

Order no 33/K/WSPA/2023-2024

Chancellor of The University College of Enterprise and Administration in Lublin

from 20th of March 2024 concerning settling tuition fee refund policy for the academic year 2024/2025 in The University College of Enterprise and Administration in Lublin

§ 1

The refund is NOT POSSIBLE in the following situations:

1. Visa has been issued to the Candidate by the Polish Embassy on the basis of acceptance letter issued by the University College of Enterprise and Administration;
2. A candidate submitted a visa decision that has been counterfeited.

§ 2

The refund is POSSIBLE in the following situations:

1. Visa has been denied to a Candidate by the Polish Embassy;
2. The programme Student applied has not been launched;
3. In individual cases (the Candidate`s individual situation) tuition fees can be refunded due to the Chancellor`s decision.

§ 3

The refund procedure

1. The refund is made only on the Candidate`s written request. If the Candidate wants to apply for the refund, Candidate is obliged submit the following mandatory documents:
 - a. If visa application was denied, official rejection letter from the Polish Embassy and refund form should be submitted;
 - b. If visa appointment was not possible to be booked, filled-in refund form, video of Candidate`s passport should be submitted after the acceptance letter expire. The Candidate can apply for the refund only after the end of intake Candidate was accepted on.

Documents mentioned above should be submitted by one e-mail. Incomplete documents or documents with mistakes will not be checked and cannot be claimed as basis for refund.

2. The refund may be proceeded ONLY to a bank account from which Candidate paid the tuition fee (return transfer). It is not possible to transfer the money to third`s party account (e.g. mother`s or brother`s account).
3. The University has 30 working days to verify and approve refund request. All communication has to be proceeded via e-mail by Candidate himself (participation of third parties is not allowed).

All documents Candidate send to the University should be filled in capital letters and legibly. Please remember that international regulations, incorrectly filled forms on incomplete documentation delivered by Candidate can lengthen the refund process up to 3 months.

4. Claims about the Candidate's bank that refused to accept the tuition fee and returned it to the University account must be supplied with official statement showing the bank's negative decision. If the reimbursement is refused by beneficiary's account, entire refund process will start over again. Costs of subsequent transactions, losses owing to exchange rate differences and fees charged by a foreign bank in the event of inaccurate data/bank rejection will be incurred by the Candidate.