

## **Fees Office Fee Refund Policy 2020-2021**

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.

Circumstances occasionally arise that can cause students to consider leaving UCC before completing their degree programme. If you are an EU student and are considering withdrawing from UCC, please make an appointment as soon as you can with First Year Experience Co-ordinator Ms. Nóirín Deady. Email: [n.deady@ucc.ie](mailto:n.deady@ucc.ie). The date of receipt of your intention to withdraw from UCC 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 31st October 2020.
- 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 31<sup>st</sup> October 2020 and 31st January 2021.

### **Students eligible for free tuition fees**

- Students eligible for free tuition fees that register and officially withdraw on or before the **31st October 2020** 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 **31st October 2020** and **31st January 2021** 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 2021**.

### **Rules for refunds of the student contribution and capitation fees.**

- A student who completes initial registration and does not complete full registration will be refunded the amount paid towards the student contribution and the capitation fees.
- A student, who completes registration in full, will be refunded the amount paid if they get a higher offer through the CAO for another 3rd level institution.

July 2020

- A student who completes registration in full and withdraws any time between the completion of registration and the 31st October 2020 will get the student contribution amount that has been paid refunded. The capitation fee will not be refunded.

### **Withdrawal between the date of registration and 31st October 2020**

EU undergraduate students who withdraw between the dates of registration and up to and including the 31st October 2020 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 be refunded.

### **Withdrawal between 31st October 2020 and 31st January 2021**

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 2021**

EU undergraduate students who withdraw after the 31st January 2021 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 Student Examinations/Records Office on or before 31st October 2020 (October start), 31st January 2021 (January start), 30th April 2020 (April start) and 31st July 2020 (July start) that they are withdrawing, the student will be refunded all fees except for an administration fee of €825.
- Where a student – registering in October - who has paid the full annual fee and notifies the Examinations/Records Office after 31st October 2020 and before 31st January 2021 that they are withdrawing, the student will be refunded half the full annual fee.
- 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 2021.
- Students registering in April 2020 who have paid the full annual fee will be refunded half the full annual fee if they withdraw before 31st July 2020.

July 2020

- Students registering in July 2020 who have paid the full annual fee will be refunded half the fees if they withdraw before 31st October 2020.

Students requesting refund of fees for reasons of withdrawal or overpayment must make a request in writing to:

Fees Manager, Fees Office, North Wing, University College Cork, T12 K8AF

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

Online refunds are made onto the card that made the original payment. In the event that the time frame for refunding back onto your credit card has lapsed, you will need to complete an electronic refund form and also submit a copy of your bank statement header so we can verify that the details submitted on the form match those on your bank statement.

### **International Students**

If you are an International Student and are considering withdrawing from UCC, please make an appointment as soon as you can with International Student Support Officer Ms. Suzanne Buckley. Email [s.buckley@ucc.ie](mailto:s.buckley@ucc.ie).

Refunds for International students are dealt with on an individual basis and for reasons of

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