

Policy name: Refund for Students Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

1.1 Undergraduate and postgraduate (“tertiary”) programmes offered by the Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, are delivered by RIAM and validated by the Designated Awarding Body, Trinity College Dublin, the University of Dublin, hereinafter referred to as Trinity. Students registered on the above Trinity-validated programmes pay their tuition fees directly to Trinity, and are therefore bound by Trinity regulations regarding refund of fees (see 5.3 below). For pre-College and other full-time programmes delivered and certified by RIAM (see 5.1 and 5.2 below), tuition fees are payable directly to RIAM.

2. Purpose

2.1 This policy provides clear information on students’ rights to a refund of tuition fees paid to RIAM, and on the process for seeking a refund of tuition fees that have been paid directly to Trinity. It also provides information on the correct procedures to follow when a student (or, as appropriate, their parent/guardian) believes a refund is due.

3. Scope

3.1 RIAM’s refund policy covers the following students:

- (i) Pre-College students;
- (ii) Full-time students who pay fees directly to RIAM.

3.2. Students who pay fees directly to Trinity are subject to Trinity’s Refund of Fees Policy and are outside the scope of this policy (but see also 5.3 below).

4. Principles

4.1 RIAM accepts no obligation to refund any fee, or part thereof.

4.2 Refunds may be issued in the following circumstances only:

- (i) when an amount in excess of the total fee due has been paid, e.g. a deposit plus full fee; or
- (ii) when a student officially withdraws from RIAM and this results in a credit balance.

5. Policy

5.1 Pre-College (part-time) Students

- 5.1.1 Students who have already paid fees for the new academic year and officially withdraw on or before the first official day of a new academic year will receive a full refund of payments made in respect of tuition fees.
 - 5.1.2 Students who officially withdraw on or after such date are liable for payment of the full tuition fee.
 - 5.1.3 Booking fees and deposits are non-refundable.
 - 5.1.4 To withdraw officially a student must email the Administrative Officer, Registry. For fee purposes the date of receipt of this email will be taken as the date of withdrawal. It may take up to 15 working days, following application and approval, to issue a refund.
- 5.2 Full-time Students who pay fees directly to RIAM
- 5.2.1 This sections covers:
 - (i) Access students;
 - (ii) Recital Artist Diploma students;
 - (iii) Diploma in Conducting students;
 - (iv) Diploma in Community and Group Music Teaching students.
 - 5.2.2 Students who have already paid fees for the new academic year and officially withdraw on or before first official day of a new academic year will receive a full refund of payments made in respect of tuition fees.
 - 5.2.3 Students who officially withdraw during the first term of the academic year are liable for payment for 50% of the tuition fee.
 - 5.2.4 Students who officially withdraw after the end of the first term of the academic year are liable for payment of the full tuition fees.
 - 5.2.5 Booking fees and deposits are non-refundable.
 - 5.2.6 To withdraw officially, a student must return their student card and email the Administrative Officer, Registry. For fee purposes the date of receipt of this email will be taken as the date of withdrawal.
 - 5.2.7 Students who officially withdraw on or before first official day of a new academic year will receive a full refund of payments made in respect of tuition fees. However, students who have applied for a visa in order to travel to Ireland to study must note the following: - Non-EU students who are refused a visa must provide a copy of the refusal letter from the Department of Justice, Equality and Law Reform as part of their application for a refund of tuition fees.
 - 5.2.8 An administrative charge of 10% of the published programme fee applies. However, this may not apply where a student cancels a place and it can still be offered to another student. Deposits are non-refundable in all cases.
 - 5.2.9 No refund is made to a student while a balance of fees remains due. It may take up to 15 working days, following application and approval, to issue a refund.

5.3 Full-time Students who pay fees directly to Trinity

5.3.1 This section covers:

- (i) Diploma in Music Teaching and Performance students;
- (ii) Bachelor in Music Performance, Education and Composition students;
- (iii) Master in Music Performance students;
- (iv) Doctor in Music Performance students.

5.3.2 Students registered on the above Trinity-validated courses pay their tuition fees directly to Trinity, and are therefore bound by Trinity regulations regarding refund of tuition fees. For information on these regulations, please check [Trinity Academic Registry](#).

6. Responsibility

6.1 The Chair of Board of Studies is responsible for overseeing this policy. The Head of the Administrative Office (Registry) is responsible for its operating procedures in relation to all RIAM programmes.

7. Legislation and Regulation

- 7.1 [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#).
- 7.2 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\)](#).
- 7.3 [Code of Practice for Provision of Education and Training to International Learners \(2015\)](#).
- 7.4 [National Framework of Qualifications \(NFQ\)](#).

8. Related Documents

8.1 Trinity Fee Regulations.

9. Document Control

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Next review: Academic year 2020/21.