

## Fees Policy (EDEL-Pol-042)

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<b>Department</b>	Education Delivery
<b>Owner/Responsible for Implementation</b>	Manager, Education Delivery
<b>Approving Body</b>	Academic Board
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<b>Related Documents</b>	EDEL-Pol-054 – Protection of Enrolled Learner Policy EDEL-SOP-043 – Protection of Enrolled Learner (PEL) Procedure EDEL-SOP-039 – Programme Set Up & Enrolment Procedure

## 1. Purpose

The purpose of this policy is to set out RCPIs approach to educational fees in relation to learners wishing to engage in programmes. It is based on principles of best practice and guidance provided by QQI.

## 2. Scope

This policy applies to all learners and staff in the in the application of appropriate fees for education programmes. Information in relation to fee payments is available for learners on the RCPI website.

## 3. RCPI Policy for Fees– Guiding Principles

- 3.1 RCPI is committed to providing information to learners required to support decision making on programme selection and or options around cancellations and refunds.
- 3.2 Learner must pay their fees by the notified dates. Failure to do so will result in not securing a place on and completing the education programme.
- 3.3 It is the responsibility of learners to familiarise themselves with the fees, payment dates and registration procedures for education programmes.
- 3.4 Liability for fees rests with the learner for the duration of their programme.
- 3.5 Learners with outstanding fees will not be permitted to progress to the next module of their programme.

## 4. Fees

- 4.1 Fees structure is based on the National Framework of Qualifications (NFQ) level of each learning programme and comparable to similar offerings in the market.
- 4.2 Collection and payment – Learners can pay programme fees via the following methods:
  - Online Payment (through RCPI website)
  - Direct Debit
  - Electronic Fund/Bank Transfer
  - Telephone (Credit or Debit card)
- 4.3 There are two payment methods programmes
  - Payment in Full before the programme commences
  - Payment in instalments

## 5. Cancelling registration for a programme

If a learner wishes to cancel registration for a programme run by RCPI, they must submit a request by email to [rcpicourses@rcpi.ie](mailto:rcpicourses@rcpi.ie)

RCPI will normally respond to cancellation requests within two business days of receipt and will refund fees within 30 calendar days. Refund entitlements for programmes are as follows:

Notice of Cancellation Received	Refund Amount
>30 days before commencement of the programme	Full refund minus a 10% administration fee
<30 days before commencement of programme	Not eligible for a refund

- A refund may be granted if the learner is unable to attend due to extenuating circumstances. Incidents of extenuating circumstance will be reviewed on a case-by-case basis and alternative arrangements may be offered.
- Non-attendance does not entitle a learner to a refund.

## 6. Cancellation of an Education Programme

If RCPI cancels an education programme for any reason, please refer to the Protection of Enrolled Learners Policy (ED-Pol-054).

## 7. Responsibilities

The Education Delivery Manager is responsible for the implementation of this policy.

## 8. References

Quality Qualifications Ireland (2013) Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part 6 of the 2012 Act – Guidelines for Providers

<https://www.qqi.ie/Publications/Publications/Protection%20of%20Enrolled%20Learners,%20Protocols%20for%20the%20Implementation%20of%20Part%206%20of%20the%202012%20Act%20Guidelines%20for%20Providers.pdf>

Quality Qualifications Ireland (2016) Core Statutory Quality Assurance Guidelines

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

Quality Qualifications Ireland (2015) Code of Practice for Provision of Programmes of Education and Training to International Learners

<https://www.qqi.ie/Downloads/Code%20of%20Practice.pdf>