

## **IBS INTERNATIONAL BUSINESS SCHOOL**

### **TUITION FEE REGULATIONS FOR THE DOCTORAL PROGRAMMES DELIVERED IN CO-OPERATION WITH THE UNIVERSITY OF BUCKINGHAM**

#### **1. §**

With respect to the doctoral programmes offered by IBS, students are subject to tuition fee payment obligation. The fee paid in return for tuition services is termed as “tuition fee”.

At the time of enrolment IBS, as a full-authority representative of UoB enters into an educational contract, in which Parties ascertain the fees, duration of the programme, the schedule of tuition fee payment and other terms and conditions of the programme.

#### **2. §**

##### **Structure and payment of tuition fee paid by the students of the doctoral programmes**

1. The tuition fee is a programme fee determined in Euros by the Rector and it is published on the website of IBS. The Rector is entitled to grant special reduction on the tuition fee (for example for the “alumnus” of IBS) whose conditions and amounts are regulated in a separate directive. The programme fee is due in semesterly instalments upon enrolment / check-in.

Upon payment of the tuition fee, the enrolled student shall be entitled to use all services with relation to the program (professional education, exam and re-examination, library and computer access), except the paid services listed in Section (4).

Services not related to the educational activity may be used for the relevant fees, especially printing, parking, student cards, gown rental, paid events organised by IBS, language courses and exams, special procedural fees.

Foreign students without a European Union citizenship shall make a one-off, non-refundable payment at the time of enrolment as a registration fee. The amount of the registration fee is published on the website of IBS.

2. If the student fails to complete the academic requirements undertaken for the given semester, it shall not be entitled to any refund on the tuition fee, but in the next educational period it shall be entitled to continue his/her studies in active status upon fulfilling the payment requirements listed in (1) above, up until the maximum duration of the programme as determined by *IBS Research Degrees Guide*.

3. If the student has been granted permission for suspension of studies (i.e. passive semester), the student shall make a payment of the prevailing amount of tuition fee at the repeated commencement of the studies. Students with enrolled student status who fail to pay the semesterly instalment of the subsequent semester shall be denied check-in for the subsequent semester and they may request passive status subject to the rules and regulations contained in the *IBS Research Degrees Guide*.

## 2. Charges related to payment of the tuition fee

### A) Procedural fee due to non-standard payment method or schedule of the tuition fee

All payment methods or schedules deviating from standard methods and schedules shall be subject to the individual permission of the Rector, upon payment of an additional procedural fee, in amount of 5% of the tuition fee. The fee contains the penalty forfeit, banking and postage charges and any administrative additional expenses. Sums in the individual permission must be stated in EUR; if the student wishes to pay in HUF, the conversion rates stated in § 2 Section (4) shall be applied.

### B) Status activation fee

If Student fails to complete the Programme within the period stated in the *IBS Research Degrees Guide*, and an extension has been granted, the Student may activate their upcoming semester upon payment of a status activation fee, which is equivalent to the semesterly instalments paid in previous semesters.

### C) Validation fee

In order to cover the costs of the preliminary assessment of the research student's application, part of the first semester's tuition fee (validation fee) may be charged prior to enrolment as a condition of the admissions process. The sum of the validation fee must be published on the website. If the application is rejected, the validation fee shall be refunded. If the application is accepted, then the amount of the validation fee shall be deducted from the first semester's tuition fee. In the case of an accepted application, the validation fee shall not be refunded (not even if the applicant decides not to enrol on the programme).

## 3. Other administrative and service fees

### A. Mailing costs

If the Student does not pick up his/her degree certificate at IBS, the School will send it to the Student by post (registered mail) to Hungary and abroad, free of charge. Mailing by courier is only possible upon the Student's written request and at the Student's own cost.

## 4. HUF payment of fees stated in EUR

Students may choose to pay the tuition fee in Hungarian Forints. The HUF equivalents of the tuition fees, valid for a given semester, shall be published by IBS in the guidelines for registration, based on the following calculation:

HUF equivalent of tuition fee = Tuition fee in EUR, multiplied by the 6-month average of the currency rate, multiplied by (100% plus the difference between the average HUF and average EUR interest rates for the preceding 6 months)

#### *Definitions:*

*'Tuition fee in EUR'* = the amount as defined in Section (1) of §2 above

*'6-month'* = the 6 calendar months preceding the semester (1 January – 30 June; 1 July – 31 December)

*'Currency rate'* = the rate of exchange for which Erste Bank sells Euros for Forints to private persons

*'Averaged'* = the arithmetic mean of the rates published for each workday

*'HUF interest rate'* = the prime rate of interest published by the Hungarian National Bank

*'EUR interest rate'* = 6-month EURIBOR interest rate

## 3. §

## **Tuition fee payment regulations**

1. The tuition fee is due in equal semesterly instalments, at the date of enrolment / check-in for the first and later semesters respectively.

