

**IBS – INTERNATIONAL BUSINESS SCHOOL
TUITION FEE PAYMENT REGULATIONS
FOR BACHELOR’S DEGREE PROGRAMMES
DELIVERED IN CO-OPERATION WITH THE UNIVERSITY OF BUCKINGHAM
of 27 June 2013, last modified 16 May 2022**

These Regulations apply to students of bachelor’s degree programmes delivered in co-operation with the University of Buckingham and form part of the student requirement 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 partial scholarship also participate in the tuition fee payment structure.

At the time of enrolment, IBS 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 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 amount of the tuition fee shall remain unchanged from the enrolment to the end of the studies on the given programme, and its due dates are regulated by § 5 of these regulations

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

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 programme, and – with regard to the limitations set forth by the Educational and Examination Rules and Regulations – shall be entitled to sign up for their modules.

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

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

In the case of **the module-based tuition fee payment** all modules shall be considered as „modules to be completed”, which have not been completed by the student, irrespective of the type of missing assessment(s) (an exam, or also (or only) a coursework mark), or the mode of completion (full retake or referral).

Programme fee	Module based tuition fee payment
For students enrolling for the BSc programme in 2015, 2016, 2017, 2018, 2019 and February 2020: 19.800 EUR	<p>- If the student has not completed the curriculum within the normal BSc programme period and has maximum 10 modules still to complete, the following fees must be paid:</p> <ul style="list-style-type: none"> • 600 EUR status activation fee upon check-in for the 7th or later semester, plus • 200 EUR sign-up fee per module, due upon each module signed up for (including the Academic Writing Project), irrespective of the type of missing assessment(s) (an exam, or also (or only) a coursework mark), or the mode of completion (full retake or referral)
For students enrolling for the BSc programme in September 2019 or later: 22.200 EUR	<p>- If the student has not completed the curriculum within the normal BSc period, and has more than 10 modules still to complete – irrespective of the type of missing assessment(s) (an exam, or also (or only) a coursework mark), or the mode of completion (full retake or referral) – then the equivalent of two semesters’ fees (6.600 EUR) must be paid in the upcoming academic year.</p>

Students without a European Union citizenship shall make an initial payment equalling the tuition fee of 2 semesters before their enrolment to IBS.

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 semesters), the student shall make a payment of the prevailing amount of tuition fee upon returning to active status.

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 IBS, or if the student causes IBS 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) Application fee

Students who apply to the programme shall pay a one-off, non-refundable application fee of (currently) 100 EUR. The application fee is not part of the tuition fee. Any changes to the amount of the application fee in respect of the academic year starting in the next calendar year shall be published by IBS on the institution's website by 31 October.

B) Registration fee

Students with non-EU citizenship shall make a one-off, non-refundable registration fee payment of (currently) EUR 900 at the time of enrolment. The registration fee is not part of the tuition fee. Any changes to the amount of the registration fee in respect of the academic year starting in the next calendar year shall be published by IBS on the institution's website by 31 October.

C) 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.

D) Issuing a degree certificate in an additional language

If the Student requests a degree certificate in a language other than Hungarian or English, IBS 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, they must submit a request to this effect to request@ibs-b.hu. Upon receipt of the required certificates IBS shall establish/activate the student's legal status for the upcoming semester. If the student loan is not disbursed to the institution for any reason, the student is obliged to pay the tuition fee for the given semester with immediate effect.

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 IBS 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

A 25% tuition fee discount for the first semester of the BSc course, jointly organised with the University of Buckingham, is available to applicants who have completed the online application form and met the admission criteria, and who

- are aged 18-25 years at the time of enrolment
- - hold a language examination not more than two years old, which is either the IELTS examinations of at least 6.5 points (with partial scores of 6.0 or more) or TOEFL 90 iBT
- - have outstanding school-leaving certificate results, i.e.
 - for foreign national students: passed at least 3 A-levels with at least A/A/B in at least 3 subjects or obtained at least 35 points in the IB International Baccalaureate
 - for Hungarian citizens: passed at least 2 subjects at A-level with a minimum of 70% in at least 2 subjects.

Applications must be submitted with a motivation letter and must include a copy of the language examination certificate and a copy of the school leaving certificate. The Rector decides on the applications and there is no right of appeal.

B) Partial scholarships for students based on their academic results on the bachelor's degree programmes

With regard to the second or later semesters, students with outstanding academic achievement may, upon request, receive a partial scholarship, in which case IBS shall cover part of their semesterly tuition fee instalment* for one semester. This is possible with the following conditions:

Category I: partial scholarship covering 75% of the semesterly tuition fee instalment*	- they have completed all of the modules prescribed for the given semester by the respective standard curriculum - they have achieved "pass plus" in all of their modules assessed on a 3-grade scale - in their modules assessed on a 100-grade scale, the arithmetic average of their module-final marks is at least 79%
Category II: partial scholarship covering 50% of the semesterly tuition fee instalment*	- they have completed all of the modules prescribed for the given semester by the respective standard curriculum - they have achieved "pass plus" in all of their modules assessed on a 3-grade scale - in their modules assessed on a 100-grade scale, the arithmetic average of their module-final marks is at least 76%

* *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 Centre for Student Services.

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. Students cannot apply for partial scholarship for the semester in which work placement or study abroad are included¹, nor can the academic results of this semester be the basis of partial scholarship applications for later semesters.

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.

¹ for cohorts starting in September this is the 5th semester; for cohorts starting in February this is the 6th semester.

3. Guest students at IBS

** Students in student legal relationship with other higher education institutions participating at the partial education programmes of IBS shall make a payment of 120 EUR per ECTS registered for, unless they study at IBS within the framework of an inter-institutional agreement or student exchange programme.

4. Credit transfer

For students admitted by standard procedure credit-transfer is free of charge.

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 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 the 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 student within the defined additional deadline fails to make the payment of the payment arrear towards IBS, IBS 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 Study and Exam Regulations 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 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, 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 IBS (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, 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 classes and submission of assignments 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).

- e. ** 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.

- f. 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 and the application fee are 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)-b) above. The registration fee and the application fee are non-refundable in this case either.
- h. 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 neither in full nor in part.

- i. 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. The registration fee and the application fee are non-refundable in this case either.

3. IBS shall be entitled to ascribe the claims of IBS 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.

6. § Final clauses

This Tuition Fee Regulation, except for the points marked with **, was adopted by the Senate in accordance with the Maintainer of IBS in virtue of the resolution No. 2/2022 at the session held on 16 May 2022. Points marked with ** include changes and amendments that have been approved by the IBS Management Board, pending approval by Senate at its next meeting.

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 IBS.

Budapest, 16 May 2022

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