

FEE POLICY: DEFERRED ENTRY AND LEAVE OF ABSENCE

1. Purpose of Document

This document outlines fee policy that applies when a student is granted a deferral for entry onto a programme or a leave of absence from their studies on the Barrister-at-Law Degree and the Diploma in Legal Studies and all fees have been paid and any fees that may be payable on re-registration.

2. Procedure

Deferred Entry:

The granting of a request to defer entry onto a programme from studies is not guaranteed and is at the discretion of the King's Inns.

Diploma in Legal Studies: A deferral, if granted, is valid for one year only. If the place on the Diploma course is not taken up on the expiry of the deferral period the student must submit a fresh application the following year.

Barrister-at-Law Degree:

- a. An application to defer may be made prior to the allocation of a place and conditional upon the allocation and must be made within ten days from the date upon which notice of the offer of the place on the Barrister-at-Law degree course is given.
- b. Any consent of the Examination Board to a candidate to defer a place shall be for a maximum of two years.

If the place on Barrister-at-Law degree the course is not taken up on expiry of the deferral period, the student must submit a new application, resit the entrance exam and pay all fees due.

Students should contact the Registrar in writing on or before 1 July, confirming their intention to take up the deferred place. Failure to do so will result in forfeiture of the place.

Leave of Absence

Leave of absence may be granted in exceptional circumstances after a student has commenced the Diploma course or the Degree course.

The granting of a request for a leave of absence from studies is not guaranteed and is at the discretion of the King's Inns.

Re – entry to the programme

If the student does not resume their studies within the time frame set out in the leave of absence approval letter, fees are forfeited and will not be refunded or credited to any future studies with King's Inns.

Students granted a leave of absence will resume where they left off the previous year and no financial penalty will apply.

FEE POLICY: WITHDRAWAL FROM THE DIPLOMA IN LEGAL STUDIES

1. Purpose of Document

This document outlines the refund rules that apply to monies paid to a student that wishes to withdraw from the Diploma in Legal Studies.

2. Refund of Fees paid

The following refund rules shall apply where fees have been paid by the student:

2.1 Course application fee.

This is a non-refundable fee and will not be refunded if you decide not to proceed with your application.

2.2 Tuition Fees

Before the Course Commences:	If a student has paid their tuition fees and wishes to withdraw before the course commences, fees paid will be refunded less an administration fee of €200.
Within 2 weeks of the course commencing	King's Inns will retain €1000 of fees paid and refund the balance
Between 2 and 6 weeks of the course commencing	King's Inns will retain €2000 of fees paid and refund the balance
After 6 weeks of the course commencing	Students forfeit their fees and no fees will be refunded

If a student is seeking a refund of fees paid, they must complete the refund application form and send to undertreasurer@kingsinns.ie for consideration.

In all cases, applicants may apply for the course in subsequent years and the full fees applicable at the that time of application must be paid prior to the commencement of the course.

FEE POLICY: WITHDRAWAL FROM THE BARRISTER-AT-LAW DEGREE COURSE

1. Purpose of Document

This document outlines the refund rules that apply to monies paid to a student that wishes to withdraw from the Barrister-at-Law Degree.

2. Refund of Fees paid

The following refund rules shall apply where fees have been paid by the student:

2.1 Entrance Exam Application Fee.

This is a non-refundable fee. An application for a refund of the fees will be considered in the following circumstances (an administration fee of €250 will apply):

- Serious Medical Issue supported by a Medical Certificate
- Change of Eligibility Status
- Bereavement of a close family member or friend.

2.2 Tuition Fees

Before the Course Commences:	<p>If a student has paid their tuition fees and wishes to withdraw before the course commences, fees paid will be refunded less an administration fee of €250.</p> <p>This applies to all Fulltime and Modular BL applicants.</p>
Within 2 weeks of the course commencing	<p>For fulltime students: King's Inns will retain €2000 of fees paid and refund the balance.</p> <p>For Modular Students: King's Inns will retain €1000 of fees paid and refund the balance</p>

Between 2 and 6 weeks of the course commencing	For fulltime students: King's Inns will retain €4000 of fees paid and refund the balance. For Modular Students: King's Inns will retain €2000 of fees paid and refund the balance
After 6 weeks of the course commencing	Students forfeit their fees and no fees will be refunded. This applies to all Fulltime and Modular BL applicants.

How do I apply for a Refund?

If a student is seeking a refund of fees paid, they must complete the refund application form and send to undertreasurer@kingsinns.ie for consideration.

What happens if I decide to apply at a later time?

In all cases, applicants may apply in subsequent years and the full fees applicable at the that time of application must be paid prior to the commencement of the course.