
Central European University, Private University (CEU PU)
Financial Aid Policy

1	<u>CEU PRIVATE UNIVERSITY</u>	1
2	<u>FINANCIAL AID REGULATIONS</u>	1
2.1	FINANCIAL AID FOR MULTIPLE DEGREES	1
2.2	WITHDRAWAL OF ENROLLMENT	1
2.3	TIMEFRAME OF FINANCIAL AID SUPPORT	2
2.4	FINANCIAL AID DURING EMPLOYMENT	2
2.5	PROOF OF SUFFICIENT FUNDS GUIDELINES	2
3	<u>TYPES OF FINANCIAL AID</u>	2
3.1	FINANCIAL AID FOR NEW INCOMING STUDENTS	2
3.1.1	INTERNAL FUNDED SCHOLARSHIPS:	2
3.1.2	EXTERNALLY FUNDED SCHOLARSHIPS	4
3.2	FINANCIAL SUPPORT FOR ENROLLED STUDENTS	5
3.2.1	EXCELLENCE MERIT AWARD FOR UNDERGRADUATE STUDENTS	6
3.2.2	PRESIDENTIAL SCHOLAR AWARDS FOR STUDENTS	6
3.2.3	ACADEMIC STUDENT AWARDS	6
3.2.4	MASTER'S GRANTS	6
3.2.5	ERASMUS MOBILITY SCHEME	7
3.2.6	DOCTORAL SUPPLEMENTAL STIPEND	7
3.2.7	DEPARTMENTAL AWARDS AND FELLOWSHIPS	7
3.3	ADDITIONAL CEU FINANCIAL AID SUPPORT	7
3.3.1	DISABILITY SUPPORT	7
3.3.2	EMERGENCY FUND	8
3.4	EXTERNAL SCHOLARSHIPS BY REGION	8
3.5	TUITION WAIVERS FOR EMPLOYEES AS ENROLLED STUDENTS	9
4	<u>FINANCIAL AID AWARDING PROCEDURE TO STUDENTS</u>	9

4.1	ONLINE APPLICATION SUBMITTED BY STUDENTS BY SET DEADLINES	9
4.2	APPLICATION REVIEW AND INTERVIEW	9
4.3	FINAL DECISION ON FINANCIAL AID AWARDS FOR	10
4.3.1	INCOMING STUDENTS	10
4.3.2	ENROLLED STUDENTS	10
4.3.3	ELIGIBILITY FOR CONTINUATION ON FINANCIAL AID AWARDS:	10
4.4	GRANT PROCEDURE	11
4.4.1	COMMITTEES AWARDING FINANCIAL AID AWARDS	11
4.4.2	APPEAL	11
5	<u>PAYMENT OF STIPENDS AND GRANTS</u>	11
5.1	PAYING STIPENDS TO CEU STUDENTS	11
5.2	PAYING GRANTS TO CEU STUDENTS	12
6	<u>STUDENT FEE PAYMENT REGULATIONS</u>	12
6.1	STUDENT FEES	12
6.1.1	TUITION FEE PAYMENT	12
6.1.2	REGISTRATION FEE	13
6.1.3	ENROLLMENT FEE	13
6.1.4	AUSTRIAN STUDENT UNION FEE	13
6.2	METHODS OF PAYMENT	13
6.3	LATE PAYMENTS, LATE FEES AND PENALTIES	13
6.4	POLICY ON HOLDS	14
6.5	REFUND OF TUITION FEE	14
6.6	OTHER PAYMENTS	14
7	<u>NON-DISCRIMINATION POLICY</u>	14
8	<u>DISCLAIMER</u>	15

1 CEU Private University

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

CEU provides merit-based and performance-based awards. These are awarded on the basis of an assessment of the following factors: the applicant's academic achievement, the quality of their writing sample, their performance in a potential interview, and other relevant academic factors.

In order to qualify for merit-based funding, students need to demonstrate their academic achievement and fulfill standard minimum eligibility criteria such as

- Excellent spoken and written [English proficiency skills](#)
- List of achievements (academic and extra-curricular activities)
- Interview, references, etc.
- [Program-specific requirements](#) (e.g. essay, statement of purpose, research proposal, etc.)

