

THE REFUND POLICY OF WEKERLE BUSINESS SCHOOL

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

(Effective from June 1st, 2023 for an indefinite period of time,
and for applicants and students for the autumn semester of the academic year 2023-2024 first)

The purpose of this Refund Policy is to provide guidance on when refunds of registration, administration and 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 registration, administration and tuition fee that is paid directly by the applicants or students, or by a private sponsor or an 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 application fee, the registration fee, the administration fee and the tuition fee for the first academic year, 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 application 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. **It is the applicant's responsibility to prove by a document that his / her visa request had not been submitted before the cancellation of his / her school application.**
- (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. **International students, however, should be aware that their residence permit for the purpose of studies is only valid for periods of their active student status, thus if they suspend their studies, they will immediately have to apply for a residence permit for other purposes, and will have to justify those other purposes for Hungarian authorities.**
- (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.

Both international applicants and international students are eligible for the reimbursement of their registration, administration and tuition fees under the conditions specified below.

- (7) The tuition fee-paying international applicant / student is entitled to a refund of the pre-paid administration and tuition fee according to the following proportions:
 - a) 98% of the administration and the tuition fee (2% of the first year's administration and tuition fee will be deducted for handling charges)
 - if the school-application is not valid according to the present policy (due to missing documents or other problems);
 - or if the applicant has requested their application to be **withdrawn** by the given date (see point 3);
 - b) 100% of the administration and the tuition fee
After having submitted their visa-requests to the Hungarian authorities, international applicants are only eligible for a refund if their visa request has 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 National Directorate-General for Aliens Policing, called "Határozat" in Hungarian, must be produced **as well as an official statement issued by the same authority saying that no visa request is in progress on the applicant's behalf.**
 - c) 30% of a semester's administration and tuition fee if the student requests for the semester of study to be **suspended** for a justifiable reason by October 15th during the autumn semester, or by March 15th during the spring semester of a given academic year, however, **this refund rule can only be applied from the students' second year of studies.**
 - d) 10% of a semester's administration and tuition fee 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, however, **this refund rule can only be applied from the students' second year of studies.**
 - e) After the above stipulated deadlines administration and tuition fees cannot be refunded.

- (8) If an international applicant's visa-application has been rejected by the Hungarian authorities, 50 per cent of the registration fee of 800 EUR, which contains the fee of the Legal Assistance, is refundable.
- (9) 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.
- (10) Citizens from the 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.
- (11) Reimbursement of registration, administration and tuition fees is regulated by the Management of WBS. The Management of WBS consists of the President, the Rector, the Director for International Relations, and the Secretary-General.
- (12) The application fee of 200 EUR 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.
- (13) WBS is held liable to refund the registration, administration and 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 registration, administration and tuition fees.
- (14) If the applicant is not granted a visa through fault of his / her own, WBS will deduct 5% of the first year's administration and tuition fee from the fees to be refunded.

The applicant or his / her agent must prove that the applicant's visa has been refused by the Hungarian authorities and **that no other level visa procedure is in progress on the applicant's behalf** (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* to WBS for the Legal Assistance minimum 2 weeks prior to the visa-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
 - **submitting the visa request for other purposes instead of study purposes.**
- (15) After personal enrolment, the student is entitled to reimbursement of the administration and tuition fee as specified above in (7) (c) and (d).
 - (16) After the arrival of a written refund-request at the International Student Office, the reimbursement will be transferred within 60 days **after** the request has been found justified, and the beneficiary bank details have clearly been indicated.
 - (17) The reimbursement of registration, administration and 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, 31 May, 2023

the President of WBS

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