

IBS – INTERNATIONAL BUSINESS SCHOOL

TUITION FEE REGULATIONS FOR THE MASTER’S PROGRAMMES DELIVERED IN CO-OPERATION WITH THE UNIVERSITY OF BUCKINGHAM IN HUNGARY AND AUSTRIA

These Regulations apply to students of the 2013-2014 and later curricula of Master’s 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 § 76 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 Master’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. §

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 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 master programmes

1. Tuition and registration fees

1. The tuition fee is a programme fee determined in Euros by the Rector annually. The Rector is entitled to grant special reduction on the tuition fee (for example for the “alumnus” of IBS). The programme fee is due in two equal (semesterly) instalments upon enrolment / check-in for first and second semesters respectively.

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, photocopying, parking, student cards, gown rental, paid events organised by IBS, language courses and exams, IAA diploma, special procedural fees.

Scope of students	Programme fee in Budapest	Programme fee in Vienna
Students enrolling for the MSc programmes between 2013/2014 and 2016/2017	8,700 EUR / programme	11,800 EUR / programme
Students enrolling for the MSc programmes in 2017/2018 and later	9,400 EUR / programme	11,800 EUR / programme

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 the College.

2. If the student fails to deliver 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 the Study and Examination Regulations.

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. 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 their status shall be automatically passive.

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) Additional procedural fees

1.) In the case of students admitted in 2013 and 2014:

a) if 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; except if the student submits the extension request within 2 weeks from the deadline, in which case the fee is 350 EUR.

b) if 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; except if the student submits the extension request within 2 weeks from the deadline, in which case the fee is 600 EUR.

c) if 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) if the student requests and receives an extension of the deadline of his/her dissertation proposal: the additional procedural fee is 100 EUR.

e) if 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.

II. In the case of students admitted in 2015:

a) if the student wishes to submit his/her dissertation – according to the curriculum – in the third semester from enrolment but after the specified deadline, a procedural fee of 250 EUR shall be charged;

b) if the student wishes to submit his/her dissertation in the fourth semester from enrolment, a procedural fee of 500 EUR shall be charged;

c) if the student wishes to submit his/her dissertation in the fifth semester from enrolment, a procedural fee of 1,000 EUR shall be charged;

d) if the student wishes to submit his/her dissertation in the sixth or later semester from enrolment, a procedural fee of 1,500 EUR shall be charged.

All semesters – active or passive – count in the calculation of the number of semesters in II/a)-d) above.

Procedural fees specified in II. a)-d) above shall be paid in all cases, without respect to the specific reasons behind the delay (e.g. late submission, refused *dissertation proposal*, refused dissertation, etc.).

If the student has already paid some procedural fee(s) according to II. a)-d), but the submission of the dissertation is further delayed or repeated, the sum(s) already paid as procedural fees according to II. a)-d) must be deducted from the procedural fee due upon actual submission.

III. In the case of students admitted in 2016 and later:

a) if the student does not complete the programme within the timeframe set forth by the standard curriculum, and therefore checks in for a 4th or later semester, student shall pay a 750 EUR status activation fee in each semester.

b) if the student needs to retake any module – including the dissertation module – then, from the 4th semester, a 250 EUR module retake fee shall be charged for each module, regardless whether the entire coursework (by full retake or by referral) or only an exam is to be completed.

3. Other administrative and service fees

C) Extraordinary oral assessment or interview

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.

D) Guest students

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.

E) Credit transfers, exemptions

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 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.

4. HUF payment of fees stated in EUR

The tuition fees and other fees stated in Euros. Students registered on the Budapest programme 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 the College 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

Tuition fee payment regulations

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

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 check in for the respective semester, furthermore shall be unauthorized to have resort to the services provided by IBS (including password-protected online services). 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 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 from any of the European Union member states after the beginning of the 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 the semesterly instalment of the tuition fee paid.
- c. 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 paid. The registration fee is non-refundable in this case.
- d. 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.
- e. if the student from outside the European Union failing to start or continue his/her studies possesses a residence permit in Hungary/Austria 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.
- f. 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 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. 2/2017 at the session held on 14 November 2017.

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.

Budapest, 14 November 2017

Dr. László Láng
Rector
President of the Senate