2 Financial Aid Regulations

Financial Aid support is given only to accepted and enrolled CEU students based on merit and continuous good academic standing. All incoming students with good academic achievement are considered for different Financial Aid support.

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 intend to enroll.

Financial Aid for Multiple Degrees

Students may receive Financial Aid in the event of vertical movement along a course of study, e.g., bachelor to 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.

Withdrawal of Enrollment

Withdrawal of enrollment (for personal or academic reasons) results in the automatic termination of financial aid. The academic departments must inform the Student Records Office and the Financial Aid Office if a student's enrollment status changes (such as fail, withdrawal, enrollment termination or suspension) by submitting a request for change of the enrollment status. 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 he/she withdraws 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.

Timeframe of Financial Aid Support

Bachelor's programs: Financial Aid is given for the duration of the academic program, not including the months of July and August, for Bachelor's degree students, unless their degree program requires regular class attendance during the summer.

Master's programs: Financial Aid is 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.

Doctoral scholarship: Financial Aid is given up to a maximum of 48 months, including the months of July and August. Students who enrolled in CEU doctoral programs prior to the academic year 2023/24, and who chose not to opt into the new four-year study and funding scheme, remain on the funding model that applied at the time of their initial enrollment. Students should refer to CEU Doctoral Regulations, version P-1103-01v2212-1, Appendix 4 for details.

Financial Aid during Employment

Any Financial Aid at CEU must not constitute a remuneration for/in connection with work/services/activities being performed under an employment agreement or any other agreement with a CEU entity.

Proof of Sufficient Funds Guidelines

The Austrian Immigration Authorities require that applicants from non-EU countries applying for a "Residency Permit Student" need to present proof of sufficient financial means to cover their cost of living for the first year. More information can be found in the following link [Proof of Sufficient Funds Guidelines](#).

3 Types of Financial Aid

CEU has a wide range of financial funding options. It distinguishes between financial support to (1) new incoming students who are accepted by the Admissions Office and (2) currently enrolled students. The different funding options are outlined in this document.

Financial Aid for Incoming Students

Internal Funded Scholarships:

CEU Master's Scholarships

The CEU Master's Scholarships cover up to 100% of the tuition fee, health insurance, and a monthly stipend to assist with housing and living costs on campus for the duration of the program. CEU offers 4 types of scholarships to Master's students: CEU

Master's Excellence Scholarship; CEU Master's Distinction Scholarship; CEU Master's Scholarship; and CEU Master's Partial Scholarship. Detailed information can be found at the following link [CEU Masters' Scholarships](#).

During the summer break, stipends are not provided for Master's students, including two-year students, unless their degree program requires regular classroom attendance at CEU during the summer.

Students need to budget additional resources for other educational and living costs, including but not limited to accommodation, travel, recreation, and incidentals, which can vary. Two-year Master's degree students must also budget for their living and housing expenses during the summer vacation months between the first and second academic year. Further details about estimated costs of living and accommodation are available at the following link: [Cost of Living](#)

CEU Tuition Awards and Waiver

CEU offers Full Tuition Awards (100%) and a variety of Partial Tuition Awards. Recipients of a Tuition Award are expected to cover their own accommodation costs, food and personal expenses for the duration of the academic year. To estimate these expenses, students should consult the CEU website section on estimated [Cost of Living](#). In addition, students need to budget for travel, recreation, and incidentals, which can vary with the individual.

Scholarships for CEU Doctoral Students

Students in Doctoral programs must also comply with all requirements outlined in the [CEU Doctoral Regulations](#).

For students admitted to doctoral degree programs as of 2023/24 as well as students from the previous three cohorts (2022/23, 2021/2022, 2020/21) who chose to, and were approved by their programs, to opt into the new four-year study and funding system, the university may offer a full CEU Doctoral Scholarship for a maximum of 4 years (48 months). For further details, please see [CEU Doctoral Scholarships](#). Students who enrolled in CEU doctoral programs prior to the academic year 2023/24, and who chose not to opt into the new four-year study and funding scheme, remain on the funding model that applied at the time of their initial enrollment. Students should refer to CEU Doctoral Regulations, version [P-1103-01v2306-2](#), Appendix 4 for details.

