

**IBS – INTERNATIONAL BUSINESS SCHOOL
TUTION FEE PAYMENT REGULATIONS FOR BACHELOR DEGREE
PROGRAMMES DELIVERED IN CO-OPERATION WITH OXFORD
BROOKES UNIVERSITY AND FOR BACHELOR DEGREE PROGRAMMES
DELIVERED IN HUNGARIAN**

Framed in a uniform structure together with the regulations
effective from 18th November 2014

These Regulations concern students studying according to the 2012-2016 or earlier curriculum of the programmes delivered in co-operation with Oxford Brookes University and/or in Hungarian, in a gradual phase-out system.

1. §

Students studying at the Bachelor's degree programmes of the IBS- International Business School are subject to payment of service fees. The fee paid in return for tuition services is termed as "tuition fee". Students receiving a scholarship also participate in the tuition fee payment structure.

At the time of enrolment the College 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 fees paid by the students
of Bachelor's degree programmes**

1. Tuition fee

Tuition fee payment can be standard rate based or module number based. The amount of tuition fee specified in EUR is determined by the Rector annually. The extent of the tuition fee shall remain unchanged from the enrolment to the end of the tenth academic semester. In the counting of semesters for this purpose it is irrelevant whether a semester is active or passive (all are counted), however, semesters spent on the Intensive Language Programme are not counted. If the student still has educational obligations after that time, the student shall have the right to continue their studies for a tuition fee of EUR 2,500 (except on the BA in Arts Management Programme where it is EUR 2,900). The module based tuition fee shall also be calculated on the basis of these fees.

The tuition fee payment obligation shall be binding for all semesters (spent in education, work experience or in exchange program).

Upon payment of the **standard rate tuition fee**, the enrolled student shall be entitled to use all teaching and consultancy services related to the academic program, and – with regard to the limitations of the curriculum and the scheduling set forth by the Educational and Examination Rules and Regulations – shall be entitled to enrol for unlimited amount of modules. The standard rate tuition fee also contains the cost of taking the final examination on maximum 2 occasions, at any academic year's announced summer final examination period.

Independently from the programme, other services may be used upon payment of additional fees, such as printing, photocopying, sports and parking services, student card fees, gown rental fee, fees of the events organised by the College, extracurricular courses and language courses subject to payment, language exams, IAA diploma, penalty forfeit, special procedural and credit transfer fees.

Upon request by the student, the College may authorize the **module number based tuition fee payment** if the student has made the total amount of tuition fee payment for the eight semesters set forth by the student's educational contract, and the number of modules still to be completed in order to finish the programme is not more than 10. Module number based tuition fee payment shall not be requested for the duration of the work experience. By the module number based tuition fee payment the student settles the tuition fee payment of a whole academic year (two semesters). In the case of the module number based tuition payment all modules shall be considered as „modules to be delivered”, which have not been completed by the student, independently whether the student has a missing grade and/or exam with respect to the given module. Missing second language modules may be omitted from the list of “modules to be delivered” if the Student states in writing that s/he does not wish to study these modules at the College within the framework of standard curricular delivery. (This statement does not in any way influence the language examination requirements prescribed as conditions for obtaining a given academic degree.)

Scope of students	Standard rate tuition fee by semester	Module number based tuition fee payment (for 1 entire academic year= in total of two semesters)
Students enrolling for the first year in the academic year of 2005/2006 and 2006/2007	2.000 EUR	- In the case of at least 2 requested modules 25% of the standard rate tuition fee for a semester respective to the student
Students enrolling for the first year in the academic year of 2007/2008 and 2008/2009	2.200 EUR except the <i>BA in Arts Management</i> programme where 2.800 EUR	- In the case of 3, 4 or 5 requested modules 50% of the standard rate tuition fee for a semester respective to the student
Students enrolling for the first year in the academic year of 2009/2010	2.500 EUR except the <i>BA in Arts Management</i> programme where 2.900 EUR	- In the case of 6 -10 requested modules 100% of the standard rate tuition fee for a semester respective to the student

Foreign citizen students without a European Union citizenship shall make an initial payment equalling the tuition fee of 2 semesters before their enrolment to IBS; in addition, they shall make a one-off, non-refundable registration fee payment of (currently) EUR 900 at the time of enrolment. Any changes to this registration fee in respect of the academic year starting in the next calendar year shall be published by the College on the institution's web site by 31 October.

