

1. OVERVIEW

- 1.1. This policy outlines EBU's principles and guidelines for student fees.

2. APPLICATION FEE

- 2.1. A non-refundable application fee is payable with all course applications (excluding scholarship certificates). The Registrar may exempt some cohorts from the application fee.
- 2.2. Applications will expire once application fee due date has passed.

3. PRE-PAID TUITION FEE (DEPOSIT AMOUNT)

- 3.1. All students are required to pay the deposit amount stipulated in their letter of offer as a condition of their acceptance. The deposit amount is a pre-payment which is allocated to tuition fees when they are invoiced. Students have the option to pay more than the stipulated deposit prior to the commencement of the course if they so choose.

Sponsored Students

- 3.2. Sponsored students who provide a valid financial guarantee or sponsorship agreement from their sponsor at the time of acceptance of offer are not required to pay the deposit. Sponsored students who do not provide valid documentation must pay the full deposit in order to accept their offer.

4. OTHER FEES AND CHARGES

- 4.1. A non-refundable commitment fee of €10 is payable for all scholarship students.
- 4.2. Students commencing studies in September are eligible for a 5% reduction of total tuition fees when upfront payment is made before July 1st prior to the first teaching period.

5. TUITION FEE CALCULATION

- 5.1. Tuition fees are determined at an overall course cost. The total amount payable the program in it's entirety. Tuition fees are published on the EBU website.
- 5.2. The Weekend MBA course students pay a separate tuition payment to Online MBA course students due to included accommodation services.
- 5.3. Student tuition fees do not include the costs of textbooks, computer costs, stationery, photocopying, or living and personal expenses such as food, accommodation, transportation, or leisure activities.
- 5.4. For English language courses, unit tuition fees are final on the agreed date listed in the students offer letter.

6. FEE PAYMENT

- 6.1. Fees must be paid in EURO using EBU's approved payment methods ([link here](#)).
- 6.2. Fees must be paid by the due date stated on the invoice.
- 6.3. Invoices will be administered via email.
- 6.4. EBU cannot accept payment for living or personal expenses.

7. NON-PAYMENT OF FEES

- 7.1. Failure to pay all outstanding fees by the due date will result in a sanction on the student's record and suspension of access to some or all university services. A late payment fee will be levied on the outstanding amount.
- 7.2. If fees remain unpaid in full or part after week 5 of the teaching period and the appeal period, the student's enrolment in all units in current and future study periods will be cancelled. Student visa holders whose enrolment is cancelled for non-payment of fees will be reported to the Luxembourg Government. This may have implications for the student's visa.

- 7.3. If a student's enrolment is cancelled for non-payment of fees, a 50% retention fee, based on 50% of the tuition fees for enrolled units as at week 5 for that teaching period, will be applied to the student's account. Reinstatement of enrolment will only be possible in a subsequent teaching period, subject to payment of all outstanding debts, including the retention fee, and meeting all entry requirements for re-admission.

- 7.4. In the case of fee non-payment resulting in suspension, a re-registration fee of €250 will apply.

8. PAYMENT PLANS

- 8.1. If students are experiencing difficulties in making fee payments due to financial hardship an instalment payment plan may be approved.
- 8.2. Payment plans will not be accepted for the deposit amounts.
- 8.3. Students must demonstrate that a significant case of financial hardship has occurred after they accepted the terms and conditions of their offer to study at EBU.
- 8.4. Instalment payment plans must not extend beyond the end of the current teaching period.
- 8.5. Instalment payment plans will usually comprise equal monthly instalments over the teaching period.
- 8.6. Instalment payment plans will only be available for up to two teaching periods.
- 8.7. Defaults (non-payment) on agreed instalment payments will be subject to the same conditions for non-payment of fees in accordance with clause 7.

9. LEAVE OF ABSENCE

- 9.1. Leave of absence is not available to commencing students.
- 9.2. Tuition fees will not be charged for the teaching period if Leave of Absence is requested and approved prior to the census date of the teaching period.

10. REVIEW PROCESS

- 10.1 If a student is not satisfied with the outcome of a University decision made under this policy, the review process will be guided by the University Director.