The standard duration of a doctoral program is 4 years. Stipends for all enrolled doctoral students can be given for 4 years (a total of 48 stipends). The student must reside in Vienna, Austria (except for fieldwork or external work approved by the Doctoral Program Committee) during the 4 years of studies and must show satisfactory academic progress. The student may continue to receive a stipend for the 4th year provided that the student can demonstrate satisfactory progress each term, which will be assessed by the Doctoral Program Committee.

Additional funds allocated by the Doctoral Program Committee for various legitimate expenses as a supplemental stipend in the amount up to 5,200 EUR (per

student) may be received and used for conference participation, fieldwork costs, etc. This must be approved by the supervisory panel or the Doctoral Program Committee.

Upon approval of the University Doctoral Committee, extensions beyond year 5 are possible for tightly regulated circumstances such as illness, pregnancy/parental leave, or bereavement. If an extension is not approved, the student's enrollment is terminated. MPhil degrees and re-registration to submit the thesis remain a possibility.

The CEU Doctoral Scholarship includes tuition, and a monthly stipend to cover educational and accommodation costs. Students need to budget additionally for travel, recreation, and incidentals, which can vary depending on the individual. To estimate these expenses, students should consult the CEU website on estimated [Cost of Living](#).

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.

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

Externally Funded Scholarships

CEU administers externally funded scholarships, such as scholarships from the European Commission, as well as private donors and funding organizations such as [Other Scholarships](#), [External Scholarships](#) and [Alumni Scholarships](#).

Most external donor scholarships are partial scholarships and not full scholarships. The Financial Aid package provided by CEU and its affiliates can include a combination of CEU internal financial assistance and external financial support from donors.

Those accepted candidates who are eligible for any scholarship from an external donor or organizations are selected by the Scholarship Committee and recommended to the Development Office, which has to confirm if the candidate fits the donor requirements in order to perform donor stewardship. Once confirmed by the donor, the candidate is informed via e-mail.

European Commission

This type of Financial Aid support is linked to various academic programs. The acceptance decision is made by each consortium. Further details can be found under the following departmental web-pages:

[Master of Science in Environmental Sciences, Policy and Management \(MESPOM\)](#)

[Master of Arts in Women's and Gender Studies \(GEMMA\)](#)

[Master of Arts in History in Public Sphere](#)

[Master of Arts in Public Policy \(Mundus MAPP\)](#)

Alumni Donors

General Alumni Scholarship eligibility criteria and program requirements can be found at the following link [CEU Alumni Scholarship](#)

OSUN Funds

The Open Society University Network (OSUN) is a model of global higher education founded in 2020. It integrates learning and knowledge creation across geographic and demographic boundaries, promotes civic engagement to advance open societies, and expands access of underserved communities to higher education. OSUN aims to educate students to address tomorrow's global challenges. It fosters critical thinking and open intellectual inquiry to strengthen the foundations of open society amid the current authoritarian resurgence.

CEU is one of many partnering OSUN universities. An overview list of the projects can be found at the following link: [List of CEU OSUN projects](#).

Current CEU calls, proposals and applications by OSUN can be found at the following link: [OSUN Calls](#).

Financial Support for Enrolled Students

CEU offers its enrolled students a variety of Grants and Awards. External funding, especially competitively awarded, is essential for high-quality research and education at CEU. It increases the visibility, prominence, reputation and attractiveness including budget performance. External Donors (individuals, organizations, companies, foundations, etc.) are willing to provide gifts and grants to support the activity and mission for the purpose with the aims listed in the governing documents of the relevant CEU entity. Academic grants are dedicated funds from public bodies and foundations usually awarded as a result of competitive selection and are dedicated to fulfilling particular academic objectives. Academic cooperation between CEU and other institutes of research or higher education may include exchanges of students, faculty and staff, the organization of joint events, courses or research activities, and promoting the exchange of publications and teaching materials. All external academic funding should be applied for, accepted and managed in conformance with the Policy and Guidelines at Academic Cooperation and Research Office (ACRO). Grants and contracts are administered by the Budget and Finance Office (BFO), the Development Office and ACRO in accordance with the mission, procedures and principles of CEU. Donations are funds typically provided by private persons and foundations to support general CEU operations, activities and its mission. Donations are not necessarily tied to specific activities.