If the student fails to deliver the enrolled modules committed for the given semester, it shall not be entitled to any refund on the tuition fee.

In the 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. When defining the amount of the payable tuition fee it shall be inspected whether the student involved has exceeded the 10 academic semesters set forth by 2.§ Article (1) or not.

2. Other administrative charges

Special procedural fees shall be paid if the student wishes to use a special service, fails to deliver an administrative duty by the deadline set by the College, or if the student causes the College to incur additional costs by negligence.

Special procedural fees shall be imposed in the following cases and amounts:

- 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) Late check-in

Students must check in for each semester by the end of the announced check-in period. Upon failure to check in by this period, the following procedural fees must be paid in addition to the tuition fee and also in addition to any fees possibly arising from section A) above:

after the check-in period, until the end of the Neptun module registration period	EUR 50
after the Neptun module registration period, but before (but excluding) the first day of the teaching period	EUR 100
during the first week of the teaching period	EUR 150
during the second week of the teaching period	EUR 200
during the third week of the teaching period or later	EUR 250

New students enrolling for their first semester are exempt from late check-in fees.

- C) Extraordinary oral assessment or interview

Students not showing up at a compulsory test, interview (e.g. “Captain” test or coaching) or oral assessment at the scheduled time; causing a need to arrange an additional interview/assessment, must pay a special procedural fee of EUR 50.

D) Academic misconduct

After the fourth violation of academic regulations, recorded in the academic misconduct database, the student must pay EUR 150 for every additional instance.

E) Extraordinary final examination

If the student wishes to take its final examination outside the summer final examination period, upon written request of the student, the College shall organize an extraordinary final examination. Student shall make a payment of 600 EUR as a special procedural fee.

F) Consideration of a language certificate in an additional language

Students of the 2008-2012 BABS or BAFIN curriculum may submit a well-reasoned request for the school to consider a language certificate, required for graduation, in a language other than those listed in the Student Handbook. The procedural fee is EUR 150.

G) Issuing a degree certificate in an additional language

If the Student requests a degree certificate in a language other than Hungarian or English, the College will issue it upon payment of a EUR 200 special procedural fee.

H) Mailing a degree certificate or other document

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.

3. Student loans received by the institution

If the Student wishes to pay the tuition fee out of a student loan that is paid by the creditor directly to the institution, with regard to the difference in time between the registration / check-in and the receipt of the full amount of the tuition fee, the Student is charged 20% of the relevant tuition fee as a refundable deposit. Upon receipt of this amount IBS creates/extends the student's legal status for the upcoming semester. When the full tuition fee is received by IBS, the Student may request the refund of the deposit in an e-mail sent to request@ibs-b.hu. IBS shall not charge the 20% deposit if the Student presents a certificate issued by the creditor proving beyond doubt that he/she is eligible to the loan.

4. HUF payment of fees stated in EUR

The tuition 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 / check-in, 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 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. §

Scholarships for students based on their educational results on the Bachelor's degree programmes

With regard to the second or later semesters, students with excellent academic achievement may, upon request, receive a scholarship, in which case, based on the agreement between International Business School and IBS Foundation, IBS Foundation shall cover their tuition fee for one semester. Students may request a scholarship if during their previous semester at the IBS International Business School they delivered at least 80% of the modules defined by the respective standard curriculum; if the arithmetic average of their module-final marks is at least 75%; if they acquired all coursework and examination marks prescribed; if they had no failed exams; and if none of their module-final marks is lower than 70 percent. The relevant request must be sent to request@ibs-b.hu until the first day of the teaching period of the semester for which the scholarship is requested. Maximum ten percent of the student headcount by the cohort of each year of each programme may receive scholarships. The student is notified about the Rector's decision by the Student Centre.

