



Fee Payment and Refund Policy

Policy Statement

Monaghan Institute (MI) wishes to have a fair and equitable system in place for the collection and refunding of learner programme fees.

Purpose

The purpose of this policy is to outline to the public, applicants, learners and staff in an unambiguous and clear way the procedures in relation to the collection/payment of fees and the refunding of fees. The scope of this policy extends to all fees and charges due to the Institute by learners, to include Administration Fee, Capitation Fee and QQI Exam Fee. MI wants to ensure that everyone is treated fairly and equally. This policy should be read in conjunction with the Institute's Admission Policy.

About College Fees

MI and Cavan and Monaghan ETB (CMETB) have significantly reduced fees on full time courses to a maximum of €200. This fee includes all course materials, exam fees, toolkits, and uniforms.

- **Administration Fee:** To confirm your place on a course at MI, you are required to pay the €50 (non-refundable) Administration Fee.
- **Capitation Fee:** This fee supports course delivery costs, equipment, materials and general overheads for the course.
- **QQI Exam Fee:** The QQI exam fee is the charge that covers the cost of certification by QQI for learners completing Level 5 or Level 6 courses.

Exemptions

Vocational Training Opportunities Scheme (VTOS)

If you are aged 21 years or older and in receipt of a social welfare payment for at least 6 months, you may be eligible for VTOS. The majority of course fees will not apply however VTOS students must pay the Administration Fee.

QQI Exam Fee

The following categories of participants are currently **exempt** from paying the QQI Exam Fee:

- Specific social welfare recipients such as Back to Education Allowance.
- Medical card holder and their dependents.

You are required to upload a copy of the relevant documentation to your account on our online system at www.monaghaninstitute.ie, click on Apply Now and use your online application login and password. If you have trouble accessing the online system, contact the Monaghan Institute office at info@monaghaninstitute.ie.

Non-EU Nationals

Applicants from Non-EU countries, with the exception of those who have special leave to remain in Ireland or who are international protection applicants who have permission to work, are obliged to pay a Department of Further and Higher Education, Research, Innovation and Science tuition fee of €3,653, plus the relevant course fees. Tuition fees are non-refundable.

Arrangements for access to MI courses exist for three particular groups, asylum applicants, subsidiary protection applicants and those at the leave to remain stage but in respect of whom a deportation order has not issued.

Persons with special leave to remain in Ireland or who are international protection applicants with permission to work, must produce appropriate documentation to verify that status, as applications cannot be processed until the relevant paperwork is submitted.

How to Pay College Fees

Monaghan Institute does not accept cash payments. Card payments can be made through our online system at www.monaghaninstitute.ie, click on Apply Now and use your online application login and password. If you have trouble accessing the online payment, contact the Monaghan Institute office at info@monaghaninstitute.ie.

College fees should be paid in full before the 31st of October of the academic year. Unpaid fees are a debt payable to CMETB - Monaghan Institute. For learners experiencing financial difficulties, a structured payment plan may be approved for the collection of fees, see **Appendix 2 Structured Fee Payment Plan Agreement**. Please contact the college office for details.

Applying for a Refund

To apply for a refund, learners should contact the MI Admin team. The following instances may give rise to a refund:

- The QQI exam fee is refundable if an applicant has a current full Medical Card (or is awarded a full Medical Card during the academic year) or is a dependent of a medical card holder.
- A learner, who registers but does not take up a course, may be entitled to a full refund of fees paid, less the €50 Administration Fee. The closing date for a refund in this instance is before 1st November of the relevant academic year. If a learner attends their course and subsequently leaves, they are not entitled to a refund.

Refunds will only be issued to the original Credit/Debit card.

Any funds that learners have credited onto their Monaghan Institute student card are non-refundable.



Appendix 1 Fee Refund Request Form (For Official Use Only)

Applicant Name		
Address 1		
Address 2		
Course Name		
Reason for Refund		
Amount Paid		
Refund Category (please tick). The Administration Fee of €50 is a non-refundable payment.	QOI Exam Fee	
	Capitation Fee	

Applicant's Signature: _____

Please complete and return to the MI Admin Team or email to info@monaghaninstitute.ie.

Approved By: _____ for office use only.



Appendix 2 Structured Fee Payment Plan Agreement

Applicant Name	
Address 1	
Address 2	
Course Name	
Reason for Request for Structured Fee Payment Plan	
Details of Amount to be Paid (weekly/fortnightly/monthly) No. of Instalments Due	
Date by which full fees must be paid:	

Applicant's Signature: _____

Please complete and return to the MI Admin Team or email to info@monaghaninstitute.ie.

Approved By: _____ **for office use only.**