**TUITION FEE REGULATIONS FOR THE INTERNATIONAL UNIVERSITY FOUNDATION PROGRAMME AND THE "GLOBAL COMMUNICATION AND DIGITAL SKILLS 1-2" PARTIAL TRAINING**

**in uniform structure, integrating changes effective from date of approval**

**1. §**

At the time of enrolment, IBS enters into a contract of education, 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 the tuition fee**

**1. Tuition fee**

The amount of tuition fee is specified in EUR. Upon payment of the standard rate tuition fee, the enrolled student shall be entitled to use all services related to the International University Foundation and Global Communication and Digital Skills 1-2 programmes, including library and computer access.

Services not related to the Programme may be used upon payment of additional fees, including especially printing, parking services, fees of events organised by IBS, penalty forfeit and special procedural fees.

The amount of the tuition fee:

| **Programme** | **Tuition fee per semester** |
|---|---|
| International University Foundation and Global Communication and Digital Skills 1-2 students starting in September 2026 and earlier | 3.000 EUR |
| International University Foundation and Global Communication and Digital Skills 1-2 students starting in February 2027 and later | 4.000 EUR |

In the case of postponement of studies (passive semester(s) permitted upon request), no tuition fees are charged for the passive period.

If a student's semester becomes passive through failure to check-in rather than upon request, and the student has prepaid two semesters of tuition fees at the time of enrolment, the tuition fee prepaid for the second semester will be automatically charged for the passive period.

**2. Fees related to the tuition fee**

A) Procedural fee charged upon non-standard payment

Any payment made by non-standard payment method or schedule 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 procedural fee contains the penalty forfeit, banking and postage charges and any additional administrational expenses. In the individual permission issued to the student payment deadlines must be specified and all amounts must be stated in EUR, to which, if settled in HUF, the currency rate calculated by the formula in §2/A, relevant to the given semester, shall be applied.

**3. Other administrative and service fees**

A) Application fee

Students who apply to the programme within an admission procedure under institutional responsibility shall pay a one-off, non-refundable application fee of (currently) 200 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 registration fee payment of (currently) EUR 1200 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) Visa assistance fee

If a student with non-EU citizenship uses the services of a law firm commissioned by IBS to apply for a visa or residence permit, and the application is successful, they are required to pay a visa assistance fee of EUR 1000.

D) Late check-in fee

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:

| | |
|---|---|
| in the week beginning 4 weeks before the first teaching day | EUR 50 |
| in the week beginning 3 weeks before the first teaching day | EUR 100 |
| in the week beginning 2 weeks before the first teaching day | EUR 150 |
| in the week preceding the first teaching day | EUR 200 |
| from the first teaching day | EUR 250 |

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

**2/A.§**
**Payment of fees stated in EUR in HUF**

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 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. §**
**Tuition fee payment regulations**

1.
Tuition fees, which are specified in EUR with regards to the given educational period may also be paid in Hungarian Forints in accordance with information provided above in §2/A at the enrolment/check-in.

For non-EU citizens the tuition fee is due in one amount, by the date of enrolment at the latest. For EU citizens 50% of the annual tuition fee must be paid by the date of enrolment; the remaining 50% is due by 30 January of the year following enrolment.

Students who fail to make the payment of the due tuition fee, or have any other financial debt towards the institution, shall not be allowed to participate in the Programme. IBS may also restrict the provision of academic services to Student including access to the VLE system (Moodle) as a sanction of unpaid tuition fee debt.

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 terminate the student's contract of education.

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 requests, prior to the first teaching day, the termination of the contract of education, he/she 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 is granted permission, within 1 calendar month, to transfer to another Programme of IBS, the tuition fee already paid shall be deducted from payment duties on the student's new programme; should there be a difference, the student shall settle it, or in the case of overpayment the difference shall 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 his/her own fails to receive a visa / residence permit and requests termination of their student status, all fees paid for the ongoing and forthcoming semesters except for the application fee shall be refunded. This refund can be claimed until the last day of the given semester.

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 application fee
   - 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 / residence 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 application fee are also non-refundable in this case. Tuition and other fees paid in the admission procedure will be automatically charged in the semester for which the certificates required to obtain the visa or residence permit have been issued.

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.

j. Refunds can only be transferred to the bank account that it was originally transferred from, except if it was transferred from an exchange company – in this case the refund must be processed to the private bank account of the original sender.

3.
The College is entitled to offset any amounts owed by the student against the tuition fees 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 appeal to the Rector.

These Regulations were adopted by the Senate in virtue of its resolution No. 4/2026 at the session held on 11 November 2026.

Budapest, 11 November 2026

**László Láng**
**President**