

REFUND POLICY

for self-funded (tuition fee paying) students

- 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) In the case of withdrawal in the first semester, the tuition fee paid for the second semester will in all cases be reimbursed by the University.
- 5) With points 1 - 4 (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 given 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 given 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 given 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 given semester will be retained by the University.
- 6) If a student who has gained admission requests a passive semester pursuant to the provisions of the University's Study and Examination Regulations (TVSZ), the tuition fee will be withheld and credited for the next active semester.
- 7) 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 semester's tuition fee. **Rejection of a Visa application shall not be considered as a justification in this regard.**
- 8) The above rules, with the exception of point 6, also apply to the English Language Preparatory Course.

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.

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

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

To be completed by the Centre for International Programmes and Alumni / A Nemzetközi Programok és Alumni Központ munkatársa tölti ki:

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

Hereby I certify that the above student has fully paid the first year's tuition fee for academic year 2024/2025 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 2024/2025-ös tanév első éves tandíját és elfogadom visszatérítési kérelmét. Tartozása nincs, így kérem, a hallgató számára az előre befizetett tandíjat a fenti összegben a megadott bankszámlára átutalni szíveskedjenek.

Date/ Dátum:

Dr. Lukács Eszter
Vice-President for International Affairs and
Strategic Relations

Ellenjegyzés – Pénzügyi és Számviteli
Igazgatóság / Counter signed by the Director
of Finance