

CPD Debtor Policy 2019/20

What to do if your fees are being fully funded:

- If your **employer** wishes to pay for your attendance, you need to pay the fees yourself and get reimbursed from your employer.
- If your fees are being paid by a **third party such as the HSE or another large company**, you will need to submit a letter from the sponsor confirming that you are being funded.
- The Letter of Award from your sponsor, should be submitted as soon you receive your registration details. The letter should be sent to **Geraldine Blake, Fees Office, North Wing, University College Cork** and will need to contain the following information:
 - 1) Funding letter must be on company headed paper
 - 2) Your full name as per your application and date of birth
 - 3) The code and name of the relevant CPD module
 - 4) Your student number (if you have previously attended UCC, you will retain your old student number). New students will be issued with a student number, which will be noted on the registration email. You will receive this email after you have accepted your place.
 - 5) The fee amount for your course. This is noted on the prospectus and will also be on your registration email.
 - 6) Name and address of sponsor; i.e. where the invoice for your fees should be sent to and contact details for the person dealing with payment of fees.

What to do if your fees are being part-funded:

- If you are being part-funded by a college department or research agency etc., please proceed as if you are a funded student upon registering.
- Notify the CPD Co-Ordinator cpdgraduatestudies@ucc.ie when you are registering and in due course, you will receive an email from the Fees Office advising you to pay the balance that is due.

What happens if I withdraw from a CPD Module?

All withdrawals from CPD modules must be notified to the CPD Co-Ordinator in the Graduate Studies Office by email only to cpdgraduatestudies@ucc.ie as soon as possible. The CPD Co-Ordinator will in turn, notify the Fees Office. As the withdrawing student, it is advisable that you also notify the module co-ordinator. You will be required to apply in the usual manner should you wish to pursue the module again. Please note the application fee is non-refundable.

Refund of Fees (Self-Funded):

Withdrawal prior to course commencing:

- If you withdraw *prior to the commencement day of the course*, you will be de-registered from the module. You will be issued with a refund for fees paid. Please note the application fee is non-refundable.

Withdrawal having attended up to 50% of course:

- You will be de-registered from the module. You will be liable for 50% of fees and a refund will be issued for the balance.

Withdrawal having attended more than 50% of course:

- You will be deregistered from the module. You will be liable for full fees and will not be eligible for a refund.

Refund of Fees (Funded):

Withdrawal prior to course commencing:

- If you withdraw *prior to the commencement date of the course*, you will be deregistered from the module. Your sponsor will be issued with a refund for fees paid. Please note the application fee is non-refundable.

Withdrawal having attended up to 50% of course:

- You will be de-registered from the module. Your sponsor will be liable for 50% of fees and a refund will be issued to your sponsor for the balance.

Withdrawal having attended more than 50% of course:

- You will be deregistered from the module. Your sponsor is liable for full fees and will not be eligible for a refund.

You are not a fully registered student until your fee has been credited to your student account. All contact from the Fees Office will go to your student email address only so please check this email on a daily basis.