CEU may provide grants and donations to individuals and institutions exclusively for the specific aims listed in the governing documents of the relevant CEU entity. CEU offers a wide spectrum of research, educational, mobility and scholarship programs.

Grants can only be awarded if the research is fully independent: CEU entities do not benefit from the results and do not expect any service or good in return.

No employment relationship can be formed in grant-funded tasks. Insurance and health services that are normally in an employment contract do not cover people with grant contracts. Grantees are not covered by the other benefits that collective employment agreements include. CEU does not assume liability for any social security, taxation or other payment related to grant payments.

External fellows who are admitted and enrolled but receive their support at the end of their studies (when enrollment is terminated) e.g. internships, Best Dissertation award, etc. will receive extra funding.

Excellence Merit Award for Undergraduate Students

Bachelor's students performing in the top 10% of their class are eligible and may receive a partial tuition award for the following year of their studies. The academic performance is assessed based on the top GPA ranking in their program. To be considered for the Excellence Merit Award, students need to apply to their department by submitting a motivation letter highlighting their academic achievements of the given academic year.

[Presidential Scholar Awards for Students](#)

- Presidential Graduate Research Awards
- Presidential Awards for Master's Students
- Presidential Awards for Doctoral Students

[Academic Student Awards](#)

The University provides incentives for academic excellence and rewards to those promising students who, with their work, have shown outstanding academic performance.

- Bachelor's Awards
- Master's Awards
- Doctoral Awards
 - Best Dissertation Award
 - Award for Advanced Doctoral Students
 - Academic Achievement Award for First-Year Doctoral students

[Master's Grants](#)

- Master's students short-term research grant

CEU believes in giving its students opportunities to access as much knowledge as possible. That is why the university provides travel grants for students, contributing to the cost of traveling abroad to attend academic conferences. The grant may be used to cover travel-related costs, as well as conference fees, accommodation and administrative costs.

The research grant may also be used for thesis or dissertation related research. These grants are additional to and independent of any other financial aid received by the student. Students should refer to [Student Travel and Research Grants Policy](#) for details.

- Conference travel grant for master's students

To foster academic excellence, CEU supports its students in attending academic conferences and summer schools, as well as spending periods of time in other universities and research institutions to conduct their research. In programs, which require field trips, CEU contributes to expenses of field trips.

[Erasmus Mobility Scheme](#)

Students may participate several times in the Erasmus+ Mobility Program for studying or being trained abroad, totaling up to 12 months maximum per degree (master/doctoral).

Doctoral Supplemental Stipend

Supplemental stipends for various legitimate expenses in the amount up to 5,200 EUR (per student) may be received and used for conference participation, fieldwork costs, etc. Students are eligible to apply for this stipend supplement beyond passing the Comprehensive Exam. This must be approved by the supervisory panel or the Doctoral Program Committee. Only students enrolled under the four-year study and funding scheme are eligible for the doctoral supplemental stipend. Students who enrolled in CEU doctoral programs prior to the academic year 2023/24, and who did not opt into the new four-year study and funding scheme, remain on the funding model that applied at the time of their initial enrollment and are thus eligible for different types of travel and research grants. Students should refer to CEU Doctoral Regulations, version P-1103-01v2212-1, Appendix 4 for details.

Departmental Awards and Fellowships

Various academic departments offer departmental awards and fellowships. Detailed information can be found at the following link: [Awards and Fellowships](#) and accommodation costs towards the internship. Detailed information can be found [here](#).

Additional CEU Financial Aid support

[Disability support](#)

CEU strives to ensure that all CEU students, irrespective of their background, make the most of their academic and personal experience at CEU. In the case of students with disabilities, it is our strong belief that a disability should not put any student at a disadvantage compared to the student's peers in either facet of their lives at CEU. CEU will undertake to take all the necessary steps to ensure a usable, equitable, inclusive and sustainable environment free from discrimination on the basis of disability. Please refer to the [Student Disability Policy](#).

Emergency Fund

The Central European University Emergency Fund is set up for currently enrolled students who are unable to meet immediate, essential expenses due to temporary hardship or unforeseen emergencies. The Emergency Fund (EF) is designated to offset a short-term financial need and is not intended to replace financial aid. Funds are awarded as a grant, and unlike a loan, do not need to be repaid. Funds may count as income and may be subject to federal and/or state taxes. Applications are reviewed on a case-by-case basis and decisions regarding the award and disbursement of funds are made by a review committee. Students will be supported through the Emergency Fund only once a year.

