

## Refund Policy

These guidelines apply to all Griffith Institute of Language (GIL), English language students irrespective of who pays the fees. The guidelines for fee refunds apply equally to new and continuing students.

- a) Where the applicant has been refused a student visa to study in Ireland and/or where an appeal against the decision has failed, a full refund of tuition fees should be given on submission of all original documents and evidence of the refusal of visa.
- b) In the event that an offer of a place is withdrawn or GIL is unable to provide the programme, all tuition fees paid should be fully refunded.
- c) Where a student, having accepted an offer of a course place and not having travelled to Ireland, gives a minimum of four weeks written notice of an inability to undertake the course, all tuition fees paid are refundable provided that the student presents his or her passport to the nearest Irish embassy or consulate for the purpose of the cancellation of his or her study visa to Ireland and provides evidence of such cancellation. The notice period is measured as four weeks before the notified commencement date of the course.

Please note:

- All refunds carry a refund administration fee of 150€ unless the cancellation of the course is a fault of GIL - see point B.
- Where there is a written agreement between GIL and the student regarding GIL's refunds, the terms of that agreement will apply to the payment of refunds.
- GIL pays any refund within four weeks – **20 working days** of receiving complete and accurate documentation from the student
- Refunds are paid into the bank account specified at the time of the refund application
- Where residence status changes, all fees paid for the duration of the programme are upheld and will not be refunded.
- No refunds will be provided outside of the specific circumstances listed above