



# EUROPEAN RESEARCH UNIVERSITY

## Refund Policy

This document outlines the refund policy for tuition fees and other fees at the European Research University (ERUNI). It addresses various scenarios and times within the student admissions and enrolment process.

### 1. Types of Payments

At the ERUNI, there are two primary types of payments related to studies:

- Tuition Fees
- Fees

#### 1.1 Fees

Fees are associated with specific actions within different procedures, such as fees for actions related to the admission procedure. These fees are always non-refundable, with the following exception:

- If the applicant has not submitted an application form, they may request a refund of the fee. The request must be duly justified, and the Deputy Vice-Rector will make the final decision on the request. The Rector is the appeal authority for such cases.

#### 1.2 Tuition Fees

Tuition fees may be refunded depending on the timing of the payment and the circumstances, as outlined below:

- **Before Enrolment**
  - Tuition fees paid between the date of the decision on admission to study and the date of enrolment may be refunded upon request by the student. The request must be duly justified, and the Deputy Vice-Rector will decide on the application. The Rector serves as the appeal body for these requests.



# EUROPEAN RESEARCH UNIVERSITY

- **On or After the Date of Enrolment**

- Tuition fees paid on or after the date of enrolment are generally non-refundable, with the following exception:
- **Exception for Serious Reasons:** Tuition fees may be refunded for very serious reasons that objectively prevent the student from continuing his/her studies. In this case, the student may request a *pro rata* refund of tuition fees, taking into account only the completed parts of the studies (semesters) in the calculation of the refund. The request must be duly justified, and the reasons must be documented. The Deputy-Vice Rector will decide on the request. The Rector is the appeal authority for these cases.

## 2. Complaints and Appeals

Complaints regarding payments related to studies, including fees and tuition fees, may be addressed to the Deputy Vice-Rector. The Deputy Vice-Rector will review and respond to all complaints in a timely manner.

## 3. Procedure for Refund Requests

- **Submitting a Request**

- To request a refund, the student must submit a written application detailing the justification for the refund.

- **Review Process**

- The request will be reviewed by the Deputy Vice-Rector, who will decide on the merit of the application. The Deputy Vice-Rector's decision is final unless an appeal is lodged.



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**UNIVERSITY**

- **Appeals**

- If a student wishes to appeal the Deputy Vice-Rector's decision, they may do so by submitting an appeal to the Rector, who serves as the final appeal authority.

#### **4. Conclusion**

This refund policy ensures transparency and fairness in handling tuition fees and other fees at the ERUNI. Students are encouraged to familiarise themselves with this policy to understand their rights and obligations regarding fee payments and refunds.

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