



**AKADEMIA NAUK STOSOWANYCH  
WINCENEGO POLA**  
W LUBLINIE

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## Tuition fee refund policy

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The following terms and conditions of tuition fee refund have been established by the Authorities of Vincent Pol University in Lublin.

### I. Refund is NOT possible if:

1. Visa has been issued to a candidate by The Polish Embassy on the basis of acceptance letter issued by Vincent Pol University. (To obtain a refund the candidate has to cancel the visa.)
2. A candidate submitted a visa decision that has been counterfeited.

### II. Refund is possible if:

1. Visa has been denied to a candidate by The Polish Embassy.
2. Studies commencement has been cancelled by the university.
3. Visa letters have not been issued to a candidate.
4. In individual cases tuition fees can be refunded by the President's decision.

### III. Refund procedure:

1. Refunds are made on a candidate's request. To request a refund a candidate should submit the 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, scans of each page of a candidate's passport should be submitted after the visa letters expire (end of intake).Above mentioned documents should be submitted by one e-mail. It should be double-checked and do not contain any mistakes.
2. The university has 14 working days to verify and approve a refund request. The procedure will not be accelerated by resending refund request multiple times.

**All documents have to be filled in capital letters and legibly. Please remember that international regulations can lengthen the refund process up to 3 months. Usually money transfer is processed faster and it takes only few weeks.**

3. Claims about a 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 student.

PREZYDENT  
  
doc. Henryk Stefanek