

IBS – INTERNATIONAL BUSINESS SCHOOL

EFFECTIVE TUITION FEE REGULATIONS FOR THE MASTER'S PROGRAMMES

Framed in a uniform structure together with the regulations effective from 13th November 2012

Oxford Brookes University (hereinafter referred to as OBU) pursuant to the Ftv. 3.§ and Ftv. 151.§ Article (7) is a registered foreign higher education institution in virtue of the resolution of the Registration Centre No. FRKP/432/2006., with a Hungarian operational licence. The referred resolution registered the master courses affected by this Regulation.

The International Business School - Budapest (hereinafter referred to as: IBS) at the time of elaborating this Regulation and during the accomplishment of the hereby defined educational form in the frame of a general cooperation agreement entered into with the Oxford Brookes University foreign higher education institution proceeds as a full-authority representative and execution institution (pursuant to Ftv. 31.§).

1. §

With respect to the 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 OBU 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 master programmes

1. The tuition fee has a standard rate; the amount of tuition fee is determined in Euros by the Vice Chancellor annually. The Vice Chancellor is entitled to grant special reduction on the tuition fee (for example for the “alumnus” of IBS), which requirements and amount are specified in a special instruction given by the CEO of IBS.

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), and – depending on the schedule and model curriculum opportunities, in accordance with the provisions set forth by the Rules and Regulations with regards to the master programmes – shall be entitled to enrol for unlimited amount of modules.

Scope of students	Standard rate tuition fee
Students enrolling for the academic year of 2009/2010 and later for the MSc programmes	8,700 EUR / programme

Foreign students from outside the European Union 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 the College.

The tuition fees and other fees stated in Euros may also be paid in Hungarian Forints. The HUF equivalents of the tuition fees, valid for a given semester, shall be published by the College in the guidelines for registration, based on the following calculations:

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 Raiffeisen 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

2. If the student fails to deliver the credit amount committed 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 without the payment of additional tuition fee.

3. In case of postponement 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.

4. Students enrolled to master programmes are entitled to enrol for foreign language lessons upon payment of 4 EUR/lesson tuition fee payment (payment shall be made in one amount, in advance for the entire semester) in accordance with the rules, which apply for the Bachelor level programmes.

5. Additional procedural fee shall be paid, if
a) the student wishes to submit his/her dissertation or project work at a date differing from the originally stated date, but within the same semester: the additional procedural fee is 250 EUR;

- b) the student wishes to submit his/her dissertation or project work at a date differing from the originally stated date, but outside the originally stated semester: the additional procedural fee is 500 EUR;
- c) the respective committee requests the repeated submission of the student's his/her dissertation or project work: the additional procedural fee is 500 EUR.
- d) the student requests and receives an extension of the deadline of his/her dissertation proposal: the additional procedural fee is 100 EUR.
- e) an appropriate number of students request the delivery of a module outside normal curricular timing. In this case a special procedure fee of 100 EUR per student is applicable.

If the Student does not pick up his/her degree certificate (diploma supplement, transcript) 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.

(6) Students in student legal relationship with other higher education institutions participating at the partial education programmes of IBS shall make a payment of 700 EUR tuition fee per module registered for, unless they study at IBS within the framework of an inter-institutional agreement or student exchange programme.

(7) Students of IBS, who obtained or are obtaining credits at other higher educational institutions, may only request the acknowledgment of credits obtained at other institutions by IBS, if they pay the the credit transfer fee. The credit transfer fee is 100 EUR per accepted module.

The students of the College may request their exemption from the completion of certain educational obligations (obligatory modules) on basis of the knowledge acquired in another educational institution or another way. The fee of exemption is 100 EUR per accepted module.

3. §

Tuition fee payment regulations

1. The tuition fee is due in one amount, latest by the date of enrolment.

The CEO may, on the basis of a justified application, issue individual permission to the Student to pay the tuition fee in two instalments. In this case the first instalment is due at registration, the second on 15 January of the following calendar year. In this case the instalments to be paid are 2 x 4,500 EUR. If the Student wishes to pay either instalment in HUF, the HUF equivalent to be paid is to be calculated according to the rate published by the College for the given semester, which shall be based on the formula in Section 1 of §2.

Payment methods or payment schedules different from the above mentioned on basis of the justified application shall only be optional if a permission is given by the CEO of IBS, and payment of an additional special fee of procedure is required that is 5 %

of the tuition fee. The commercial interest, the bank and postal costs, furthermore the extra costs of administration are included in the fee.

Students who fail to make the payment of the due tuition fee shall not be allowed to enrol for the respective semester, furthermore shall be unauthorized to have resort to the services provided by IBS (especially to the access of the Intranet).

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.

Financial debts in residence or other fees to the Residence Hall, operated by the same company as the College, count as fees unpaid to the institution, therefore, based on internal data exchange between the College and the Residence Hall, the College has the right to keep a record of these debts, to demand their payment, and to sanction failure to pay these fees by applying the same legal consequences as for any other debt to the College, mentioned in this paragraph.

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.
- b. if a student from any of the European Union member states prior to the first day of the second term's (the second academic year in case of a two-year education) 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 half of the amount of tuition fee.
- c. if a student from any of the European Union member states after the beginning of the first semester's term time, but within calendar month of 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, shall be entitled to reclaim 80% of tuition fee.
- d. if a student from any of the European Union member states after the beginning of the second semester's (the second academic year in case of a two-year education) term time, but within calendar month of 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, shall be entitled to reclaim 40% of tuition fee.
- e. if a student outside the European Union through no fault of his/her own fails to receive a visa / residency permit shall be entitled to reclaim the full amount of the tuition fee. The registration fee is non-refundable in this case.
- f. 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.

- g. 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)-d) above. The registration fee is non-refundable in this case either.

If the student received an authorization to pay in instalments, the above mentioned regulations shall be valid so that he/she shall not be entitled to reclaim 20% of tuition fee (increased by the fee of special procedure) in any event.

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 Vice Chancellor for legal aid.

4. §

Final clauses

This tuition fee regulation was adopted by the Senate in accordance with the Maintainer of IBS in virtue of the resolution No. 1/2012 at the session held on 13th November 2012.

This deed shall be the text version of the tuition fee regulations amended on several occasions framed in a uniform structure containing the latest amendments.

13th November 2012, Budapest

Dr. László Láng
Rector
President of the Senate