

# **PAYMENT METHODS – REFUND POLICY**

## **UNIVERSITY STUDY PROGRAMMES AT NEW YORK COLLEGE**

The payment of tuition fees is certified by presenting to the Accounting Office of New York College, the corresponding promissory note of the Bank, which should indicate the name of the student in the “Reason” field, as well as his or her student ID.

The amounts of the Advance are non-refundable. *In exceptional cases of refunding the deposit before the start date of the program, the amount of 150€ will be withheld for administrative fees.*

The student may discontinue studies at the College immediately after the end of the first week of teaching and before the start of the second week, in which case he/she is exempt from the obligation of paying the tuition fees of the Program, but not from the obligation to pay registration and administrative fees to the College. Interruption is certified only and exclusively by signing the corresponding Application (Interruption Form), otherwise the student is considered active and the claim for payment of his tuition fees continues. In any case of permanent interruption of studies, or expulsion from the program after the first week of teaching, the fees already paid are not reimbursed, while the claim for payments continues as follows:

- in full the amount of Fees as well as the Registration at the University as defined in the financial settlement signed by the student
- the total amount of tuition fees for the semester in which the student is enrolled.

The claim for payment of tuition fees as well as Registration Fees continues even in the case that the payment of tuition fees has been agreed in monthly instalments for the student’s convenience. It is expressly agreed that any overdue claim of the company towards the student as well as the amount thereof will be demonstrated by the company's commercial books or extracts thereof. The duration of studies is certified by the timetable of the department. Any absences from the courses of the program do not indicate the student's interruption.

## **SEMINAR PROGRAMS AT LIFELONG LEARNING CENTER NEW YORK COLLEGE**

The payment of tuition fees is certified by presenting to the Accounting Office of New York College, the corresponding promissory note of the Bank, which should indicate the name of the student in the “Reason” field, as well as his or her student ID.

The amounts of the Advance, as defined in the registration form of the program, are non-refundable.

The student may discontinue studies at the College before the start of the teaching program, in which case he/she is exempt from the obligation to pay the tuition fees of the Program.

## **PAYMENT METHODS – REFUND POLICY**

The interruption is certified **only and exclusively** by signing the corresponding Application (Interruption Form), otherwise the student is considered active and the claim for payment of his tuition fees continues. In any case of permanent interruption of studies, the fees already paid are not reimbursed, while the claim for payments continues as follows:

- in full the amount of the programme.

The claim for payment of tuition fees as well as Registration Fees continues even if the payment of tuition fees has been agreed in monthly instalments for the convenience of the student. It is expressly agreed that any overdue claim of the company towards the student as well as the amount thereof will be demonstrated by the company's commercial books or extracts thereof. The duration of studies is certified by the timetable of the department. Any absences from the courses of the program do not indicate the student's interruption.