
Foundation Programmes: Terms of payment and cancellation

Payment details

Account number (CZK only): 107-996320257/0100

IBAN (CZK only): CZ53 0100 0001 0709 9632 0257

Account number (EUR only): 27-1838690257/0100

IBAN (EUR only): CZ94 0100 0000 2718 3869 0257

Bank: Komerční banka, Na Příkopě 33, 114 07 Praha 1

BIC (SWIFT): KOMBCZPPXXX

Name and address of account holder: Univerzita Karlova, Ovocný trh 5, 116 36 Praha 1

Name of student: name surname

If the course is paid by invoice, the order and invoice must be placed before the course is paid. After payment, issuing an invoice is no longer possible. To have an invoice issued, please contact the [ILPS CU study department](#).

In the case of payment in EUR, the specified amount in CZK will be converted using the internal exchange rate of ILPS CU. For more information, please contact the [ILPS CU study department](#).

Cancellation Conditions for Foundation Programmes

- Foundation Programme COMPLEX and PROGRESS
- Foundation Programme LITE and FAST

General terms of cancellation

By paying the course price and other services, the participants confirm their agreement to the following terms and conditions.

- All notifications on cancelling the participation in the course, accommodation or other services must be sent in writing to the study department (by e-mail or letter).
- Requests for refunds outside of the conditions described above will be assessed individually by the director of the ILPS CU on the basis of the student's written request.
- The student is obliged to return the following documents issued by the ILPS CU:
 - Confirmation of admission to the course, Study Contract, Accommodation Contract - unless these documents were submitted at the consulate of the Czech Ministry of Foreign Affairs
 - Originals of the insurance contract and the insurance card
- If the student has submitted an application for a residence permit, it is necessary to cancel the application or the already granted residence permit and provide the ILPS CU with a confirmation of cancellation of the residence permit issued by the Ministry of the Interior or the Embassy.
- Other costs of services already provided by the ILPS CU will be deducted from the returned amount (translations, DHL, ...).
- Money can be refunded only to the payer's account. In case the Participant wants the money to be returned to a different account, the written consent of the payer verified by a notary is required.
- The refund processing period is 60 - 90 days from the receipt of the complete refund application.
- In the event that the minimum capacity of the course is not met, ÚJOP UK reserves the right not to open the course.
- In case of filling the course, the prospective student may be offered to take the course at another time.

Cancellation Conditions for Foundation Programmes COMPLEX and PROGRESS

- The course fee includes a non-refundable registration fee of 5%.
- The accommodation deposit includes a non-refundable reservation fee of 50%.

BEFORE 1ST SEPTEMBER

- **a) Cancellation of tuition and accommodation**
 - Tuition: The tuition fee reduced by the cancellation fee of 5% is refunded on condition that the residence permit granted on the basis of documents issued by the ILPS CU has not been used

- Accommodation: The deposit is reduced by the cancellation fee of 50% of the accommodation deposit
- **b) Cancellation of accommodation only**
 - The deposit is reduced by the cancellation fee of 50% of the accommodation deposit

AFTER 1ST SEPTEMBER (included)

- **a) Physical presence in the study centre:**
 - Cancellation of tuition and accommodation
 - both: 100% cancellation fee
 - Cancellation of accommodation only
 - 100% cancellation fee of the deposit
- **b) On-line commencement of tuition from abroad**
 - **Cancellation of tuition and accommodation before 31 October (included)**
 - Tuition: Based on the student's written request and in justified cases, a proportional part of the tuition can be refunded. The request will be individually assessed by the director of the ILPS CU.
 - Accommodation: The deposit is reduced by the cancellation fee of 50% of the accommodation deposit
 - **Cancellation of accommodation only:**
 - The deposit is reduced by the cancellation fee of 50% of the accommodation deposit

Note: ACCOMMODATION

- Accommodation cannot be guaranteed without payment of the accommodation deposit.
- Accommodation is reserved from September 1st unless otherwise agreed.
- Full payment of the accommodation deposit automatically secures accommodation from the reservation date for one person.
- The accommodation deposit is usable from the participant's arrival at the study center (dormitory).
- After the full payment of the deposit, further accommodation payments can be made directly at the accommodation venue. Accommodation prices are determined by the current price list (according to accommodation type and room).
- Payment of the non-refundable accommodation fee does not exclude the possibility of claiming damages by the Institute. The application of section 2050 of the act no. 89/2012 Coll., Civil Code is thus excluded.

HEALTH INSURANCE

- **PRIOR TO THE INSURANCE PERIOD (before 31 August, included)**
 - Paid insurance premiums are returned reduced by the administrative fee of 5% of the health insurance price.
- **AFTER THE START OF THE INSURANCE PERIOD (later than 31 August)**
 - Refunds are only possible due to the rejection of the visa application (proven by a document issued by the Ministry of the Interior of the Czech Republic).
 - Paid insurance premiums are returned reduced by the administrative fee of 5% of the health insurance price.

Cancellation Conditions for Foundation Programmes LITE and FAST

- The course fee includes a non-refundable registration fee of 5%.
- The accommodation deposit includes a non-refundable reservation fee of 50%.

BEFORE 1ST NOVEMBER

- **a) Cancellation of tuition and accommodation**
 - Tuition: The tuition fee reduced by the cancellation fee of 5% is refunded on condition that the residence permit granted on the basis of documents issued by the ILPS CU has not been used
 - Accommodation: The deposit is reduced by the cancellation fee of 50% of the accommodation deposit
- **b) Cancellation of accommodation only**
 - The deposit is reduced by the cancellation fee of 50% of the accommodation deposit

AFTER 1ST NOVEMBER (included)

- **a) Cancellation of tuition and accommodation**
 - both: 100% cancellation fee
- **b) Cancellation of accommodation only**
 - 100% cancellation fee of the deposit

Note: ACCOMMODATION

- Accommodation cannot be guaranteed without payment of the accommodation deposit.
- Accommodation is reserved from November 1st unless otherwise agreed.
- Full payment of the accommodation deposit automatically secures accommodation from the reservation date for one person.
- The accommodation deposit is usable from the participant's arrival at the study center (dormitory).
- After the full payment of the deposit, further accommodation payments can be made directly at the accommodation venue. Accommodation prices are determined by the current price list (according to accommodation type and room).
- Payment of the non-refundable accommodation fee does not exclude the possibility of claiming damages by the Institute. The application of section 2050 of the act no. 89/2012 Coll., Civil Code is thus excluded.

HEALTH INSURANCE

- **PRIOR TO THE INSURANCE PERIOD (before 31 October, included)**
 - Paid insurance premiums are returned reduced by the administrative fee of 5% of the health insurance price.

- **AFTER THE START OF THE INSURANCE PERIOD (later than 31 October)**
 - Refunds are only possible due to the rejection of the visa application (proven by a document issued by the Ministry of the Interior of the Czech Republic).
 - Paid insurance premiums are returned reduced by the administrative fee of 5% of the health insurance price.

Discounts for Foundations Programmes

- We offer a 10% discount per person on the course price to participants of Czech language courses organized by the Czech Centres abroad.
- We offer a 5% discount per person on the course price to graduates of our courses if the courses directly follow each other. The discount can only be applied to Foundations Programmes, not to other products offered.
- Discount claim must already be stated in the online application form.
- Discounts are not cumulative.