

**Title:** Burren College of Art CLG  
**Date:** Academic year 2025/2026

## **Burren College of Art Fees Policy**

This policy outlines BCA's approach to the management, administration, and collection of student fees. It ensures compliance with relevant legislation, including Protection for Enrolled Learners (PEL) provisions under the Qualifications and Quality Assurance (Education and Training) Act 2012.

### **Fee Structure**

Tuition and fees are reviewed annually by a subcommittee comprising the CEO, Director of Finance and Director of Marketing. As our student enrolment is primarily international students, consideration is given to prevailing political and economic forces, inflation and cost of living changes. Prices are benchmarked against other comparable institutions. From 2026, tuition costs are discussed and will additionally be approved by the Board of Directors

### **Payment and Financial Obligations**

Payment deadlines and methods are clearly communicated prior to the start of the academic year. Flexible payment plans may be available upon request, depending on fee type and programme of study. Payment methods include direct bank transfers and via a link to the payments page on our website using Stripe. Payment methods are clearly communicated to students on receipt of their invoice.

### **Scholarships**

BCA is committed to supporting accessibility and inclusivity through a comprehensive portfolio of scholarships, and discounts for both domestic and international students. Full details, including eligibility criteria and application processes are outlined on the Fees & Scholarships section on BCA website.

### **Protection of Enrolled Learners**

#### **Protection of Enrolled Learners Policy**

Burren College of Art complies with section 65 (4) of the Qualifications and Quality Assurance (Education and Training) Act 2012.

If Burren College of Art ceases to provide a programme for any reason including insolvency or winding up of the College, Burren College of Art will refund enrolled learners who have begun but not completed the programme, all tuition, programme and registration fees most recently paid by the student.

## **Refunds**

BCA is committed to ensuring a transparent and fair process for handling refunds in compliance with relevant legislation, including Protection for Enrolled Learners (PEL) provisions under the Qualifications and Quality Assurance (Education and Training) Act 2012. Refunds are available to students with conditions determined by withdrawal timing, programme status, or visa requirements.

## **Fee Classification and Eligibility**

Students are classified as domestic or international for fee purposes based on whether they have an EU or International Passport. Students will be required to provide a copy of their passport. To be considered eligible for the EU tuition rate, students must have held an EU passport for at least one calendar year prior to applying to our programmes.

## **International Student Hardship/ Emergency Fund**

BCA has an International Student Hardship/Emergency Fund. For non-EU students who have had a significant life-changing experience during their current course of studies and within the last 12 months that has left them in financial crisis. Chronic mental / physical illness, bereavement, and sudden unemployment of a parent / guardian or partner are some of the situations where students may be eligible for this fund. On-going low income does not, in and of itself, qualify students for the Emergency Hardship Fund. Students are expected to demonstrate that they had a sound financial plan and proven resources to complete their course of studies when starting their course. Students may be deemed ineligible for funding if their costs are too high and it would not be sustainable to fund them.

Details of eligibility to apply are provided in the Postgraduate Student Handbook.

## **Sanctions**

Students are expected to fulfil their financial obligations by the specified deadlines. Failure to do so may result in the application of sanctions, including:

Withholding of Academic results, transcripts, and participation in graduation ceremonies may be withheld until any outstanding fees are paid in full.

## **Roles & Responsibilities**

*Finance Manager:*

Issue fee payment schedules and accept payments through approved methods (e.g., bank transfers, credit card payments).

Maintain accurate records of all student payments. Processes refunds.

Issue receipts and statement of account upon request, detailing payments made and any outstanding balances.

Provide reminders for overdue fees and outline sanctions in case of non-payment.

Ensure adherence to Protection for Enrolled Learners (PEL) requirements and maintain financial safeguards.

Ensure online fee payment services are open to registered students for the purpose of making payments throughout the academic year.

*Director of Admissions:*

Assist international students with understanding visa-related financial requirements, including full payment of fees before enrolment.

Facilitate refund requests for visa refusals and withdrawals.

Notify international students about the status of refund requests, including any delays or additional requirements.

Liaise with the Finance Manager for international students requiring financial assistance or payment plan.

Provide advice on available payment plans.

### **Compliance & Monitoring**

This policy will be reviewed every three years, or more frequently if required, by the Finance Manager, CEO and the Board of Directors to ensure its continued relevance, fairness, and compliance with legal and regulatory changes. The review process will be coordinated by the Finance Office, in collaboration with Admissions and other relevant stakeholders.