
Financial Aid and Student Fee Payment Regulations

Preamble

In keeping with its mission, Central European University provides financial assistance to talented students and scholars from around the world. This policy defines distribution of CEU-funded financial aid and payment of tuition and fees for students registered in degree-granting programs at Central European University.

Section I: Financial Aid Regulations

1. General Conditions

Candidates who wish to be considered for CEU financial aid in any Masters, Masters Further Specialization, or Doctoral program are required to complete the On-line Application for Admission, and submit relevant documents if special circumstances apply. Decisions on CEU financial aid are communicated by the Admissions Office, in most cases with the offer of acceptance. Financial aid offers are not negotiable after the submission of the signed Enrollment Confirmation Form.

CEU Scholarships and CEU Tuition Awards are offered during the admissions process for the following academic year only, and are not transferable if the student defers enrollment. Students seeking deferment until the following academic year must submit a new application in the admissions cycle appropriate for the year in which they will enroll. In the case of a two-year Master's program, the financial aid package can be extended for the second year if the student maintains satisfactory academic progress during the first year as defined in the Student Rights, Rules and Regulations Policy and in the degree requirements of each department.

CEU financial aid package is given only to enrolled CEU students. Withdrawal of enrollment (for personal or academic reasons) results in automatic termination of financial aid. The academic departments must inform the Students Record Office and the Financial Aid Office if a student's enrollment status changes (such as fail, withdrawal, enrollment termination or suspension) by submitting a "Change of Status Form". No stipend can be processed after the date the student's enrollment status is withdrawn/terminated/suspended. If a student communicates to the academic department that it is his/her intention to withdraw from the program, the department can decide to terminate the student's financial aid immediately, regardless of the date indicated by the student for the planned withdrawal.

No student may receive more than one financial aid package (full or partial) to study at CEU, except in the event of vertical movement along a course of study, e.g., master's to doctoral. Students seeking to pursue a horizontal course of study (e.g. a second Master's degree) may apply for admission, but will not be considered for a second CEU Scholarship. CEU reserves the right to alter the terms of its financial aid package and eligibility requirements at any time.

The scholarship for Masters and Masters Further Specialization programs are given for the duration of the academic program, not including the months of July and August for 2-year Master's degree students, unless their degree program requires regular class attendance during the summer. The duration of a PhD scholarship is 36 months.

2. Applying for Financial Aid

2.1. Process of Applying for Financial Aid

Candidates interested in applying for CEU financial aid must complete the financial aid section of the CEU on-line application available at <http://www.ceu.edu/admissions/how-to-apply> and must submit relevant documents if special circumstances apply.

2.2. Financial Aid for Master's Degree Students

CEU Scholarships and CEU Tuition Awards are determined during the admissions process based on each department's academic merit-ranking lists. The CEU Admissions Office then matches these lists with the financial aid requests noted by applicants in their online application. Since the number of applicants eligible for admission is normally higher than the number of students to whom CEU can offer support, financial aid offers depend largely on an applicant's place in the merit ranking list. Since applicants may apply for more than one academic program, their offer of assistance may differ among degree programs. In case of acceptance to two programs the candidate may accept one offer only, the other offer becomes invalid once the chosen offer is accepted. If she or he does not accept their financial aid offer by the deposit deadline, the aid may be offered to another student.

2.3. Financial Aid for Doctoral Students

Students admitted into doctoral degree programs are eligible to receive a full CEU Doctoral Scholarship for up to three years. Students who receive funding from government sources or other organizations are required to declare that they are supported externally. Should the student in question fail to declare on his/her external support, CEU is entitled to withdraw the provided scholarship immediately and the student shall be obliged to repay the received scholarship. For the duration of their external grant, such students are not automatically eligible to receive financial support from CEU. Additionally, in those cases in which a student wishes to keep his/her employment, the student must request permission from their department. CEU may request full or partial tuition payment and will expect the student to be able to cover his/her living costs. Doctoral students should refer to the CEU Doctoral Program Regulations.

