



Refund Policy

- Course fees are only refundable if the GSA receives your cancellation at least 5 working days prior to the commencement of your course.
- The €50 booking deposits are not refundable under any circumstances. However, booking deposits can be transferred to another course.
- Course fees are refundable if the GSA cancels the course.
- Refunds will be issued within 5 working days of the course being cancelled.
- Refunds must be requested using the refund request form and will be authorised by the Administrator unless otherwise delegated.
- Complaints must be made in writing to the Administrator.
- This policy does not affect your statutory rights.

Refund Policy for Students who withdraw from a Course:

- The school does not refund students fees' paid towards a programme of study unless we are given four week's notice before the course commences.
- If a student decides for personal reasons to withdraw from a course after the programme has commenced, the School's policy is to arrange for a transfer of the fee's paid to another programme of study (otherwise known as a credit note).
- However, please note the fees will not be transferred in full. There will be a deduction for the classes attended up to the date of the receipt of a written request to withdraw from the course. In addition, an administration fee of €50.00 will be charged for the transfer arrangements.
- It is possible to transfer your credit note to another member of your family or a friend. The credit note does not have to be used by you if you do not wish to attend another course.
- The above policy is fair and based on the principle that the school in good faith allocated a place on the programme of study to a student which could have been allocated to another. This policy does not affect your statutory rights.