

**IBS – INTERNATIONAL BUSINESS SCHOOL
TUITION FEE PAYMENT REGULATIONS FOR BACHELOR DEGREE
PROGRAMMES DELIVERED IN CO-OPERATION WITH THE
UNIVERSITY OF BUCKINGHAM
of 27 June 2013, last modified 14 November 2017**

These Regulations apply to students of the 2013-2016 and later curricula of bachelor degree programmes delivered in co-operation with the University of Buckingham, in a phase-in system.

The University of Buckingham (UoB) is a foreign institution of higher education with permission to operate in Hungary according to § 106 Section (7) of the Act on National Higher Education (ANHE), registered by the Educational Authority by Resolution No. FF/905-7/2012; and also registered in Austria by registration No. BMWF-52.290/0060-I/6/2012. The resolutions include registration of the Bachelor's programmes concerned by these Regulations.

In forming these Regulations and in the delivery of the Programmes, International Business School (henceforth: College) acts as a fully empowered representative and delivery institution of UoB, in line with the general co-operation agreement formed between UoB and the College, according to § 78 Section (3) of the ANHE.

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 partial 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 and registration fees

Tuition fee payment can be programme fee 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, and its due dates are regulated by § 5 of these regulations. 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 students still have educational obligations after that time, the students shall have the right to continue their studies by taking into consideration the prevailing tuition fee amount of the given year's first year students specified in EUR. The module based tuition fee shall also be calculated on the basis of the fees relevant to the given year's first year students specified in EUR.

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

Upon payment of the **programme fee based 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 set forth by the Educational and Examination Rules and Regulations – shall be entitled to enrol for their modules. The programme based 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, for those students who wish to obtain the degree of International Business School.

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.

The programme based tuition fee must be paid in six equal (semesterly) instalments.

Students taking the additional modules required for a Hungarian degree in the additional seventh semester pay the following tuition fees:

- no fees are charged for the first attempt at these additional modules for students who enrolled in 2013 and 2014;
- students who enrolled in 2015 and later must pay a tuition fee equivalent to the fees paid by the first-year students enrolling to given programme in the given academic year.

All other students who continue their studies after the 6th semester on their University of Buckingham BSc programme must pay a module number based tuition fee from the seventh semester on. Students who, in an additional semester, complete academic duties on their University of Buckingham programme and also on the Hungarian top-up degree programme, must pay the required tuition fees of both programmes.

The **module based tuition fee** is to be applied to all modules taken or retaken in the seventh or any later semester, which are necessary to complete the Buckingham curriculum, even if the student is enrolled for the Hungarian degree. The module based tuition fee also applies to all non-first attempts at the additional modules required for the Hungarian degree.

By the module based tuition fee payment the student settles the tuition fee payment of a whole academic year (two semesters). In the case of the module based tuition fee payment all modules shall be considered as „modules to be delivered”, which have not been completed by the student, independently whether the student has only a missing exam, or also (or only) a coursework mark, to be completed by full retake or by referral. with respect to the given module

Scope of students	Programme fee	Module 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 2013/2014 and later	19.800 EUR	<ul style="list-style-type: none"> - In the case of up to 2 modules to be delivered: 1.100 EUR - In the case of 3, 4 or 5 modules to be delivered: 2.200 EUR - In the case of 6 -10 modules to be delivered: 3.300 EUR - In the case of more than 10 modules to be delivered: the equivalent of two semesterly instalments (6.600 EUR)

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. Charges related to payment of the tuition fee

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.

3. Other administrative and service fees

A) 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.

B) 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.

C) Extraordinary final examination (only effective for students who wish to obtain the degree of International Business School as well)

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.

D) 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.

E) 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.

4. 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 semesterly tuition fee instalment 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.

5. 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 semesterly tuition fee instalments, 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, tuition fee reductions

A) IBS STARTER scholarship

Applicants can apply for a 50% reduction in tuition fees for the first two semesters of the BSc programmes of The University of Buckingham if they are

- 18-25 years old, and
- possess one of the following language certificates, from not more than 2 years ago:
 - o IELTS with a result of at least 6.5 (with no partial result of less than 6.0) or
 - o TOEFL 90 iBT language certificate.

Applicants must submit a motivation letter and a copy of the language certificate. Scholarships are awarded by the Rector. There is no opportunity to appeal against the Rector's decision.

To access the reduction, successful applicants must pay the entire tuition fee for the first semester, by the deadline specified in the application call. The reduction shall take the form of exemption from tuition fee payment obligations in the second semester. Tuition fees paid cannot be reclaimed by any means.

B) Partial 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 partial scholarship, in which case, based on the agreement between International Business School and IBS Foundation, IBS Foundation shall cover part of their semesterly tuition fee instalment* for one semester. This is possible with the following conditions:

<p>Category I: partial scholarship covering 75% of the semesterly tuition fee instalment*</p>	<ul style="list-style-type: none"> - they delivered at least 80% of the modules defined by the respective standard curriculum - they acquired all coursework and examination marks prescribed - the arithmetic average of their module-final marks is at least 75% - they had no failed exams - none of their module-final marks is lower than 70 percent
<p>Category II: partial scholarship covering 50% of the semesterly tuition fee instalment*</p>	<ul style="list-style-type: none"> - they delivered at least 80% of the modules defined by the respective standard curriculum - they acquired all coursework and examination marks prescribed - the arithmetic average of their module-final marks is at least 75% - they had no failed exams - maximum two of their module-final marks are lower than 70 percent

** the semesterly tuition fee instalment is one sixth of the programme fee*

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. The student is notified about the Rector’s decision by the Student Centre.

The first opportunity to request partial scholarships is in respect of the second active semester on the basis of the first semester’s academic achievement, and the last such opportunity is in respect of the sixth active semester based on the fifth semester’s academic achievement.

C) Scholarships cannot be combined.

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 relevant semesterly tuition fee instalment 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 a programme fee according to their 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 or registration fees, or fees related to payment of the 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. In the case of other debts to the College (fees listed in Section 2.§ 3 and library fines), College 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 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.
- g. 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. The College shall be entitled to ascribe the claims of the College 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.

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. 2/2017 at the session held on 14 November 2017.

In issues not regulated in these Regulations and the Contract of Education, Hungarian law and legal authority are effective, especially

- the Act on National Higher Education
- the Organisational and Operational Rules and Regulations of International Business School
- The Regulation on the option to request supervision against the decisions made by the instructor / board of examiners
- The Study and Examination Regulations and the Admission Regulations relevant for the bachelor's programmes of the University of Buckingham approved by the Senate of the College.

Budapest, 14 November 2017.

**Dr. László Láng
Rector,
President of the Senate**