3. Forms of Financial Aid

3.1. CEU Master's Excellence Scholarship and CEU Master's Scholarship for Master of Arts and Master of Science Students

CEU Scholarship for MA and MS students come in two types: CEU Master's Excellence Scholarship and CEU Master's Scholarship. Scholarship recipients are eligible for a full tuition waiver, provision of medical insurance, and in most cases single or shared room accommodation in the CEU Residence Center during the academic year (with the exception of students who permanently reside in Budapest). CEU Master's Excellence Scholarship recipients receive a stipend designed to cover living expenses; CEU Master's Scholarship recipients receive a partial stipend calculated to cover a portion of their living expenses. (Stipends and housing are not provided for Master's degree students, including two-year students, during the summer break unless their degree requires regular classroom attendance at CEU during the summer). Scholarship recipients have the option to decline accommodation in CEU's Residence Center. In such cases, however, CEU does not cover the costs of alternative accommodation.

Students need to budget additional resources for other educational and living costs, including but not limited to travel, recreation, and incidentals, which can vary with the individual. Two year Master's degree students must also budget for their living expenses and housing during the summer vacation months between the first and second academic years. Further details about estimated costs of living and accommodation are available at: <http://www.ceu.edu/studentlife/current/costofliving> .

3.2. Tuition Awards

CEU offers Full Tuition Awards (100%) and Partial Tuition Awards (ranging from 50% to 90%). Recipients of the Tuition Award packages are not provided with accommodation in the CEU Residence Center, although they are eligible to request a room on a space-available basis, for which they will be expected to cover their costs directly. Recipients of a Tuition Awards are expected to cover their own rent, food and personal expenses for the duration of the academic year. To estimate these expenses, students should consult the CEU web site section on Estimated Living Costs at (<http://ceu.edu/studentlife/current/costofliving>). Students need to budget additionally for travel, recreation, and incidentals, which can vary with the individual. For specific non-degree studies including Erasmus exchanges and the Doctoral Studies Program, tuition awards may be offered to non-degree students from the allocation granted to each department.

3.3. Scholarship Upgrades for MA/MS Students

Based on their academic performance, students in Master's degree programs may be considered for financial aid upgrade in case their academic department/school has remaining funds from the financial aid allocation.

Requests for financial aid upgrades are initiated by the head of the academic department/dean of school, recommended by the Financial Aid Office and approved by the Vice President for Enrollment Management and Alumni Relations. Students recommended for financial aid upgrade must perform in the top 20% in their class based on the GPA ranking after the Fall semester.

In the process of a financial aid upgrade, CEU Master's Scholarship recipients can be considered for CEU Master's Excellence Scholarship; full Tuition Award recipients can be recommended for Master's Scholarship or Excellence Scholarship, and Partial Tuition Award recipients for up to a Full Tuition Award. Self-financing students can also be recommended for an upgrade up to a Full Tuition Award. Financial aid upgrades can apply as of January for students in one year masters programs and as of September in the second year of studies for students in 2-year master programs.

Recipients of CEU Loan and U.S. Federal Loan (Grad Plus Loan) recipients may not receive the CEU financial aid upgrade in the given academic year (loan period). Students considered for a financial aid upgrade cannot be notified without the approval of the Vice President for Enrollment Management and Alumni Relations.

3.4. Scholarships for CEU Doctoral Students

For students admitted into doctoral degree programs, the university may offer a CEU Doctoral Scholarship for a maximum of three years (36 months).

The CEU Doctoral Scholarship pays for tuition and medical insurance, and a monthly stipend calculated to cover educational and accommodation costs. Students need to budget additionally for travel, recreation, and incidentals, which can vary with the individual. Further details about estimated

costs of living and accommodation are available at:
<http://www.ceu.edu/studentlife/current/costofliving>.

Doctoral students are not automatically provided with accommodation in the CEU Residence Center. They are eligible to request a room on a space-available basis, for which they will be expected to cover their costs directly.

