
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 Master's, Master's Further Specialization, or Doctoral program are required to complete the Online Application Form and submit it with all required documents to the CEU Admissions Office by the general application deadline.

Following the application deadline, academic departments review applications and rank all applicants on a merit list. Doctoral candidates are automatically considered for **CEU Doctoral Scholarship**.

CEU Scholarships and CEU Tuition Awards are offered during the admissions process for the period defined in the Acceptance Offer, 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.

CEU financial aid 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 No stipend can be processed after the date the student's enrollment status is withdrawn/terminated/suspended.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 financial aid to study at CEU more than once, 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 financial aid. CEU reserves the right to alter the terms of its financial aid scheme 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. Financial Aid

2.1. Financial Aid for Master's Degree Students

Accepted candidates can be considered for a CEU Master's Scholarship or CEU Tuition Award only if they complete the "Funding" section of the online application form, and submit the application by the relevant application deadline. CEU Financial Aid is determined during the admissions process based on each department's academic merit-ranking lists and the applicant's financial need as described in the "Funding" section of the online application form. The decision on financial aid is communicated **by the Admissions Office** as part of the **Acceptance Offer**. If the candidate does not accept CEU's Offer by the deposit payment deadline, the offer is withdrawn and the financial aid is offered to another candidate.

2.2. Financial Aid for Doctoral Students

Students admitted into doctoral degree programs are eligible to receive a full CEU Doctoral Scholarship for up to 36 months. 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 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 Scholarships 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 or partial tuition waiver, provision of medical insurance, and in some cases single or shared room accommodation for the official duration of their academic program (Please note: permanent residents of Vienna or Budapest are not eligible for student accommodation during the study period in their city of permanent residence). 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 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: <https://www.ceu.edu/studentlife/onlineorientation/costofliving>

3.2. Tuition Awards

CEU offers Full Tuition Awards (100%) and a variety of Partial Tuition Awards. Recipients of the Tuition Award who are not awarded accommodation are eligible to request a dorm room on a space-available basis, for which they will be expected to cover their costs directly. Recipients of a Tuition

Award 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 (<https://www.ceu.edu/studentlife/onlineorientation/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 Support Program, tuition awards may be offered to non-degree students from the allocation granted to each department.

3.3. 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: <https://www.ceu.edu/studentlife/onlineorientation/costofliving>

Doctoral students are not automatically provided with dorm accommodation. 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 Regulations** policy.

3.4. Students on Externally Funded Scholarships administered by CEU¹

CEU administers externally funded scholarships, such as scholarships from the Hungarian government or the European Commission, as well as private donors, including alumni, and other funding organizations. For further information regarding such externally funded scholarships please consult the Financial Aid Office. A list of such scholarships is actively maintained on the Financial Aid website (<https://www.ceu.edu/financialaid> [under: [CEU Alumni Scholarships](#), [External Scholarships](#), [Other Scholarships](#)]).

Students on externally funded scholarships, administered by CEU, are not automatically provided with dorm accommodation. Some externally funded scholarships provide a housing allowance. For those that do not offer housing support, students are eligible to request a dorm room on a space-available basis, for which they will be expected to cover their costs directly.

¹ Guidance related to the solicitation, acceptance, and stewardship of scholarship funding may be found in CEU's Policies and Procedures for Contributed Support.

3.5. Other Resources for Financial Aid

3.5.1. 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 <https://www.ceu.edu/admissions/funding-fees/finaid-applicants/us-federal-loan>. 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 achieving grade point average of 2.66² (for further GPA requirements for doctoral students see the Doctoral Regulations) 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 term or date the student must make up a failed exam and/or fulfill course requirements.

5. Paying stipends to CEU Scholarship Students

5.1. 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:

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| • Master's Stipend Budapest
€160 | Master's Stipend Vienna
€240 |
| • Master's Excellence Stipend Budapest
€310 | Master's Excellence Stipend Vienna
€470 |

² Externally funded scholarships may have different requirements.

• Doctoral Stipend Budapest €850	Doctoral Stipend Vienna €1,300
• Doctoral Stipend ECBS Budapest €890	Doctoral Stipend ECBS Stipend Vienna €1,350

CEU fundraising units will endeavor to secure funding that matches these amounts; however, in exceptional cases, stipends that accompany externally-funded scholarships at CEU may differ from the amounts listed above.

5.2. 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 Euro (EUR) 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 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 EUR 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 the management. Tuition fees per Academic Year 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
Master's degree programs (with the exception of those listed below as well as Mundus MAPP and MESPOM)	12,000 EUR	6,000 EUR
Master's degree programs in Legal Studies	13,000 EUR	6,500 EUR
Master of Public Administration	14,500 EUR	7,250 EUR
MS in Business Analytics	15,000 EUR	7,500 EUR
MS in Technology Management and Innovation	10,000 EUR	5,000 EUR
MS in Finance	12,000 EUR	6,000 EUR
Doctoral Programs	Per Academic Year	Per Installment
Doctoral programs (year 1)	15,000 EUR	7,500 EUR
Doctoral programs after comprehensive examination (year 2 and 3)	7,500 EUR	3,750 EUR
Doctoral program in Economics (first 18 months)	17,000 EUR	8,500 EUR
Doctoral program in Economics after comprehensive examination	8,500 EUR	4,250 EUR
Doctoral program in Legal Studies (SJD)	16,000 EUR	8,000 EUR
Doctoral program in Legal Studies after comprehensive exam	8,000 EUR	4,000 EUR

Doctoral program in Business Administration	20,000 EUR	10,000 EUR
Doctoral program in Business Administration after comprehensive exam	10,000 EUR	5,000 EUR

Tuition Fees for Non-Degree Students

- 300 EUR *per credit or audit* for all credited master's courses
- 400 EUR *per credit or audit* for all credited doctoral courses
- 200 EUR *per course* for all 0-credit master's and doctoral courses

1.2. General Deposit

Master's and doctoral students	200 EUR
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Payment Information. For students who have confirmed their place of study but do not enroll at the university, the General Deposit is not refundable. 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.

1.3. Student Enrollment Fee

Student Enrollment Fee*	200 EUR per academic year for Master's students 250 EUR per academic year for Doctoral students (I-III) 230 EUR per academic year for Doctoral students (IV-VI)
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***The Student Enrollment Fee** 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 per Academic Year

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

- **By August 15, of given Academic Year** - 50% of tuition and fees, first installment for all students
- **By January 9, of given Academic Year** - 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 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.

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

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 Fee

- Formal withdrawal during the Fall term course registration period and the Winter term first registration period will result in a refund of 80% of the tuition fee instalment paid.
- Formal withdrawal during the official late registration and add/drop period in the Fall term and the Winter term will result in a refund of 40% of the tuition fee instalment 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. There will be no refund of any other fees.

5. Other Payments

Students must expect to pay some miscellaneous charges such as:

- Replacement of ID card 15 EUR
- Replacement of locker key 5 EUR
- Transcript Fee per official copy 4 EUR (issued within 3 working days)
- Transcript Fee per official copy 6 EUR (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 Hungarian law, as applicable, in particular by Act no. CCIV of 2011 on National Higher Education, Government decree no. 87/2015 (IV.9.) on the implementation of specific provisions of Act CCIV of 2011 and Government decree no. 51/2007 (III.26.9 on the benefits and fees of students in higher education.

Signed by *CEU President and Rector Michael Ignatieff*.

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

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