



PRUDENCE COLLEGE DUBLIN

Leading the transition towards a brighter future

Course Fee Refund Policy

It is to note that additional fees/charges such as admission and accommodation processing, medical insurance policy, examination, registration for examination, course materials, books and handouts are strictly NON-REFUNDABLE. Besides, the course fee in full or instalments paid are also strictly NOT refundable except on the following conditions:

1. In addition to administrative and other relevant fees/charges, at least 50% of the total course fee must be deposited during application for securing a course placement. In general, student must complete his/her full course of study once started the course enrolled.
2. The rest 50% must be paid two weeks before the commencement of the course applied for. After that, a late fee on overdue accounts will be charged. For non-payment of over dues before the scheduled course, the College reserves the right to dismiss any student at any time.
3. Student intends to cancel a course for valid grounds/reasons prior to the course commencement date, the fee will be refunded in full less the administration fee if notified for at least one month, the non-refundable deposit of €150 if notified for at least two weeks, 50% of the course fee for more than one week, and no-refund for less than a week.
4. Failing to run a scheduled programme due to unavoidable circumstances, either a deferral or a full refund minus bank transfer charge, if applicable, will be offered to the student. Alternatively, an arrangement will be made with other institutions to provide the same or similar course where and/or the *fee protection policies' terms and conditions* apply.
5. For international students, a refund minus course registration fee (variable but up to €300 depending on the total course fee/term) will be made if either an entry visa or a student visa in Ireland is refused. However, the College offering Virtual Interactive Classroom learning can be availed and in such as a case, the tuition fee difference will be refunded. No cancellation of course is allowed for student obtained an extension to her/his visa as a result of a course extension and if cancelled, no refund will be made.
6. Student paid in full may be allowed to defer a course placement for one sitting subjected to written notification at least two weeks prior to the course commencement date. In such a situation, all funds will be carried forward without considering a refund of the fee already paid and where applicable, additional fee and new course materials may need to purchase upon commencement of the deferred study.
7. It is the responsibility of the student to choose the correct course/programme, as no refund is provided if withdrawing from a programme prior to/shortly post commencement or during the programme. Under special circumstances, a refund may be allowed on pro-rata basis for a student already started/completed part of his/her course. A charge of €300 applies to a student intends to change her/his course dates after registration.
8. A student may be allowed to change the course attending to an alternative one but may need to pay the fee difference if the new course is more expensive. No refunds can be made for a less intensive course.

PLEASE NOTE THAT: *In line with the above policies, a refund request must be made in writing with explaining the reasons in detail and by submitting supporting documentation (payment of proof, visa refusal letter, passport, etc.) to the College administration at admissions@prudencecollege.ie. This includes student and her/his bank details to transfer money. A refund may take up to a month to process.*