The following types of requests will be considered by the Emergency Fund Committee:

- Emergency travel
- Emergency lodging or temporary shelter
- Assistance with a required medical emergency service/treatment or therapy that is not supported by the student's existing health insurance in justifiable cases. Eligibility is limited to students with existing health insurance.
- Stipend for the month of July and August to continuing bachelor's and master's students who cannot go home before continuing their program in the fall term for any of the following reasons: they are refugees, come from active war zones, or face situations where they are a likely to become the target of violence or persecution on the grounds of their work or identity; or their home countries were recently affected by natural disaster.

Additional supporting documents demonstrating the emergency need to include:

- Financial documents that evidence the need (invoices, receipts, documentation supporting the requests etc.)
- Letter of support from department head
- Letter of support from the Medical Center in cases of health/medical related requests

Detailed information about the Emergency Fund application process, types of expenses covered, documentation needed etc. can be found here (Please note only enrolled students have access.) The Committee can be contacted at emergencyfund@ceu.edu.

Student Parent-specific Emergency Fund

In line with the Family-Friendly University certification process, the University provides support to student parents in need. The **Student Parent-specific Emergency Fund** aims to cover financial emergencies arising from the *Student Parent and Pregnancy Policy*, such as pregnancy, delivery, miscarriages and terminations, and those arising from care

responsibilities towards children and health problems of direct family dependents (including mental health and disabilities). This fund can support enrolled students who are unable to meet immediate, essential expenses due to temporary hardship or unforeseen emergencies. Expense evidence will need to be provided to receive support. In addition, this fund can cover the reimbursement of the 20% of medical bills of dependents not covered by SVS. The fund is allocated as a lump sum of 1,000 EUR (flexible if justified) and students would as a rule be able to apply once a year (flexible if justified). It is not incompatible with applications to the general EF or the Disability Fund, provided that the claimed costs are not the same. Applications would be received on a rolling basis.

External Scholarships by Region

CEU provides an overview of external funding sources in the following link [External Scholarships by Region](#).

Tuition Waivers for employees as enrolled students

The university waives 50% of the tuition fee for CEU employees and their immediate (core) family members who are enrolled as CEU students. For employees, this benefit may be subject to Austrian taxation. More details can be found at the following link: [Policy on Tuition Waivers for CEU employees and their family members](#).

4 Financial Aid Awarding Procedure to Students

Online Application submitted by students by set deadlines

At CEU, Financial Aid (including scholarships, tuition awards, etc.) is offered during the admissions process to accepted candidates for the period defined in the Acceptance Offer provided by the Admissions Office and is 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 intend to enroll.

Candidates who wish to be considered for CEU Financial Aid support for any Bachelor's, Master's, Master's further specialization, are required to complete the Funding Section of the general Online Application and submit all supporting documents to the appropriate office by the general application deadline.

The Austrian Immigration Authorities require that applicants from non-EU countries applying for a "Residency Permit Student" need to present proof of having sufficient financial means to cover their cost of living for the first year. More information can be found at the following link [Proof of Sufficient Fund Guidelines](#).

Application Review and Interview

Following the Financial Aid application deadline, CEU Financial Aid is determined during the admissions process based on the recommendation of each department's academic merit ranking list. Academic departments review student applications which might include interviews and rank all applicants in a merit list. The merit list is shared with the Admissions and Financial Aid Offices for further processing.

Doctoral candidates who enrolled in CEU doctoral programs as of 2023/24, or students from the previous three cohorts who opted into the new four-year study and funding scheme, are eligible to receive a full CEU Doctoral Scholarship for up to 48 months and are automatically considered for the CEU Doctoral Scholarship. Students who enrolled in CEU doctoral programs prior to the academic year 2023/24, and who chose not to opt into the new four-year study and funding scheme, remain on the funding model that applied at the time of their initial enrollment. Students should refer to CEU Doctoral Regulations, version P-1103-01v2212-1, Appendix 4 for details. Some students might work for their department. In those cases, if a student wishes to keep his/her department employment, the student must request permission from their department and ensure a clear (formal and material) distinction between his/her doctoral studies and his/her department employment. Doctoral students should refer to the [CEU Doctoral Regulations](#). The Financial Aid for Doctoral students serves the purposes of granting financial aid for scientific activities (e.g. dissertation) which will not be commercially exploited. Students should refer to the Graduate Student Teaching Policy (appendix 3 to the Doctoral Regulations) for details.

