

## THE REFUND POLICY OF WEKERLE BUSINESS SCHOOL

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

(Effective from May 16<sup>th</sup>, 2022 for an indefinite period of time,  
and for applicants and students for the autumn semester of the academic year 2022-2023 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 academic year, or 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 of 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 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 15<sup>th</sup> during the autumn semester, or by March 15<sup>th</sup> 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.

\*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.

**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 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%  
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 Office of Immigration and Nationality, 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 tuition fee if the student requests for the semester of study to be **suspended** by October 15<sup>th</sup> during the autumn semester, or by March 15<sup>th</sup> 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% if the student requests the **termination** of study by October 15<sup>th</sup> during the autumn semester, or by March 15<sup>th</sup> 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 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 for International Relations, and the Secretary-General.
- (9) The **150 EUR application fee**, which contains the fee of 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 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\* 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
  - **submitting the visa request for other purposes instead of study purposes.**
- (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 **after** the request has been found justified, and 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, 12th May, 2022

the Management of WBS

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