, to issue partial refunds to all students who withdraw in the current academic year as stated below. Students remain liable for fees up to the date that they officially withdraw from the University. It is your responsibility to formally notify the University of your intention to withdraw. Having considered all your options and you want to proceed with your withdrawal, please complete the Withdrawal Form and return this form together with your student ID card to Nóirín Deady, Admissions Office, West Wing, Main Quad, UCC. The date of receipt of this written notification will be taken as the date of withdrawal.

Undergraduate Students- Not Eligible for Free Tuition Fees

- A student will be refunded the Student Contribution fee of €3,000 and the Tuition fees, provided the student has paid the full annual fee (annual fee is Tuition, Student Contribution and Capitation fees) or 1st instalment, and withdraws officially from UCC on or before 11th October 2019.
- A student will be refunded half the Tuition fee and half the Student Contribution fee provided the student has paid the full annual fee (annual fee is Tuition, Student Contribution and Capitation fees) and withdraws officially from UCC between the 11th October 2019 and 31st January 2020.

Circumstances occasionally arise that can cause students to consider leaving UCC before completing their degree programme. If you are considering withdrawing from UCC please make an appointment as soon as you can with Nóirín Deady, Email: n.deady@ucc.ie International Students should contact Suzanne Buckley. Email: s.buckly@ucc.ie

Undergraduate Students - Eligible for Free Tuition Fees

- Students eligible for free Tuition fees who register and officially withdraw on or before the **11th October 2019** inclusive, are liable for payment of the Capitation Fees.
- Half the Tuition fee will be claimed on the student's behalf from the HEA for students eligible for free Tuition fees who register and officially withdraw between **11th October 2019** and **31st January 2020** inclusive.
- The full Tuition fee will be claimed from the HEA on behalf of the students eligible for free Tuition fees who register and officially withdraw **after 31st January 2020**.

Rules for Refunds of the Student Contribution and Capitation Fees.

- A student who completes Registration Part 1 and does not attend Registration Part 2 will get the amount paid towards the Student Contribution and the Capitation fees refunded.
- A student, who completes Registration Part 1 and 2, will be refunded the amount paid if they get a higher offer through the CAO in another 3rd level institution.
- A student who completes registration in full (Registration Part 1 and Part 2) and withdraws any time between the completion of registration and the 11th October will be refunded the Student Contribution amount that has been paid. The Capitation fee of €170 will not be refunded.

Withdrawal between the date of Registration and 11th October

EU undergraduate students who withdraw between the date of Registration and the 11th October are eligible for free Tuition fees again in the next academic year. The University does not claim Tuition fees on behalf of these students from the State. The Student Contribution fee that has been paid will be refunded. Under no circumstances will the Capitation fee of €170 be refunded.

Withdrawal between 11th October and 31st January

EU undergraduate students who withdraw between the above dates are liable to pay 50% of the Tuition fees should they decide to return to 3rd level education any time during the following 5 years. The University claims 50% of the Tuition fees on behalf of these students from the State. Half the Student Contribution fee will be refunded provided the student has paid this in full. Under no circumstances will the Capitation fee be refunded.

Withdrawal after 31st January

EU undergraduate students who withdraw after the 31st January are liable for 100% of Tuition fees should they decide to return to 3rd level education anytime during the following 5 years. Students who withdraw after the above date are liable for the full Student Contribution and Capitation fees.

Postgraduate Students.

- Where a student has paid the full annual fee or 1st instalment, and notifies the Examinations/Records Office on or before 31st October (October start), 31st January (January start), 30th April (April start) and 31st July (July start) that they are withdrawing, the student will be refunded all fees except for an administration fee of €825
- Students registering in October, who has paid the full annual fee, will be refunded half the full annual fee if they withdraw before 31st January and notifies Student Records and Examinations Office.
- Students registering in January who have paid the full annual fee will be refunded half the full annual fee if they withdraw before 30th April and notifies Student Records and Examinations Office.
- Students registering in April 2019 who have paid the full annual fee will be refunded half the full annual fee if they withdraw before 31st July and notifies Student Records and Examinations Office.
- Students registering in July who have paid the full annual fee will be refunded half the fees if they withdraw before 31st October and notifies Student Records and Examinations Office.

Students requesting refund of fees for reasons of withdrawal or overpayment must make a request in writing to the Fees Manager, Fees Office, North Wing,

Online refunds and refund cheques to grant holders, who have paid fees pending approval of a grant, are issued only when the University has received fee payment from the Grant Authority/Student Universal Support Ireland (SUSI). These refunds will be issued automatically and do not need to be claimed from the University.

Grant Holders

Online refunds are made onto the card that made the original payment. Refund cheques are made payable to the student named on the UCC account and will be posted to the student's home address.

International Students

Refunds for International students are dealt with on an individual basis and may include

- not meeting the entry standard,
- not being successful in obtaining a visa or
- not taking up a place