

## **REFUND POLICY**

**for self-funded (tuition fee paying) students**

### **English Language Preparatory Programme**

- 1) The €100 registration fee and the €130 first month's accommodation fee for the Halls of Residence are not refundable in any of the cases below. In all cases, the University will retain the aforementioned fees, and the student may only submit a claim for a refund of the tuition fee. The Refund Claim Form can be found in the annexe to this present policy.
- 2) In all cases, the refund can only be initiated in writing and the application for a claim must be addressed to the Centre of International Programmes at Széchenyi István University (hereinafter: the University).
- 3) Any bank charges involved in the remittance of the refund amount will in all cases be borne by the student.
- 4) With points 1 - 3 (general guidelines) in force, if a student who has gained admission:
  - a. requests withdrawal **before** the published final date of registration for an active semester, he/she will be refunded the tuition fee paid for the one semester.
  - b. requests withdrawal **within 15 days** of the published final date of registration for an active semester, after deduction of the €500 administration fee, he / she will be refunded the tuition fee for the one semester.
  - c. requests withdrawal **after 15 days, but within 30 days** of the published final date of registration for an active semester, the University will reimburse the student with 2/3 of the tuition fee for the one semester.
  - d. requests withdrawal **more than 30 days after** the published final date of registration for an active semester, the tuition fee paid for the one semester will be retained by the University.
- 5) In the event that the student duly justifies that he / she requests withdrawal **through no fault of his / her own** (due to childbirth, accident, illness or other unforeseen reason) the Rector shall decide on the extent of the reimbursement of the one semester's tuition fee. **Rejection of a Visa application shall not be considered as a justification in this regard.**

## REFUND CLAIM FORM

### Átutalási megbízás tandíj visszautalásához

**To be completed by the student / Hallgató tölti ki:**

Hereby I confirm that I withdraw from my studies at Széchenyi István University. / Alulírott kijelenti, hogy hallgatói jogviszonyát saját kérésére megszünteti a Széchenyi István Egyetemen.

<b>Reason for withdrawal / A jogviszony visszavonásának oka</b>	
<b>Date / Dátum</b>	<b>Signature / Aláírás</b>

<b>1. Name of the student and Neptun code (if applies) / Hallgató neve és Neptun kódja (amennyiben rendelkezik vele)</b>	<b>2. Address of the student / Hallgató lakcíme</b>
<b>3. Student's bank account number in IBAN form / Hallgató IBAN bankszámlaszáma</b>	<b>4. Name of the account owner / Számlatulajdonos neve</b>
<b>5. Name and address of the Bank / Hallgató bankjának neve és címe</b>	<b>6. SWIFT (BIC) code / SWIFT (BIC) kód</b>

**To be completed by the Centre of International Programmes / A Nemzetközi Programok Központ munkatársa tölti ki:**

7. <b>Refund amount / Tandíjvisszatérítés</b> összege	8. <b>Ref. number / Munkaszám</b>
	NPPJ24001T NP10000 2000

Hereby I certify that the above student has fully paid the tuition fee for the one semester English Language Preparatory Programme starting in February 2024 and I accept his/her refund request. S/he has not got any financial obligation, therefore please transfer the above amount to the bank account provided.

Ezennel igazolom, hogy a fenti hallgató befizette a 2024. februárban kezdődő, egy féléves Angol nyelvi előkészítő program díját, és elfogadom visszatérítési kérelmét. Tartozása nincs, így kérem, a hallgató számára az előre befizetett tandíjat a fenti összegben a megadott bankszámlára átutalni szíveskedjenek.

<b>Date / Dátum:</b>		
Dr Lukács Eszter Vice-President for International Affairs and Strategic Relations	Dr Kovács Zsolt Vice-President for Education and General Affairs	Ellenjegyző / Counter signed by