Doctoral students who receive funding from state sources or other organizations are required to declare that they are supported externally. For the duration of their external grant, such students are not automatically eligible to receive financial support from CEU.

Additionally, in those limited cases in which a student wishes to keep his/her employment simultaneously with their studies, the student must request permission from their department. CEU may request full or partial tuition payment and will expect the student to cover his/her living costs.

Students in PhD programs must also comply with other requirements as outlined in the **CEU Doctoral Program Requirements** policy.

3.5. Students on Externally Funded Scholarships administered by CEU

CEU administers a number of externally funded scholarships, such as scholarships from the Hungarian government or the European Commission, as well as private donors and organizations. For further information regarding such externally funded scholarships please consult the Financial Aid Office.

Students on Externally Funded Scholarships, administered by CEU, are not automatically provided with accommodation in the CEU Residence Center. They are eligible to request a room on a space-available basis, for which they will be expected to cover their costs directly.

3.6. Other Resources for Financial Aid

3.6.1. CEU Alumni Scholarships

In addition to the financial aid packages outlined previously, applicants may request to be considered for a CEU Alumni Scholarship. Alumni Scholarships are awarded to students in financial need, and with a proven record of leadership in extracurricular activities, community service and civic engagement. The number and the amount of CEU Alumni Scholarships awarded each year depend on the overall merit of the applicants and available funding.

Eligibility: This scholarship is only available for incoming students.

Application deadline: Midnight CET, June 15, 2016.

Funded by donations from CEU graduates, the Alumni Scholarship is awarded to students who demonstrate a commitment to community service as well as the potential to help build strong CEU alumni communities around the world after graduation.

The CEU Alumni Scholarship can be used to supplement other financial aid packages provided by the University. We also offer special Alumni Scholarships for students from **Ukraine, Belarus and Serbia.**

The CEU Alumni Scholarship is awarded based upon the overall merit of the applicant. In most cases they are awarded to defray the student's cost of living. Previously, CEU has given between EUR 1,000 and 2,000 per student, per academic year.

Submission requirements:

- Demonstrated community volunteerism
- Willingness to intern with the CEU Alumni Relations & Career Services office
- Commitment to volunteer as alumni after graduation
- Submission of a CV (max. 2 pages) with your application via email

More than 132 students have studied at CEU thanks to this alumni-supported scholarship. CEU hopes to provide 25 Alumni Scholarships for the 2016-17 academic year. Will you be one of them? **To apply, please send your answers to the following questions (in a pdf) along with your CV [here](#).**

(Applications without CV will not be accepted.)

1. How would you personally benefit from the Alumni Scholarship and what difference would it make in your life? (100 words max)
2. Please briefly outline past volunteer projects in which you were involved or assumed a leadership role. Explain the most important direct effect you had as a volunteer. (200 words max)
3. Describe how you plan to apply your volunteer experience and/or leadership skills at CEU and what kind of impact would you like to have on the University? (100 words max)
4. Please describe how you would like to volunteer for CEU in the areas of recruitment, career and local alumni chapter in your home country (or country of residence) after graduation? (200 words max)

Shortlisted applicants will be asked to complete a mandatory task in the beginning of July. Successful applicants will be notified of their results by **August 1, 2016**.

NOTE: Alumni Scholarship Recipients must show satisfactory academic progress, as well as complete 40 hours of internship activities with the CEU Alumni Relations & Career Services unit. More information will be provided to those selected.

3.6.1.1. Vitali Silitski Belarusian Alumni Scholarship

Eligibility: This scholarship is only available for incoming students.

Application deadline: Midnight CET, June 15, 2016.

Named in honor of the late Belarusian scholar Vitali Silitski (POLS '94), this scholarship is open to all students from Belarus. The alumni donors to this scholarship believe that his memory will serve as an example to future Belarusian students, whose CEU experience will be an important personal and professional milestone. Would you like to be one of them?