Final decision on financial aid awards

Incoming students

The final decision is communicated by the Admissions Office. The Financial Aid package provided by CEU and its affiliates for the duration of a student's enrollment can include a combination of internal financial assistance and external financial support from donors. The student has to confirm the acceptance of the financial support in writing. Incoming students confirm by signing the Study Agreement outlining the financial support. The document needs to be uploaded into the [Applicant Portal](#). If the candidate does not accept CEU's offer by the payment deadline, the offer is withdrawn, and the financial aid is offered to another candidate.

Enrolled students

After the relevant committee evaluates a Master's grant application, the applicant is notified within 4 weeks after the submission deadline. Students will receive a grant letter from the Grant Management Office outlining the details of the grant. The grant is paid after the grant letter is signed, both by the student and CEU. Candidates receive the grant on the condition that they provide detailed evidence for expenses within one week after the event.

Eligibility for continuation on financial aid awards

All CEU students must have demonstrated satisfactory progress achieving a minimum grade point average of 2.66 (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. Students who fail to meet satisfactory progress requirements may be subject to termination of their studies and discontinuation of financial aid.

Students must show satisfactory academic progress in order to **remain eligible** for any type of financial support within the academic year they are enrolled. As a general rule, the standard for satisfactory progress at CEU is specified in the Student Rights, Rules, and Academic Regulations. Unjustified absence of more than a week, noted by an instructor, the department or program head, may result in the loss of the financial aid package retroactively and a repayment obligation will be enforced.

Students who receive stipends for a period in which they are unable to study - for whatever reasons - shall communicate this reason immediately, without undue delay, to their academic department. This information needs to be shared with the Student Records Office and the Financial Aid Office by the respective academic department.

Grant Procedure

Grant Committee

Final decisions on awarding financial aid are made by the Grant Committee. For committee membership, please see [here](#).

Appeals

Students have the right to appeal an unfavorable decision to the Pro-Rector for Teaching and Learning in case of Bachelor's and Master's students, and the Pro-Rector for Research and Faculty in case of Doctoral students. The appeal should include a description of any alleged unfair treatment or hardship.

Students may appeal within two weeks of the notification. In case the appeal is upheld, the student can continue his/her studies under academic conditions specified by the Pro-Rector for Teaching and Learning (Bachelor's and Master's students) or the Pro-Rector for Faculty and Research (Doctoral students). The respective Pro-Rector informs the student of the appeal decision with cc to the head of the department..

5 Payment of stipends and grants

Financial support can be paid to CEU's students in different forms. Depending on the qualifications and eligibility of the student, it can be a stipend (e.g. fixed sum, insurance assistance, travel assistance) or a grant.

Paying Stipends to CEU Students

For security reasons, CEU does not disburse stipends in cash. Students receive their monthly stipend in Euro (EUR) by bank transfer, including students enrolled in Erasmus Mundus programs. Scholarship recipients are required to open a Euro bank account in their own names and all payments will be made directly to the recipient's bank account indicated by the recipient.

CEU will endeavor to transfer stipends to the student's EUR bank account by the 4th 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 period of

three months with the prior written approval of the academic coordinator. To continue to advance payments 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.

CEU provides monthly stipends, monthly stipend supplements and one-time stipends to students. Students must make satisfactory academic progress in order to remain eligible for any type of financial aid within the academic year they are enrolled.

Students must show satisfactory academic progress in order to **remain eligible** for any type of financial support within the academic year they are enrolled. As a general rule, the standard for satisfactory progress at CEU is specified in the Student Rights, Rules, and Academic Regulations. Unjustified absence of more than a week, noted by an instructor, the department or program head, may result in the loss of the financial aid package retroactively and a repayment obligation will be enforced.

Please find the following links for the monthly stipends CEU currently offers:

- [CEU Master's Scholarships](#)
- [CEU Doctoral Scholarships](#)

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.

