
Policy Title:	Refunding of Tuition Fees – Trinity International Foundation Programme
Description:	Policy to ensure the protection of the public – and especially of young children and vulnerable persons – and to justify public trust and confidence
Author (Position):	Chief Financial Officer
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Approved By:	MIE Governing Body
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Refunding of Tuition Fees – Trinity International Foundation Programme

1. General

In accordance with Marino Institute of Education's (MIE) [Institute Charges Policy](#) – relating to refunding of tuition fees:

'The Governing Body¹ accepts no obligation to refund any fee, or any part of any fee, paid in respect of any exercise to be performed in the Institute. Refunds may, however, be made in the current academic year as stated below. Students withdrawing from their course should in all cases notify the [Registrar's Office](#) in writing in the first instance. The date of withdrawal will be taken as the date of receipt of such notification.'

2. Applicants to the Trinity International Foundation Programme who are Unable to Take up their Offer

A full refund of deposit and tuition fee paid will be granted where an applicant has made payment on the basis of a conditional offer and subsequently has to withdraw, for example if their visa application is refused.

3. Students Withdrawing During the Year

3.1 Where a student who has paid the full tuition fee for the year gives notice of their wish to leave (or defer) the programme during the first semester, a refund of 50% of the tuition fee may be granted.

3.2 No refund is payable for students who withdraw after the end of the first semester.

4. Related Documents

4.1 [Institute Charges Policy](#)

4.2 [Code of Governance](#)

4.3 [Matters Reserved for the Governing Body of MIE](#)

¹ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)