The scholarship is open to Belarusian students in financial need with a record of community service and the potential to advance strong CEU alumni groups after graduation, around the world.

The scholarship may be used to supplement other financial aid packages provided by the University. The scholarship is awarded to defray the applicant's cost of living. The amount awarded each year depends on the merit and financial need of the applicant, but typically pays between EUR 1,000 and 2,000 per student, per academic year.

Submission requirements:

- Belarusian citizenship
- Demonstrated community volunteerism
- Demonstrated financial need
- Willingness to intern with the CEU Alumni Relations & Career Services office
- Substantiated record of volunteer or civic engagement through additional references or documents if not supported by CV.
- Submission of CV plus application form via email

Applications will be reviewed by the Belarusian Alumni Scholarship Committee and the CEU Alumni Relations & Career Services Office.

Four Belarusian students so far have studied at CEU with this scholarship. Will you be next? **To apply, please send your answers to the following questions (in a pdf) along with your CV [here](#).**

(Applications without CV will not be accepted.)

1. How would you personally benefit from the Belarusian Alumni Scholarship and what difference would it make in your life? (100 words max)
2. Please briefly outline your past volunteer or community projects in which you were involved or assumed a leadership role. Explain the most important contribution you made. (200 words max)
3. Please describe a potential Belarus-related project (research or activity) that you would like to implement while at CEU. How would it benefit the Belarusian alumni community and the wider CEU family, and what kind of impact would you like to achieve. (200 words max)
4. Please describe how you plan to engage with and promote the CEU Belarusian alumni community after graduation. (200 words max)

NOTE: Scholarship recipients must show satisfactory academic progress throughout the year, as well as complete 40 hours of internship overseen by the CEU Alumni Relations & Career Services (ARCS) office. Recipients will also be required to collaborate with the Belarusian alumni chapter on specific projects. More information will be provided to those selected.

3.6.1.2. Serbian Alumni Scholarship

Eligibility: This scholarship is only available for incoming students.

Application deadline: Midnight CET, June 15, 2016.

Are you a student from Serbia who would like to attend CEU but find it financially challenging? If so, alumni from Serbia have established this scholarship in order to help you attend CEU and reach your full potential.

The Serbian Alumni Scholarship is open to students from Serbia in financial need with a commitment to community service and the potential to build and sustain strong CEU alumni communities after graduation.

The scholarship may be used to supplement other financial aid packages provided by the University. In most cases the scholarship is awarded to defray the student's cost of living. The amount given each year depends on the merit and financial need of the applicant, but typically pays between EUR 1,000 and 2,000 per student, per academic year.

Eligibility requirements:

- Must be a Serbian citizen
- Demonstrated community volunteerism
- Demonstrated financial need
- Willingness to intern with the CEU Alumni Relations & Career Services office
- Must substantiate record of volunteer or civic engagement through additional references or documents if not supported by CV.
- Submit CV plus application form via email

Applications will be reviewed by the Serbian Alumni Scholarship Committee and the CEU Alumni Relations & Career Services office

Two Serbian students so far have studied at CEU thanks to alumni support. Will you be next? **To apply, please send your answers to the following questions (in a pdf) along with your CV [here](#).** (Applications without CV will not be accepted.)

1. How would you personally benefit from the Serbian Alumni Scholarship and what difference would it make in your life? (100 words max)
2. Please briefly outline your past volunteer or community projects in which you were involved or assumed a leadership role. Explain the most important contribution you made. (200 words max)

3. Please describe a potential Serbia-related project (research or activity) that you would like to implement while at CEU. How would it benefit the Serbian alumni community and the wider CEU family, and what kind of impact you'd like to achieve. (200 words max)
4. Please describe how you plan to engage with and promote the CEU Serbian alumni community after graduation. (200 words max)

NOTE: Scholarship recipients must show satisfactory academic progress throughout the year, as well as complete 40 hours of internship activities overseen by the CEU Alumni Relations & Career Services (ARCS) office. Recipients will also be required to collaborate with the Serbian alumni chapter on specific projects. More information will be provided to those selected.

