

## Policy Document

### FEE REFUND POLICY

# MTU Cork School of Music Conservatoire Refund Policy

## 1. Applicability of Policy

The policy applies to all fees in respect of Conservatoire provision provided by the MTU Cork School of Music.

## 2. Purpose

The purpose of the policy is to set out clearly the conditions on which refunds of such fees may be made, the amount, the applicable dates, any deduction made from the refund and the process by which withdrawals from any Conservatoire classes or lessons are made.

## 3. Approval and Modification of the Fee Refund Policy

Any modification to the Fee Refund Policy shall require the approval of the MTU Cork School of Music Management.

## 4. Official Withdrawal

Students or parents should notify their relevant Teacher(s) and/or Head of Department.

**Students must notify their Teacher before the deadline dates stated in order to be eligible for a refund.**

## 5. Refunds on Withdrawal.

You may be entitled to a refund, dependent on the date the student or parent formally notifies their teachers of the intention to withdraw. Full details are included in the table below:

Withdrawal Date	Refund
Withdrawal prior to 3 <sup>rd</sup> September	Full Refund of Term 1 Fees
Withdrawal between 3 <sup>rd</sup> September - 2 <sup>nd</sup> October	75% Refund of Term 1 Fees
Withdrawal between 3 <sup>rd</sup> October – 15 <sup>th</sup> November	50% Refund of Term 1 Fees
Withdrawal after 15 <sup>th</sup> November	No refund of Term 1 Fees
Withdrawal prior to 19 <sup>th</sup> January	Full Refund of Term 2 Fees
Withdrawal between 19 <sup>th</sup> January – 22 <sup>nd</sup> February	75% Refund of Term 2 Fees
Withdrawal between 23 <sup>rd</sup> February – 5 <sup>th</sup> April	50% Refund of Term 2 Fees
Withdrawal after 5 <sup>th</sup> April	No Refund of Term 2 Fees

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#### 6. Exclusions

This policy pertains only to Conservatoire provision delivered directly or on behalf of MTU Cork School of Music. Provision not covered by this policy includes, but is not limited to:

- Modules, lessons & classes delivered as part of MTU undergraduate and postgraduate programmes. Refunds for these are covered by the MTU [student fees refund policy](#).
- External organisations offering lessons, classes or workshops using the MTU Cork School of Music building.
- Lessons cancelled by students during the term will not be refunded, nor will they be replaced later.
- If the teacher must cancel classes due to unavoidable circumstances, these classes will not be refunded but will be rescheduled by organising a mutually convenient time between the teacher and the student/parent.

#### 7. Extenuating Circumstances

If there are extenuating circumstances, requests for refunds of fees will be reviewed by the MTU Cork School of Music Management.

Requests must be submitted in writing along with any supporting documentation to:  
[CSM.PartTimeFees@mtu.ie](mailto:CSM.PartTimeFees@mtu.ie)

#### 8. Provision that does not Proceed

A full refund will be given to all applicants for classes or lessons which do not proceed.