



*Dear Applicant,*

*it is our pleasure to inform you about the detailed process of how you can have your tuition fee(s) refunded in case you have been refused a visa or could not apply due to any other reason beyond your own control. The Finance Department of the Faculty of Humanities of Eötvös Loránd University will require you to present (by e-mail or regular post) the following documents. Please note that the registration fee (EUR 150) will not be refunded to you under any circumstances. Other deductions will apply in accordance with the Faculty's Refund Policy (bank charges and a cancellation fee in case you cannot begin your studies due to your own fault). In order to have your tuition fee(s) refunded, please send us (in large resolution) the following documents in one single e-mail to international-finances@btk.elte.hu.*

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## General provisions

Based in the official regulations of Eötvös Loránd University tuition fee of newly admitted students can only be refunded if you apply for a refund in full before the beginning of the registration period of the relevant semester. Your tuition fee will be refunded only if you have been rejected to receive a visa to travel to Hungary or you are denied to extend your residence permit.

## Getting a refund after the registration period

Students who are **registered** and **already enrolled** to one of our programmes and continuing (old) students are eligible to receive a refund after the beginning of the registration period in accordance with the [Academic Regulations for Students](#) of ELTE.

## Newly admitted students who are not registered/enrolled

**Visa rejection or expulsion (kiutasítás):** Tuition fees will only be refunded after the beginning of the registration period if you are able to justifiably prove that your visa application or your request for the extension of the residence permit (in Hungary) has been rejected by the Hungarian authorities.

Students deported (kiutasítás) from Hungary at any time are only eligible to receive a refund if the university has coordinated with the Office of Immigration and Asylum about the legal and financial responsibility of the institution. The costs of the deportation will be deducted from the already paid tuition fee.

Tuition fees are non-transferable and non-deferrable. Application fees are nonrefundable, non-transferable, and non-deferrable. Entrance fees are refundable (only in case the entrance exam did not take place), non-transferable, and non-deferrable.

After sending in your refund request, please allow up to 12 weeks to receive an answer from the committee. Processing your refund might take up to 90 calendar days.

## Handling costs

The University takes 2% handling costs. According to the decision of the Faculty Council (01.10.2020) for admitted, but not registered students the handling costs will change to 5% from the AY 2021/22/1.

For non registered applicants without an official visa rejection the University takes 10% handling costs.

Special mitigating circumstances: the tuition fee will be refunded in case of the death of a next of kin (supporting documents are to be submitted). Special consideration will be given to each individual case.

## Program cancelation

Full refund will be given if the launch of a degree program is canceled and the applicant refuses to accept a degree program of his or her own choice.

## Requesting a refund

Each request for the partial or full refund of the tuition fee must be addressed to the Department of International Affairs in writing by e-mail: [international-finances@btk.elte.hu](mailto:international-finances@btk.elte.hu)

When submitting a refund, we must be furnished with the following particulars:

- **Refund Data Sheet** ([Download document](#)). **Please note: we do NOT accept hand written Data Sheets only typed one.**
- **Official request letter (an e-mail is possible):** *Addressed to the Finance Unit, stating why you would like to request the refund of your tuition fees. Do not forget to write your full name and affix the place and date of its issuance (for example: Algiers, Algeria, 4 August 2014).*
- **Letter of Acceptance**
- **Confirmation of Payment:** *Please attach the proof of payment that you received from the Financial Department, showing that you have paid the tuition fee and the certificate of transferring you receive from your bank (bank slip)*
- **Coloured copy of your passport**
- **Document(s) supporting your case**
- **Refusal Letter from the Authorities,** in case, at first or second instance, your appeal was denied by the Hungarian authorities ("határozat" from the Hungarian Immigration Office, issued in Hungarian language which says your visa application has been refused).
- **Approved Withdrawal of Registration or Suspension of Studies** ([download GA-02](#) form from here)
- **Death certificate** (in case of death)
- **Letter of Authorization** ([Download document](#))

*Give a Letter of Authorization to the person who paid the fees on your behalf, allowing him or her to collect the tuition fee. This letter is also needed if you paid the fee(s) from your own bank account and now you would like to authorize another person to collect it.*

The request counts as "submitted" if the applicant has received written confirmation from the Faculty of the receipt of their e-mail or regular mail.

N. B. It is the exclusive duty of the applicant to prove that he or she has paid the tuition fee that he or she wants to be refunded. In case neither the applicant nor the student can find unquestionable evidence of the payment, the university shall not refund the tuition fee. The university will attempt to find the best solution to recover the tuition fee in case it is shown not found.

**Thank you for your cooperation.**  
Department of International Affairs  
[international-finances@btk.elte.hu](mailto:international-finances@btk.elte.hu)