3.6.1.3. Ukrainian Alumni Scholarship

Eligibility: This scholarship is only available for incoming students.

Application deadline: Midnight CET, June 15, 2016.

The Ukrainian Scholarship was launched to provide more Ukrainian students the opportunity to study at CEU. Funded by a major alumni donor from Ukraine, the scholarship is awarded to Ukrainian students in financial need with a record of community service and the potential to advance strong CEU alumni groups after graduation, around the world.

The scholarship may be used to supplement other financial aid packages provided by the University. The scholarship is awarded to defray the applicant's cost of living. The amount awarded each year depends on the merit and financial need of the applicant. The scholarship could pay between EUR 1,000 and 2,000 per student, per academic year.

Submission requirements:

- Ukrainian citizenship
- Demonstrated community volunteerism
- Demonstrated financial need
- Willingness to intern with the CEU Alumni Relations & Career Services office
- Substantiated record of volunteer or civic engagement through additional references or documents if not supported by CV.
- Submission of CV plus application form via email

Applications will be reviewed by the Ukrainian Alumni Scholarship Committee and the CEU Alumni Relations & Career Services Office.

Four Ukrainian students have studied at CEU so far thanks to alumni support. Will you be next? **To apply, please send your answers to the following questions (in a pdf) along with your CV [here](#).** (Applications without CV will not be accepted.)

1. How would you personally benefit from the Ukrainian Alumni Scholarship and what difference would it make in your life? (100 words max)
2. Please briefly outline your past volunteer or community projects in which you were involved or assumed a leadership role. Explain the most important contribution you made. (200 words max)
3. Please describe a potential Ukraine-related project (research or activity) that you would like to implement while at CEU. How would benefit the Ukrainian alumni community and the wider CEU family, and what kind of impact would you like to achieve. (200 words max)
4. Please describe how you plan to engage with and promote the CEU Ukrainian alumni community after graduation. (200 words max)

NOTE: Alumni Scholarship Recipients must show satisfactory academic progress, as well as complete 40 hours of internship activities with the CEU Alumni Relations & Career Services department. More information will be provided to those selected.

3.6.2. US Federal Direct Loans

Citizens and permanent residents of the United States are eligible to apply for the US federal government loan program. Additional details are available on the CEU web site at <http://www.ceu.edu/admissions/financialaid/usapplicants>. Students receiving US federal loans are required to meet satisfactory academic progress requirements as outlined in the Student Rights, Rules, and Regulations document and in section 4.0 of this policy.

4. Satisfactory Academic Progress Requirement

All CEU students must make satisfactory progress according to their academic department's degree requirements in order to be eligible for any type of financial aid, including U.S. federal loans for U.S. citizens and permanent residents. Departments and programs must specify their acceptable levels of performance and must make these requirements known in written form by the time a student begins the program. Students who fail to meet satisfactory progress requirements may be subject to termination of studies and discontinuation of financial aid. The decision on the termination of studies is made by the academic department. Students have the right to appeal such a decision to the Provost. The appeal should include a description of any alleged unfair treatment or hardship as a result of personal injury, illness or death of a family member. In case the appeal is upheld the student can continue his/her studies under academic conditions specified by the Provost and communicated to the student and the head of the department, indicating by which semester or date the student must make up a failed exam and/or fulfill course requirements.

5. Doctoral Student Enrollment

Upon admission, all doctoral students are enrolled simultaneously in Közép-európai Egyetem and in Central European University Corporation (a New York based U.S. higher education institution, operating in Hungary under the permit of the Hungarian Ministry of Education; “CEU-NY”). For the first three years, all doctoral students will be eligible for financial aid (36 months to be paid continuously), visa/residency, health insurance, and student benefits provided under the Hungarian law. From the 4th year onward, doctoral student enrollment continues only with CEU-NY. Students enrolled only with CEU-NY may receive financial support from CEU Foundation (in the form of research support grants) if they meet the selection criteria established by the CEU Foundation.

