



## **Refund Policy for the European Graduate School**

### *1. Tuition Refund Policy*

- a. If a student officially withdraws from the European Graduate School ("the EGS"), drops a course or courses, or reduces their credit hours, they may be eligible for a refund.
- b. Any refund due shall be determined by the date of official withdrawal or course drop, based on the schedule listed below.
- c. For students withdrawing from the European Graduate School or dropping a course, the refund schedule is as follows:
  - Four weeks before the start of the seminar: 100% refund of the tuition fees.
  - One week before the start of the seminar: 50% refund of the tuition fees.
  - Later: No refund.

### *2. Travel / Room and Board*

- a. Definitions of Terms:
  - a. "Travel" is defined as going from one place to another at a distance; to journey; spoken of voluntary change of place, and may include but is not limited to movement by foot, bicycle, automobile, train, boat, bus, airplane, ship or other means, with or without luggage, and can be one way or round trip.
  - b. "Room" may include but is not limited to an on-campus or off-campus dormitory, apartment, or another type of housing that is independently arranged or provided through the EGS Office of Administration.
  - c. "Board" may include but is not limited to meals taken through different food plans at various on-campus or off-campus locations or foods arranged for delivery to a location.
- b. If a student withdraws from the EGS, the EGS is not liable for any travel, room, or board.

### *3. Special Cases*

- a. In the case of medical withdrawal, students may apply for a refund beyond the regular refund schedule on a case-by-case basis, subject to review and approval by the European Graduate School. Supporting documentation, including a statement from a licensed healthcare provider/doctor, will be required.
- b. In the case of a withdrawal due to a military service obligation, a full refund will be granted upon presentation of appropriate documentation demonstrating enlistment, conscription, or other means of engagement.

### *4. Non-Refundable Fees*

Please note that certain fees are non-refundable such as application fees, late payment fees, etc., unless otherwise specified by a specific European Graduate School policy or regulation.



5. *Refund Process*

- a. All refunds will be processed back via bank transfer. All fees occur to the student.
- b. Refunds may take up to 4-6 weeks to process.
- c. The EGS will not be held responsible for delays in the processing of refunds or return of funds that are the result of processes or procedures on the side of the institution issuing the original method of payment.

6. *Policy Updates, Amendments, and Modifications*

- a. This policy is subject to change at the discretion of the EGS.
- b. This policy will be reviewed periodically and updated as necessary to reflect changes in EGS policies and procedures.
- c. Any changes to the policy will be communicated to students through the EGS websites and other means of official communication.