

Co. Mayo VEC PLC Programme Fee Payment and Refund Policy

Policy

Co. Mayo VEC has a fair and equitable system in place for the collection and refunding of fees for learner programmes.

Purpose

The purpose of this policy is to outline to the public, applicants, learners and staff in an unambiguous and clear way Co. Mayo VEC's policy on the payment and refunding of fees.

Co. Mayo VEC will treat everyone fairly and equitably.

This policy should be read in conjunction with Mayo VEC's Equality and Admissions Policies.

Scope

This policy applies to all applicants who apply for a full-time programme in one of Co. Mayo VEC's PLC centres.

Fees

No fees are payable by EU nationals. However learners are liable for Application and Examination fees. PLC students are liable for a Government fee of €200 called the PLC Programme Participant Contribution. This fee was imposed by the government in the budget of 2010.

Non-EU nationals who do not meet the exemption requirements are liable for a full tuition fee of €3,653 as per instruction of the Department of Education and Skills. Mayo VEC registration and examination fees are also payable. The tuition fee is non-refundable. A non-EU national who pays the full tuition fee is not liable for the PLC Government Fee.

A typical fee breakdown is as follows:

	€
Application Fee (payable on Application)	050
Programme Participant Contribution (Government Fee, payable on Acceptance of course place)	200
Examination Fees*	050
Materials Fee** (payable on Acceptance of course place)	
Additional Fees*** (payable on Acceptance of course place, varies between programmes)	

** Some programmes may have additional examination fees if they are being accredited by bodies other than FETAC (e.g. City and Guilds, CIBTAC, IPU etc.)*

***Some programmes charge additional materials fees where the cost of the materials used for that course are relatively high*

**** Some programmes may attract additional charges for additional training e.g. Occupational First Aid/Manual Handling etc.*

Payment

The total fee for a programme must be paid before an applicant is registered on a programme. We encourage successful applicants to pay on line by credit/debit card at www.westportcfe.ie. In exceptional circumstances we will accept a Cheque/Bank Draft/Postal Order. We do not accept partial payment of fees. No mixed payments will be accepted.

Payments by Third Party

In this case the third party must pay for the applicant before he/she can be registered on the course.

Exemptions

The following chart shows details of the exemptions applying:

	Medical Card	Grant	BTEA	VTOS
PLC Government Fee €200	✓	✓	✓	✓
Application Fee €50				
FETAC Examination Fee €50	✓		✓	✓
Materials Fee				
Additional Fees				

Refunds

If a learner wishes to apply for a refund a Fee Refund Request Form must be completed with copies of relevant documents attached and forwarded to the school/college.

Refunds of Non-Card Payments

These refund requests will not be processed until after October 1st of each year.

Online Payment Refunds

Each Fee Refund Request before and after 1st October will take at least two weeks to process. Online payment refunds (payment by Credit/Debit Card) will be made back to Credit/Debit Card used pay the fee.

The following instances will give rise to a refund:

- The FETAC examination fee is refundable if the applicant has a current full Medical Card, has a BTEA Allowance or is VTOS registered.
- The PLC Government Fee is refundable to any of the following category of applicant:

Full medical card holders in their own right and their dependent children

Those who are eligible under the student grant scheme

Those in receipt of the Back to Education Allowance (BTEA)

Those in receipt of the Vocational Training Opportunities Scheme (VTOS) allowance

- If a learner begins a programme and subsequently leaves this programme, he/she is not entitled to any refund.
- The only circumstance under which the Application Fee/Materials Fees/Additional Fees (other than the Government Levy) may be refunded is if the student is not offered a place because the programme does not run.

Claiming a refund

The onus is on the applicant to produce evidence that he/she is entitled to a refund:

Fee	Evidence Required
PLC Government Fee	Copy of Medical Card Copy of Letter of Grant Approval Evidence of BTEA Allowance VTOS registered student
Application/Materials/Additional Fees	Copy of Receipt
FETAC Examination Fee	Copy of Full Medical Card Evidence of BTEA Allowance VTOS registered student

The Fee Refund Request Form must be completed and signed and supported by relevant documentation and forwarded to the relevant school/college where verification of your entitlement to a refund will take place. Verified forms will be forwarded by the Principal/Centre Manager of the school/college to Co. Mayo VEC, Administrative Offices, Newtown, Castlebar, Co. Mayo.

Mayo VEC

FEE REFUND REQUEST FORM

Part 1 – Applicant Details

Applicant's Name	
Address Line 1	
Address Line 2	
Address Line 3	
Name of school/college	
Student ID No	
Programme Name	
Programme Code	
Reason for Refund	
Amount Paid	
Date of Payment	
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Postal Order <input type="checkbox"/> Bank Draft
Refund Category	<input type="checkbox"/> PLC Government Fee <input type="checkbox"/> Examination Fees <input type="checkbox"/> Materials Fees <input type="checkbox"/> Additional Fees (Please specify)

Applicant's Signature: _____

- All refund requests must be accompanied by appropriate documentation (Please refer to Mayo VEC Programme Fee Payment and Refund Policy)
- Refund request must be made before 30th September
- Refunds will be processed as early as possible after 1st October in each year
- Refund charges may apply

Part 2 – Office Use Only

Date Received	Cost Location	Programme (tick relevant code)	Code (enter amount to be refunded from relevant code)

Recommended by: _____

Date: _____

Approved by: _____

Date: _____