No scholarship can be requested for the duration of the Placement period, furthermore it cannot be obtained based on academic performance during the Placement period. The scholarship awarded on basis of the academic results of the semester preceding the Placement period shall be valid for the semester following the Placement period.

4. §

Fees related to simultaneous undergraduate studies in two institutions, guest and exchange studies, credit transfer and exemption

1. Simultaneous studies of an IBS student in two higher education institutions

The amount of tuition fee with respect to the students studying at the IBS-International Business School and another higher education institution at the same time shall be not be affected by the participation in parallel education.

2. Guest or exchange studies of IBS students in other institutions

Students participating in exchange programmes organised by IBS which, in accordance with international agreement, require no payment of tuition fees in the receiving institution shall pay the standard rate for the given semester to IBS.

3. Guest students at IBS

Students in student legal relationship with other higher education institutions participating at the partial education programmes of the College shall make a payment of 250 EUR tuition fee per module registered for, unless they study at IBS within the framework of an inter-institutional agreement or student exchange programme.

4. Credit transfer

Students admitted by standard procedure, paying the full programme fee stated in the Contract of Education, can request credit acceptance free of charge.

Students admitted by transfer from another institution can request the acceptance of their credits earned in their previous institution(s) upon admission (not later). The credit transfer fee is EUR 50 per module accepted.

5. §

Tuition fee payment regulations

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

Tuition fees, which are specified in EUR with regards to the given educational period may also be paid in Hungarian Forints in accordance with the stipulations in § 2 Section (4) above and the information provided at enrolment.

Students who fail to make the payment of the due tuition fee or have any other financial or administrative debt towards the institution shall not be allowed to enrol/apply for the respective semester, shall not be allowed to apply for examination, and cannot receive their degree. Financial debts in residence or other fees to the Residence Hall, operated by a company in co-operation with the College, count as fees unpaid to the institution, therefore, based on internal data exchange between the College and the company operating 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.

In the case of a default payment exceeding 15 days with regards to an authorised debt against the College, the College shall notify the student in writing about the due payment of the tuition within the additional deadline set forth by the notification. If the student within the defined additional deadline fails to make the payment of the payment arrear towards the College, the College shall have the right to change the student's legal relationship to passive immediately resulting in the educational and financial consequences set forth by the Tvsz. and these rules and regulations.

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 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 the European Union member states after the beginning of the semester's term time, but within one 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.
- c. if a student, after the beginning of the semester's term time, but within one calendar month of the first day of the term time, requests and receives permission for transfer to another academic programme within the College (with or without claiming passive status on the original academic programme), the tuition fees already paid must be counted against the required fees of the new programme; any difference (if the new programme has a higher fee) must be paid by the student, or (if the new programme has a lower fee) be refunded to the student.
- d. if a student from 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 paid. The registration fee is non-refundable in this case.
- e. if a student from outside the European Union has received a visa / residency permit for study purposes, 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.

3. The College shall be entitled to ascribe the claims of the College (including claims of the Residence Hall) 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 the College 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, the College 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 aid.

4. With regards to the benefits obtained by the students, who entered into a student legal relation prior to academic year of 2005/2006, pursuant to the effective provisions prior to this Regulation shall remain valid, except the case when the student due to its unsuccessful exams is required to repeat the educational period.

6. §
Final clauses

This Tuition Fee Regulation was adopted by the Senate in accordance with the Maintainer of the College in virtue of the resolution No. 8/2014 at the session held on 18th November 2014.

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 effective from its approval.

18th November 2014

Dr. László Láng
Rector,
President of the Senate