

International Business College Mitrovica  
Str. Pajazit Boletini no 22,  
40,000 Mitrovica Kosovo  
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01	June 2016	Draft procedures and guidelines for tuition fee refund for drop out students	Suad Selimi

### Tuition Refund Policy

*This Tuition Refund Policy is for academic year 2016/2017.*

Refund of fees, if any, is calculated from the day on which a student submits a request for drop out or withdrawal from the college. The student is responsible to apply for tuition refund to IBCM Student Services in person, or via email at [student.service@ibcmmitrovica.eu](mailto:student.service@ibcmmitrovica.eu). S/he should ensure that IBCM has received the application by receiving a written confirmation in hard copy or by email. IBCM will not take responsibility over unreceived emails or other forms of application and is not responsible for any deadlines missed or losses incurred in such cases.

#### A refund of tuition fees may be available if:

- the student completes the official dropout process (by notifying IBCM Student Services Office in writing via email at [student.service@ibcmmitrovica.eu](mailto:student.service@ibcmmitrovica.eu) that:
  - s/he intends to drop out;
  - includes the justification for doing so;
  - claims tuition fee refund;
  - returns college items such as books, netbook, if any;
  - completes the exit interview
    - no tuition fee debt remaining on the student account

#### Note: The policy on refunds will also apply if the student has:

- paid the full tuition fee for the academic year

### Tuition fee loans

If you are in receipt of a tuition fee loan you will need to inform in writing Student Services to advise them that you have dropped out or interrupted your studies, you should also read the financial information on your student contract under what are the implications of dropping out or interrupting from studies.

### Tuition fee refunds calculations

Students who drop out or interrupt their studies during the first two weeks of academic calendar and did not receive the tuition fee loan will receive 100% of the tuition fee, minus the non-refundable registration fee (which counts towards the total tuition fee). Students who drop out during the first two weeks, and are in receipt of the tuition fee loan, will receive 70% of the tuition fee.

The refund of fees for students who withdraw from week two onwards will be calculated as shown below:

**Summer/Winter Semester (did not receive tuition fee loan)**

During first two weeks of Winter or Summer Semester	100% of the tuition fee minus the non-refundable deposit
During third or fourth week of Winter or Summer Semester	80% of the tuition fee
During fifth or sixth week of Winter or Summer Semester	60% of the tuition fee
During seventh or eighth week of Winter or Summer Semester	40% of the tuition fee
After eighth week of Winter or Summer Semester	No refund

**Summer/Winter Semester (received tuition fee loan)**

During first two weeks of Winter or Summer Semester	70% of the tuition fee
During third or fourth week of Winter or Summer Semester	50% of the tuition fee
During fifth or sixth week of Winter or Summer Semester	30% of the tuition fee
During seventh or eighth week of Winter or Summer Semester	15% of the tuition fee
After eighth week of Winter or Summer Semester	No refund

**Note: The date of withdrawal will be considered the date in which the student has submitted his/her written application.**