

Cancellation, payment refund & deferral policies 2023 - 2024

❖ Master programmes

Cancellation requested	(Partial) Refund possibility	Conditions	How much € charged*
Before 10 August	Yes	No	No charge Full payment will be refunded for all reasons of cancellations
Between 10 August and the starting date of the programme	Yes	No	€ 500 cancellation fee
After the programme has started: Block 1	Yes	It is possible to offer a partial refund due to unforeseen circumstances (such as illness of the participant or a family member). An official proof to support the request is required for the management team to determine whether the refund can be approved.	€500 cancellation fee + 1/3 tuition fee
After the programme has started: Block 2	Yes	It is possible to offer a partial refund due to unforeseen circumstances (such as illness of the participant or a family member). An official proof to support the request is required for the management team to determine whether the refund can be approved.	€500 cancellation fee + 2/3 tuition fee
After the programme has started: Block 3	No	NA	No refund and no payment deferral possible

❖ Deferral policy

Deferral requested	Payment completed	Tuition fee increase	How much € charged*
Before the starting date of the programme	Yes	Yes	No charge In case of deferral the student is not obliged to pay the tuition fee difference if there is any.

**The cancellation fee charged does not include non-refundable costs that have already been made, such as (but not limited to) visa application costs, bank transfer costs, health insurance, etc. The student is solely responsible for those extra costs that are generated by the cancellation.*

❖ Short courses (less than 90 days)

Cancellation requested	Refund possibility	How much € charged*
More than 2 weeks prior to the course starting date	Yes.	No charge Full payment will be refunded for all reasons of cancellations (except the case of visa refusal due to fraud, €100 is charged)
Less than 2 weeks prior to the course starting date	No	No refund possible However, we offer alternatives: - Option 1: can defer the full payment to the next intake (if applicable) - Option 2: can invite a colleague/friend to apply for the same course, same intake. If admitted, this colleague/friend can participate in the course using this payment. This option is only available for applicants who don't require an entry Visa.
After the course has started	No	No refund & No payment deferral possible

****The cancellation fee charged does not include costs that have already been made, such as (but not limited to) visa application costs, bank transfer costs, health insurance, etc. The student is solely responsible for those extra costs that are generated by the cancellation.***