



Refund & Transfer of Fees Policy

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.
- Booking deposits are not refundable under any circumstances.
- Course Fees are refundable if GSA cancels the course.
- Refunds will be issued within 5 days of the course being cancelled. However, a €50 administration fee will be withheld.
- Refunds must be requested using the refund request form and will be authorised by the Administrator unless otherwise delegated.
- All fees are due on the first day of the course. Upon commencement of the course no refunds will be made to students who do not complete the full course.
- Complaints must be made in writing to the Administrator.
- This policy does not affect your statutory rights.
- Students who have chosen to pay by Direct Debit and have decided to discontinue a course are still liable for all remaining fee's outstanding.

Transfer of Fees Policy:

- A transfer of Fees to another course is only possible once notice is given to The Gaiety School of Acting within 5 working days prior to the selected course commencement.
- Once a course has commenced there can be no transfer of Fees.

Gift Voucher and Credit Policy:

- Please note all gift vouchers and credit on account is valid for a 12 month period only. If not used within the 12 months, it is no longer valid.

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 five working days before the course commences.
- If a student decides for personal reasons to withdraw from a course after the programme has commenced, there is no refund due.
- 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.