IBS – INTERNATIONAL BUSINESS SCHOOL
TUITION FEE REGULATIONS
FOR THE POLICY MANAGEMENT
POSTGRADUATE SPECIALIST TRAINING AND PARTIAL STUDY PROGRAMMES

in uniform structure, integrating changes effective from date of approval

1. §
PREAMBLE

Students studying at 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 concludes an educational contract with the student, in which Parties shall lay down 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

1. TUITION FEES

The tuition fee is programme based. The amount of the tuition fee shall remain unchanged from the enrolment to the end of the studies, and its due dates are regulated by §4 of these regulations.

The obligation to pay tuition fees applies to every semester.

Upon payment of the programme 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, and to the charges related to the payment of tuition fee in Section 2 – 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 including the graduation ceremony, 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 one sum upon enrolment:

Students	Programme-based tuition fee
Two-semester postgraduate specialist training programme in Policy Management or two one-semester partial studies programmes in Policy Management - students who commenced their studies in September 2026	1.990.000 HUF

2. OTHER RULES RELATED TO TUITION FEES

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

In the case of postponement of studies (passive semester(s) permitted upon request), no tuition fees are charged for the passive period. If, however, a student's semester becomes passive through failure to check-in or failure to sign up to any modules 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.

3. 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 semester's tuition fee. The fee contains the penalty forfeit, banking and postage charges.

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:

in the week beginning 4 weeks before the first teaching day	20.000 HUF
in the week beginning 3 weeks before the first teaching day	40.000 HUF
in the week beginning 2 weeks before the first teaching day	60.000 HUF
in the week preceding the first teaching day	80.000 HUF
from the first teaching day	100.000 HUF

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

4. OTHER ADMINISTRATIVE AND SERVICE FEES

A) Academic misconduct

From the fourth violation of academic regulations recorded in the academic misconduct database, the student must pay an increasing penalty for every additional instance:

- Occasion 4: 40.000 HUF
- Occasion 5: 80.000 HUF
- Occasion 6: 160.000 HUF
- Occasion 7 or more: 320.000 HUF

B) 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 80.000 HUF special procedural fee.

C) 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.

5. 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.

3. §

SCHOLARSHIPS, TUITION FEE REDUCTIONS

During the admissions procedure, a panel comprising representatives of IBS and Egyensúly Intézet may, at its discretion and on a case-by-case basis, award an individual scholarship. The applicant shall be informed of the amount of the scholarship during the admissions process. By paying the tuition fee reduced by the scholarship, the applicant accepts the terms and conditions of the scholarship and undertakes to pay the remaining tuition fee and to repay the scholarship if they fail to meet the individually specified scholarship conditions.

4. §
TUITION FEE PAYMENT REGULATIONS

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

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, may be restricted in their MyIBS access, shall not be allowed to apply for examination, and cannot receive their degree or microcredential certificate. In the case of other debts to IBS (fees listed in these Regulations and library fines), IBS shall impose the academic restrictions mentioned above only if the total debts exceeds 80.000 HUF, except at the commencement of the final semester, by which time Student must clear all debts.

In the case of a debts exceeding 15 days, 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 restrict the provision of academic services to Student, including

access to the VLE system (MyIBS). Students sanctioned by restriction of academic services are not entitled to having any of their academic grades earned during the semester approved by the examination board, and their partial grades achieved during the semester prior to the moment of restriction may also be irrevocably lost. Restriction of academic services imposed as a sanction of nonpayment does not discharge any outstanding debts and does not create grounds to reclaim any of the fees already paid for the semester.

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 the student's 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 their 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 credited 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 the 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 serious 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. 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 late payment or non-payment of tuition fees.

Upon dispute of the claim's legal title and/or its amount student shall have the right to appeal to the Rector.

5. §
FINAL CLAUSES

These Tuition Fee Regulations were adopted by the Senate in agreement with the Maintainer of IBS by virtue of Resolution No 4/2026 at the session held on 11 November 2026.

This document is a consolidated version of the Tuition Fee Regulations, as amended several times, with the latest amendments, which shall enter into force upon their adoption.

Budapest, 11 November 2026

László Láng
President