

UNIVERSITY OF NIŠ
FACULTY OF ELECTRONIC ENGINEERING

Tuition Fee Refund Policy

This policy outlines the procedures and conditions under which tuition fees may be refunded. The goal of the Faculty of Electronic Engineering (hereinafter referred as 'the Faculty') is to ensure a transparent and fair process for all students.

1. General Conditions for Refund

To initiate a refund, the following requirements must be met:

- All refund applications must be submitted via a formal written **Refund Request Form** to studyinenglish@elfak.ni.ac.rs within the eligible time frame.
- Every request must be accompanied by **verifiable evidence** or proof justifying the reason for the refund (e.g., medical certificates, official correspondence, or legal documents).
- Requests must typically be submitted before the commencement of the academic term or within the first 14 days of classes to be eligible for a full or partial refund.

2. Visa Rejection Policy

The Faculty understands that international candidates may face challenges beyond their control regarding immigration status.

- If a candidate's visa application is rejected by the relevant immigration authorities, a refund of tuition fees (less a standard administrative processing fee and currency exchange costs) will be granted.
- To process a refund due to visa denial, the candidate must provide:
 1. A copy of the **official Visa Refusal Letter** issued by the Embassy or Consulate.
 2. Evidence that the refusal was not due to fraudulent documentation or a failure to disclose relevant information.
- The refusal letter and refund request must be submitted within **30 days** of the date printed on the rejection notice.

3. Non-Refundable Fees

- Registration fees and administrative fees are categorized as non-refundable to cover administrative and operational costs.

4. Refund Processing Table

Circumstance	Refund Amount	Required Documentation
Visa Rejection	100% of paid amount for Tuition Fee (less administrative fees and currency exchange costs)	Refund Request Form Official Refusal Letter
Withdrawal before term starts	90% of paid amount for Tuition Fee (less administrative fees and currency exchange costs)	Refund Request Form Verifiable evidence (Proof of extenuating circumstances)
Withdrawal within first 14 days	50% of paid amount for Tuition Fee (less administrative fees and currency exchange costs)	Refund Request Form Verifiable evidence (Proof of extenuating circumstances)
Withdrawal after 14 days	0% (No Refund)	N/A

5. Method of Payment

Refunds will strictly be issued back to the **original source of payment** and to the person or sponsor who made the initial transaction. Processing times typically range from **14 to 30 business days** following the approval of the written request.

Note: Any bank charges, currency exchange fluctuations, or wire transfer fees incurred during the refund process are the responsibility of the candidate.

6. Exceptions

The Faculty reserves the right to make exceptions to this policy at its discretion, in cases of documented emergencies or institutional errors.