

REFUND POLICY OF WEKERLE BUSINESS SCHOOL

for international *applicants* and international *students*
who withdraw, suspend or terminate their studies

(Effective from September 1st, 2018 for an indefinite period of time,
and for applicants for the spring semester of the academic year 2018-2019 first)

The purpose of this Refund Policy is to provide guidance on when refunds of tuition fees will be made by Wekerle Business School (hereinafter WBS) and on the basis of what criteria they will be calculated. This policy relates to the portion of the tuition fee that is paid directly by the applicants or students or by a private sponsor or educational agent.

Definition of terms:

- (1) An international *applicant* is a foreign citizen who has applied for one of the international programmes of WBS, paid the tuition fee for the first semester as well as a deposit for the second semester, together with or separately from the application fee and the fee for the Legal Assistance* in EUR, and electronically declared the acceptance of the Legal Statement, the Terms and Conditions, and the present Refund Policy, all published on WBS's website, by sending their application form to WBS with their own data and documents.
- (2) An international *student* is a foreign citizen who has signed the student's contract with WBS.
- (3) Withdrawal of registration means that the applicant requests the cancellation of his / her application before the submission of his / her visa request to the Hungarian authorities due to any reason.
- (4) Suspension means that the student temporarily pauses his / her studies at WBS, and notifies the college of this intention of his / hers by October 15th during the autumn semester, or by March 15th during the spring semester of a given academic year.
- (5) Termination means that the student wishes to irrevocably finish his / her studies without earning a degree.
- (6) **All requests must be done in writing** and submitted to the International Student Office.

*Citizens from EU and / or Schengen countries are not required to enter the territory of Hungary with a visa, thus they are not expected to pay the fee for the Legal Assistance.

Both international applicants and international students are eligible for the reimbursement of their tuition fee(s) under the conditions specified below.

- (7) The tuition fee-paying international applicant / student is entitled to a refund of the pre-paid tuition fee according to the following proportions:
 - a) 98% (2% of the first year's tuition fee will be deducted for handling charges)
 - if the registration is not valid according to the present policy (due to missing documents or other problems);
 - or if the applicant has requested their registration to be **withdrawn** by the given date (see point 3);
 - b) 100%
After having submitted their visa-applications to the Hungarian authorities, international applicants are only eligible for a refund if their visa applications have been rejected through no fault of their own, and they can legitimately prove this (, i.e. a copy of the written decision by the Hungarian Office of Immigration and Nationality, called "Határozat" in Hungarian, must be produced).
 - c) 30% of a semester's tuition fee if the student requests for the semester of study to be **suspended** by October 15th during the autumn semester, or by March 15th during the spring semester of a given academic year.
 - d) 10% if the student requests the **termination** of study by October 15th during the autumn semester, or by March 15th during the spring semester of a given academic year.
 - e) After the above stipulated deadlines tuition fees cannot be refunded.

- (8) Reimbursement of tuition fees is regulated by the Management of WBS. The Management of WBS consists of the Founding President, the Rector, the Director of International Relations, and the Secretary-General.
- (9) The **215 EUR application fee**, which contains the fee for the Legal Assistance, required for the initiation of the processing of the application documents of the international applicant is not refundable under any circumstances. The application fee must be transferred to WBS by the applicant before he / she begins his / her studies, at the same time as he /she sends in his / her application documents, otherwise his / her application will be considered invalid.
- (10) The **Legal Assistance** means that the applicant will be provided with legal assistance by the lawyer of WBS, who will preview his / her visa-application form with all supporting documents, and will provide legal advice.
- (11) WBS is held liable to refund the tuition fee according to the set rates only if the applicant has formally been admitted to WBS, and has received the admission letter in writing (Final Acceptance Letter). Without a valid Final Acceptance Letter, the applicant is not entitled to reimbursement of tuition fees.
- (12) If the applicant is not granted a visa through fault of his / her own, WBS will deduct 5% of the first year's tuition fee from the tuition fee to be refunded. The applicant or his / her agent must prove that the applicant's visa has been refused by the Hungarian authorities (see point 7b). The following cases are specifically but not exclusively considered to be the applicant's own faults:
- asking for an interpreter at the visa interview which is conducted in English;
 - failing to send the visa-package* for the Legal Assistance minimum 2 weeks prior to the interview appointment;
 - presenting forged/fake or incomplete/inadequate documents at the visa interview;
 - presenting different documents at the visa interview from the ones that were previously presented for the Legal Assistance provided by the lawyer of WBS;
 - being absent for the visa interview;
 - submitting the visa request in a country where the applicant is not considered to be a legal resident;
 - failing to meet the requirements of the Hungarian authorities when required to submit additional documents during the visa process
- (13) After personal enrolment, the student is entitled to reimbursement of the tuition fee as specified above in (7) (c) and (d).
- (14) After the arrival of a written refund-request at the International Student Office, the reimbursement will be transferred within 60 days provided that the request has been found justified, and that the beneficiary bank details have clearly been indicated.
- (15) The reimbursement of tuition fees to a third party is only possible where the payment to the third party's bank account was recorded by the admitted applicant's / student's given written authorization to the third party initiating the refund process.

Budapest, 30th August, 2018

Management of WBS

*If in doubt concerning the required content of your visa-package, please, consult the local representative of WBS for advice.