Students who fail to make the payment of the due tuition fee shall not be allowed to enrol / check in for the respective semester, furthermore, shall be unauthorized to have resort to the services provided by IBS (including password-protected online services) including access to the VLE system (Moodle). In the case of other debts to IBS (fees listed in Section 2.§ 3 and library fines), IBS shall impose the academic restrictions mentioned above only if the total debts exceeds 200 EUR, except at the commencement of the final semester, by which time Student must clear all debts.

In case of a default payment exceeding 15 days with regards to an authorised debt against IBS, IBS shall notify the student in writing about the due payment of the tuition within the additional deadline set forth by the notification. If the students within the defined additional deadline fail to make the payment of the payment arrear towards IBS, IBS shall have the right to terminate immediately the student's legal relationship by a written termination declaration addressed to the student.

2. The tuition fees shall not be claimed back in whole or in part, by taking the following cases into consideration:

- a. if a student from any of the European Union member states prior to the first day of the term time requests the termination of its student legal relationship, or the declaration of the term as a passive term, it shall be entitled to reclaim the full amount of tuition fee that has been paid.
- b. if a student requests a passive semester or the termination of its student contract after the beginning of the semester's term time but within one calendar month of the first day of the term time, the student shall be provided an opportunity to use 80% of tuition fee paid for the given semester to cover part of the tuition fee in a later semester, within 1 calendar year. Only students from the European Union may reclaim tuition fees that have been paid but not used.
- c. if a student from outside the European Union, who has enrolled / checked in for the semester, through no fault of their own fails to receive a visa / residency permit and requests termination of their student status, all fees paid for the ongoing and forthcoming semesters shall be refunded, minus an administrative fee of EUR 400, provided that the student has fulfilled his/her obligations as a student online during the period preceding the refusal of the visa application, including in particular attendance at sessions as required by the programme regulations. This refund can be claimed until the last day of the coursework period of the given semester (last teaching day).
- d. If a student from outside the European Union, who has enrolled / checked in for the first semester,
  - has not received an official visa or residence permit decision by the last day of the coursework period of the first semester of the programme started, or
  - has been denied a visa or residence permit, which would – upon fulfilment of the conditions set out in point (d) – entitle them to a refund under point (d), however they do not wish to use the opportunity,they may request deferral to a subsequent semester of the same programme by termination of their student status on their original programme. Acceptance of the request for deferral is subject to the fulfilment of the student's obligations as set out in point (d). If the deferral request is accepted,
  - the student's status as a student on the original programme is terminated with immediate effect

- the tuition fee obligations for the first semester of the original programme are annulled retroactively, except for the administrative fee of EUR 400
- all academic records and marks are deleted from the first active semester of the original programme
- their status is changed from “enrolled” to “accepted applicant” status for the target semester of the programme indicated in the deferral decision, and they may re-start their studies from the beginning upon re-enrolment.

In the event of deferral and re-enrolment, the student will again be eligible for a refund under point (d) above, provided that they meet the conditions set out therein.

Deferral is possible on no more than one occasion.

- e. if a student outside the European Union received a visa / residency permit but fails to start or continue his/her studies, he/she shall not be entitled to reclaim the tuition fee. The registration fee is also non-refundable in this case.
- f. if the student from outside the European Union failing to start or continue his/her studies possesses a residence permit in Hungary unrelated to his/her studies at IBS, he/she shall be entitled to refunds according to a)-b) above. The registration fee is non-refundable in this case either.
- g. if, due to unavoidable external circumstances (e.g. in connection with regulations related to a pandemic), IBS provides education and assessments (or part of them) in online format instead of services requiring personal presence, the student shall not be entitled to reclaim the tuition fee.
- h. if IBS terminates the student’s contract for the reason of the student violating norms of decent behaviour, causing damage to the interests and the community of IBS, the student shall not be entitled to reclaim the tuition fee.

3. IBS shall be entitled to ascribe the claims towards the student in the amount of tuition fee paid by the student (e.g., additional procedural fees, non-paid library obligations, in case of damages caused by the student the enforced amount of indemnification etc.). Accordingly, with reference to the inclusion IBS requests the student to make the payment of the supplementary amount of the tuition fee, generated as a result of the inclusion of the above. Upon failure to do so, IBS shall enforce the legal consequences of the default tuition fee payment or its non-delivery.

Upon dispute of the claim’s legal title and/or its amount student shall have the right to turn to the Rector for legal remedy.

These Regulation were adopted by the Senate in virtue of its resolution No. 1/2023 at the session held on 11 July 2023.

Budapest, 11 July 2023

**Dr. László Láng**  
**Rector**