

## Refund Policy

- (1) The application fee (100 EUR) and the first month's accommodation fee (130 EUR) are non-refundable, the University is entitled to it in every case.
- (2) The bank charges for the reimbursement shall always be borne by the student.
- (3) If the Student's visa application is rejected:
  - a. If the Student's visa application is rejected, regardless of the reason, then after deduction of the administrative fee of EUR 500, the University will reimburse the remaining part of the tuition fee.
  - b. Refund requests can only be made in relation to the tuition fee.
  - c. All refund requests must be made in writing to the Director of the Centre of International Programmes. The Student Request Form is annexed to this Policy.
- (4) If the admitted Student does not register in the University (does not apply for a visa, or obtains a visa, but does not register):
  - a. The Student may withdraw from the start of studies until registration, but no later than 15 October of the current year. In this case, the Student will receive a 100% refund of the tuition fee.
  - b. If the Student does not indicate his / her intention to withdraw from studies by 15 October, the University is entitled to 35% of the first semester fee with the remainder being refunded to the student.
- (5) If the Student receives a visa and also registers in the first semester, in the event of termination of the legal relationship:
  - a. If the Student requests termination within 30 days of registration, the University is entitled to 35% of the first semester fee, with the remainder and the second semester fee being refunded to the student.
  - b. If the Student requests termination more than 30 days after registration, the University is entitled to the first semester fee, and the University will refund the second semester fee to the Student.
  - c. If the Student proves that he / she requested to terminate his / her legal relationship due to childbirth, accident, illness or any other unexpected reason through no fault of their own at any time during the semester, the University is entitled to 35% of the first semester fee with the second semester fee being refunded to the Student.
- (6) If the Student receives a visa and registers in the first semester and he / she requests a passive semester:
  - a. If the Student requests a passive semester within 30 days of registration, the University is entitled to 35% of the first semester fee, the remainder being refunded to the Student. The University is still entitled to the second semester tuition fee.
  - b. If the Student requests termination or a passive semester more than 30 days after registration, the University is entitled to the paid tuition fee.
  - c. If the Student proves that he / she requested a passive semester due to childbirth, accident, illness or any other unexpected reason at any time during the semester, the

University is entitled to 35% of the first semester fee, the remainder being refunded to the Student. The University is still entitled to the 2<sup>nd</sup> semester tuition fee.

- (7) In the event of termination of legal relationship and requesting a passive semester after the first semester:
- a. If the Student requests termination or a passive semester within 30 days of enrollment, the University is entitled to 35% of the semester's fee, the remainder being refunded to the Student.
  - b. If the Student requests termination or a passive semester more than 30 days after enrollment, the University is entitled to the paid tuition fee.
  - c. If the Student proves that he / she requested to terminate his / her legal relationship or requests a passive semester due to childbirth, accident, illness or any other unexpected reason, through no fault of their own at any time during the semester, the University is entitled to 35% of the semester's fee, the rest being refunded to the Student.

The same rules shall apply to the Preparatory Course, with the exception of Section (7).

Annex: Student Request Form

# Átutalási megbízás tandíj visszautalásához/ Student Request Form

Part (A)- Hallgató tölti ki/ To be completed by the student

1.	Hallgató neve/Name of the student	2.	Hallgató lakcíme/ Address of the student
3.	Hallgató bankszámla száma/Student's bank account number in IBAN format	4.	Hallgató bankjának neve/ Name of the bank
5.	Hallgató bankjának címe/ Address of the Bank	6.	SWIFT (BIC) kód/SWIFT (BIC) code

Part (B)-A Nemzetközi Programok Központ munkatársa tölti ki/ To be completed by the Centre of International Programmes

7.	Tandíjvisszatérítés összege/ Refund amount	8.	Munkaszám/ Ref. number

Ezennel igazolom, hogy a fenti hallgató befizette a 2020/2021-es tanév első éves tandíját, de nem tud beiratkozni és megkezdeni tanulmányait a Széchenyi István Egyetemen. Tartozása nincs. Kérem szíveskedjenek számára az előre befizetett tandíjat a fenti összegben a megadott bankszámlára átutalni.

Hereby I certify that the above student has fully paid the first year's tuition fee for academic year 2020/2021 but s/he can not be enrolled and start her/his studies at Széchenyi István University. S/he has not got any financial obligation, please transfer the above amount to the bank account provided.

Dátum/Date:		
Dr. Lukács Eszter Vice-Rector for Educational Affairs	Dr. Filep Bálint Chancellor	Ellenjegyző/Counter signed by