6. Paying stipends to CEU Scholarship Students

6.1. Monthly Stipend for CEU Scholarship Recipients

CEU Scholarship students are eligible to receive a monthly stipend or monthly stipend supplement. Students must make satisfactory academic progress in order to remain eligible for any type of financial aid within the academic year they are enrolled. Academic departments and programs must specify their acceptable level of performance and must make these requirements known in written form by the time students begin their education at the program. As a general rule, the standard for satisfactory progress at CEU as specified in the Student Rights, Rules, and Academic Regulations. More than a week of unjustified absence, noted by an instructor and the department or program head, may result in the loss of the financial aid package.

The amount of stipend for CEU Scholarship students is proposed by the CEU Budget and Finance Office (BFO) and approved by the CEU Executive Committee. The amount of monthly stipend is based on the type of financial aid package that the student was offered by the academic department upon the admission process.

The current amount of monthly stipend for CEU Scholarship students is as follows:

- For Masters students with CEU Master's Excellence Scholarship: **96,000 HUF**
- For Masters students with CEU Master's Scholarship: **50,000 HUF**
- For Doctoral students (all programs except Economics): **220,000 HUF**
- For Doctoral students in Economics and Business Administration PhD: **250,000 HUF**

6.2. Payment of Monthly Stipend

For security and convenience reasons, CEU does not disburse stipends in cash, other than the first payment. Scholarship students receive their monthly stipend in Hungarian Forint (HUF) by bank transfer. Students enrolled in Erasmus Mundus programs receive their stipend in EUR, also via bank transfer. Scholarship recipients are required to open respectively a Hungarian Forint or Euro bank account in Hungary on their own names and all payments will be made directly to the grant recipients' bank account indicated by the recipient to CEU.

Students may open an account with any bank in Hungary using their own funds or cash transferred by CEU as a stipend, but CEU cannot offer individual assistance.

The Financial Aid Officer maintains the Financial Aid database and by closing the stipend period each month initiates payment of stipends for the coming month. The stipend is transferred to the student's in HUF bank accounts by the 4th day of each month. In cases of travel abroad, students are responsible for converting the stipend/grant into the relevant foreign currency through their bank account. If a student is absent from CEU, stipend payments can be advanced in HUF for a maximum

of three months with the prior written approval of the academic coordinator. For advance payments of a stipend for more than three months, the student must document the request and obtain the department's endorsement that this absence is a part of his/her study plan.

Section II: Student Fee Payment Regulations

1. Payments

1.1. Tuition Fee Payment

Tuition fees for CEU degree programs are set by its management. Tuition fees for Academic Year 2016/2017 are listed in the table below. These do not include the Student Enrollment Fee, room and board, or other living expenses.

Erasmus Mundus programs charge different fees established jointly by partner universities. Consult the websites of these programs for detailed fee information.

Master's Degree Programs/Coursework	Per Academic Year	Per Installment	Per Credit
Master's degree programs*	12,000 EUR	6,000 EUR	400 EUR
Master's degree programs in Legal Studies	13,000 EUR	6,500 EUR	500 EUR
Master of Public Administration	14,500 EUR	7,250 EUR	500 EUR
Katalyst Executive MBA	16,000 EUR	8,000 EUR	333 EUR
Accelerated 1-year MBA	15,500 EUR	7,750 EUR	258 EUR
IMM Executive MBA	58,000 EUR	29,000 EUR	N/A
MSc in Business Analytics	12,000 EUR	6,000 EUR	333 EUR
MSc in IT Management	8,600 EUR	4,300 EUR	287 EUR
MSc in Finance	5,000 EUR	7,500 EUR	500 EUR

