CANCELLATION CONDITIONS FOR PREPARATORY PROGRAMS
IN THE ACADEMIC YEAR 2020/2021

1) PRIOR TO THE COMMENCEMENT OF THE CLASSES (i.e. before 7 September 2020, including this date)
   a) Cancelling classes and accommodation
      - Classes: cancellation fee EUR 120, however, only under the condition that no residence permit was issued nor used for entry into the Czech Republic.
      - Accommodation: cancellation fee EUR 150 from the deposit
   b) Cancelling accommodation
      - cancellation fee EUR 150 from the deposit

2) AFTER COMMENCEMENT OF NON-CONTACT CLASSES (i.e. from 8 September 2020, including this date)
   a) Physical presence in the study center:
      - Cancelling classes and accommodation
        • Classes: 100% cancellation fee
        • Accommodation: 100% cancellation fee
      - Cancelling only accommodation
        • 100% cancellation fee from the deposit
   b) Non-contact commencement of classes:
      - Classes: it is possible to complete the winter semester in the non-contact format, the proportional part of the tuition will be refunded in the summer semester based on a written request of the Participant
      - Accommodation: cancellation fee EUR 150 from the deposit

Note: ACCOMMODATION
The deposit for accommodation is drawn since the arrival date into the study center.

INSURANCE
   - Prior to the insurance term: paid insurance premiums are returned reduced by the administrative fee in the amount of EUR 30.
   - After the beginning of the insurance: only due to rejection of the residence permit application (proven by the decision of the Czech Ministry of Interior). Paid insurance premiums are returned reduced by the administrative fee in the amount of EUR 30.

All notification on cancelling the course participation, accommodation or other services must be made in writing to the study department (by e-mail or letter).

The student is obliged to return the following documents issued by the Institute for Language and Preparatory Studies of the Charles University:
- Confirmation of studies, Student Agreement, Accommodation Agreement, unless these documents are kept by the consulate of the Czech Ministry of Foreign Affairs.
- Original of the insurance contract and the insurance card - always!

For administration of each cancellation application and for preparation of the refund (even partial) we charge an administrative fee in the amount of 2% of the returned amount (unless expressly stipulated otherwise).

Other costs of services already provided by the Institute for Language and Preparatory Studies will be deducted from the returned amount (translations, DHL, ...).

Money can be refunded only to the account of the payer. In case the Participant wishes the money to be returned to a different account, a consent of the payer verified by a notary is required.

The processing term for refund applications is 60-90 days since receiving a complete application.