Paying grants to CEU students

Grants (merit-based) must be granted and used in the same budget year (August 1st until July 31). For undergraduate students a grant can only be covered from external sources. Candidates receive the grant on the condition that they provide detailed evidence for expenses within one week after the event. Expenditures in any currency must be documented with original invoices or receipts. A financial report is required that includes a short summary of the results of the trip and a list of expenses, including the amount spent in EUR. If the amount spent is less than the one awarded, or improperly documented expenditures are submitted, the grantee has to pay back the difference between the amount awarded and the amount properly claimed.

6 Student Fee Payment Regulations

Student Fees

Tuition Fee Payment

Tuition fees for CEU degree programs are set by the management. Current tuition fees per Academic Year (including fees for non-degree seeking students) are listed on the CEU website in the following links:

- [Bachelor Degree tuition fees](#)
- [Master Degree and Doctoral Degree program tuition fees](#)

Tuition fees refer to program fees only and do not include the Student Enrollment Fee, the Registration Fee, the Austrian Student Union Fee, fees for room and board, or other Cost of Living.

Erasmus Mundus programs charge different fees established jointly by partner universities. For detailed information, please check the website of the [Erasmus Mundus Program](#).

For current payment deadlines, please refer to the following link: Payment Information and Financial Regulations.

Registration Fee

The student is required to pay a one-time non-refundable registration fee of EUR 100 to confirm his/her acceptance offer to guarantee a place of study at CEU. The registration fee can be paid online via the [Applicant Portal](#).

Enrollment Fee

Student Enrollment Fee varies by degrees between EUR 200 – 250 and is payable in one installment for the given Academic Year. Current details can be found in the link: Payment Information and Financial Regulations.

The Student Enrollment Fee covers institutional costs related to: maintaining the student status in the university's database systems, reporting required by applicable 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.

Austrian Student Union Fee

As per the Austrian Student Union Act (HSG for short, section 38, paragraph 3), every student in Austria is required to pay a mandatory legal membership fee each semester to be part of the [Austrian Student Union](#) (Österreichische Hochschülerschaft ÖH). Newly admitted students need to pay this fee online prior to the start of the Academic Year.

Methods of Payment

Registration Fee, Tuition Fee and Enrollment Fee etc. can be paid [in the following ways](#).

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

Late Payments, Late Fees and Penalties

If a student's account becomes overdue, a 20 EUR late fee is automatically added to the balance (EUR 20/fee/installment). The Budget and Finance Office issues a formal reminder. The student will then be granted a period of five working days to pay the

overdue amount. After 5 working days, the student will be sent a second reminder for overdue fees; at this time the student's access to university services/facilities will be suspended (in accordance with the CEU Policy on Holds below). If the student's account is not settled within five working days of the second reminder, his/her student status will be terminated for non-payment.

Please note that communication will be sent to the student's University e-mail address which should be checked regularly. The student can pay the overdue amount via the [Student Portal](#).

Policy on Holds

Failure to meet any obligation to the university, including those conditions set forth in the individual's acceptance offer and financial obligations, will result in suspension of access to student services. These include - but are not limited to - issuance of enrollment certificate, transcripts and diplomas, access to some functions of SITS (i.e. class registration), grant payments etc. The Policy on Holds will be applied until the obligation is met and the hold is cleared by the respective office.

Refund of Tuition Fee

To view the current refund policy, please visit the following link: [Late Fees and Refunds](#)

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.

7 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 university-administered programs. This Policy shall be governed by the laws of the Republic of Austria without regard to its conflict of law provisions.

8 Disclaimer

The CEU Financial Aid Policy is subject to change based on future internal changes and/or Austrian regulations. CEU reserves the right to alter the terms of its financial aid scheme and eligibility requirements at any time.

It is recommended that students who receive any type of financial aid support contact their own tax advisor regarding potential individual tax implications in their countries. Please be aware that CEU is not a tax advisor, and therefore legally not allowed to give any tax advice to its students.

Document information	
Type	Policy
Number	P-2306-1
Title	Financial Aid Policy
Distribution	Internal
Filename	P-2306-1 Financial Aid Policy
Notes	
Related documents	
For final documents	
Approved by:	Senate
Date of approval	June 2, 2023
Enters force	August 1, 2023