Doctoral Programs	Per Academic Year	Per Installment	Per Credit
Doctoral programs first year	15,000 EUR	7,500 EUR	714 EUR
Doctoral programs after comprehensive examination	7,500 EUR	3,750 EUR	N/A
Doctoral program in Economics (first 18 months)	17,000 EUR	8,500 EUR	680 EUR
Doctoral program in Economics after comprehensive examination	8,500 EUR	4,250 EUR	N/A
Doctoral program in Legal Studies (SJD)	16,000 EUR	8,000 EUR	533 EUR
Doctoral program in Legal Studies after comprehensive exam	8,000 EUR	4,000 EUR	N/A
Doctoral program in Business Administration	20,000 EUR	10,000 EUR	323 EUR
Doctoral program in Business Administration after comprehensive exam	10,000 EUR	5,000 EUR	N/A

**Except Erasmus Mundus programs, Legal Studies, School of Public Policy, CEU Business School*

******In the case of doctoral programs, tuition is payable in the first three years of enrollment.

1.2. General Deposit

Scholarship and Tuition Award Students	200 EUR
Full Fee Paying Students	500 EUR

Payment Information. For students who have confirmed their place of study but do not enroll at the university, the General Deposit is not refundable after May 31. For students who enroll, the sum of 200 EUR is used as a damage deposit for the length of their study. The deposit will be refunded shortly before graduation or withdrawal from CEU as part of the leaving procedure, less any damage costs assessed, or fees outstanding on the student's account.

For students not receiving financial aid from CEU, the general deposit is 500 EUR. From this amount CEU will apply 300 EUR towards the first installment of tuition and fees due, and will retain the remaining 200 EUR as a damage deposit, which will be refunded upon completion of studies (less any damage costs assessed, or fees outstanding on the student's account).

1.3. Student Enrollment Fee

Student Enrollment Fee*	62,700 HUF per academic year for Master's students
	75,240 HUF per academic year for Doctoral students (I-III)
	68,400 HUF per academic year for Doctoral students (IV-VI)

***The Student Enrollment Fee is payable by all students for the duration of their enrollment at CEU unless the terms of an external scholarship stipulate otherwise.** It covers institutional costs related to: maintaining the student status in the university's database systems, reporting required by Hungarian law, IT and financial services. The Student Enrollment Fee entitles students to use computer labs, email and Internet access, and contributes to university residential life programs, student activities, and the activities of the Student Union.

Schedule of Payment of Tuition and Enrollment Fees for 2016/2017 Academic Year

Tuition and fees are payable in two installments, no later than:

- **August 15, 2016**- 50% of tuition and fees, first installment for all students
- **January 9, 2017** - 50% of tuition and fees, second installment for all students

Individual payment plans may be negotiated with the Budget and Finance Office upon request. For details, please contact the Student Service Officer at the Budget and Finance Office.

2. Methods of Payment

NOTE: Options 2.1-2.6 apply for the payment of the General Deposit, Tuition Fee and Enrollment Fee

2.1. Wire transfers in HUF

Bank name: CIB Bank Zrt.
Bank address: 1054 Budapest, Szabadsag ter 15, Hungary
Account name: Central European University
If you have HUF account, please use:
GIRO: 11100104-18118463-10000001
In case of foreign accounts (EUR or USD), please use:
IBAN: HU75 11100104-18118463-10000001
SWIFT code: CIBHHUHB

2.2. Wire transfers in EUR

Bank name: CIB Bank Zrt.
Bank address: 1054 Budapest, Szabadsag ter 15, Hungary
SWIFT code: CIBHHUHB
Account name: Central European University
IBAN: HU07 11100104-18118463-12000007

2.3. Wire transfers in USD

Bank name: CIB Bank Zrt.
Bank address: 1054 Budapest, Szabadsag ter 15, Hungary
SWIFT code: CIBHHUHB
Account name: Central European University
IBAN number: HU41 11100104-18118463-11000004
Indicate your name, the fee/fees name and the amount in EUR in the notice field, when you start the transfer.

2.4. Payment by card

This service is available at Budget and Finance Office Nador 9 Cash Desk (Nador 9 Basement, next to the café) during its official opening hours on business days:

Mon, Wed, Thu: 10:00 a.m. – 12:00 m. and 1:00 p.m. – 3:00 p.m.
Tue: 1:00 p.m. – 3:00 p.m.
Fri: 10:00 a.m. – 12:00 m.

There is no card terminal at Business School Cash Desk, this service is unavailable at Frankel Leo building.

2.5. Payment in cash

Pay in EUR, USD or Hungarian Forints at the Budget and Finance Office Cash Desk (Nador u. 9, basement, next to the cafe). The cashier will apply the MNB daily exchange rate.
Official opening hours of CEU Nador 9 Cash Desk on business days:

Mon, Wed, Thu: 10:00 a.m. – 12:00 m. and 1:00 p.m. – 3:00 p.m.
Tue: 1:00 p.m. – 3:00 p.m.
Fri: 10:00 a.m. – 12:00 m.

2.6. Online payment

Online payments of the General Deposit, Enrollment fee and Tuition fees can be initiated via CEU's payment gateway (details on website).

All other forms of payment must be approved by the CEU Budget and Finance Office.

Late Payments, Late Fees and Penalties: on tuition fee due dates, the Budget and Finance Office (BFO) sends a Statement of Account to each student, detailing the status of his/her account. If a student's account becomes overdue, the BFO will issue a formal reminder, and a 20 EUR late fee will be added to the balance.

The student will then be granted a period of five working days to pay the overdue amount. After five working days, the student will be sent a second Reminder for Overdue Tuition Fee and the individual's access to university facilities will be suspended (in accordance with the CEU Policy on Holds-see following). If the student's account is not settled within three working days of the second reminder, his/her student status will be terminated for non-payment.

3. Policy on Holds

Failure to meet any obligation to the university, including those conditions set forth in the individual's enrollment confirmation form and financial obligations, will result in suspension of access to student services including - but not limited to - transcripts, diplomas, access to the CEU computer network, the CEU Library, medical services, the University Information System (rental accommodation database, matriculation form, class registration), research grants and scholarship stipends until the obligation is met and the hold is cleared by the respective office.

4. Refund of Tuition and Fees

- Formal withdrawal during the course registration period (between September 12-25, 2016 for the fall semester and between December 5, 2016 - January 8, 2017 for the winter semester) will result in a refund of 80% of the tuition and fees installment paid.
- Formal withdrawal during the official add/drop period (between September 26 - October 2, 2016 for the fall semester and between January 9-15, 2017 for the winter semester) will result in a refund of 40% of the tuition and fees installment paid. (The Student Records Office establishes the official add/drop period. Further information on add/drop dates is available in the [Student Records Manual](#)).

There will be no refund of tuition fees after the official end of the add/drop period or after April 1.

5. Other Payments

Students must expect to pay some miscellaneous charges such as:

- Replacement of ID card 1,000 HUF
- Replacement of locker key 1,000 HUF
- Transcript Fee per official copy 500 HUF (issued within 3 working days)
- Transcript Fee per official copy 1,000 HUF (issued within 1 working day)

CEU is entitled to specify further small amount charges.

Section III: Miscellaneous

Non-Discrimination Policy

Central European University does not discriminate on the basis of - including, but not limited to - race, color, national and ethnic origin, religion, gender or sexual orientation in administering its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The present Regulations will come into force upon adoption by the Senate, becoming an integral part of the University's Organizational and Operational Regulations.

This Policy shall be governed by the prevailing rules of Hungarian law, in particular by Act no. CXXXIX of 2005 on Higher Education, Government decree no. 79/2006 and Government decree no. 51/2007.

Signed by *CEU President and Rector John Shattuck*.

The original document is filed at the Office of the Academic Secretary.

Document information	
Type	Regulations
Number	R-1110-1v1608
Title	Financial Aid and Student Fee Payment Regulations
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Related documents	
For final documents	
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Lead Unit	Student Services