
Czech Language Courses: 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](#).

Invoices for short-term and non-intensive courses can be issued up to 28 days before the start of the course. After payment and commencement of the course, it is possible to request a payment confirmation for the language course.

Cancellation Conditions for non-intensive and short-term courses

- Intensive Czech language course (4 weeks)
- Intensive Czech language course (4 weeks)
- Intensive Czech language course (8 weeks)
- Evening Czech language course (5 months)
- Evening Czech language course (3 months)
- Summer Czech Language and Culture Course
- Summer Czech Course for Czech Expatriates
- Summer School of Slavonic Studies

General terms of cancellation

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

- The course price includes a non-refundable registration fee, the amount of which is specified in the Registration Fee section below.
- If the participant cancels his/her participation in the course before the start of the course, the course price will be refunded after deduction of the non-refundable registration fee.
- There is no refund of the course price at the time the participant starts the course.
- All requests for cancellation of course participation or accommodation must be sent in writing to the ILPS CU study department (by email or letter).
- Other costs for services already provided by ILPS CU will be deducted from the refund (translation, DHL, ...).
- The money can only be refunded to the payer's account. If the participant wishes to have the money refunded to another account, a notarized written consent of the payer is required.
- The time for processing a refund request is 30 days from the date the complete refund request is received, including all required documents.
- Please note: We do not refund money for missed lessons for private reasons, nor do we make up such missed lessons.

Registration fee

A non-refundable registration fee is included in the price of each course.

Course	Registration fee amount
Intensive Czech language course (6 weeks)	1.000 CZK
Intensive Czech language course (8 weeks)	1.000 CZK
Intensive Czech language course (4 weeks)	500 CZK
Evening Czech language course (3 months) – in-person	500 CZK
Evening Czech language course (3 months) – online	500 CZK
Evening Czech language course (5 months) – in-person	500 CZK
Evening Czech language course (5 months) – online	500 CZK
Preparation course for the Czech language exam for permanent residence	250 CZK
Summer Czech Language and Culture Course	500 CZK
Summer Czech Course for Czech Expatriates	1000 CZK
Summer School of Slavonic Studies	1000 CZK

General terms of cancellation - accommodation

We only offer accommodation to the 6-week and 8-week Intensive Czech language course participants.

- A non-refundable reservation fee of CZK 980 (EUR 40) is required to book the accommodation.
- We cannot guarantee accommodation without payment of the reservation fee
- The accommodation price will be paid on arrival at the dormitory (according to the type of room and the current price list).

Discounts for non-intensive and short-term courses

- 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.
- Discount claim must already be stated in the online application form.
- Discounts are not cumulative.

Cancellation Conditions for Intensive Long-Term Courses – Valid for the 2024/2025 academic year (1. 9. 2024 – 31. 8. 2025)

- Semester Czech Language Course for Foreigners
- Two-Semester Czech Language Course for Foreigners

Course Fee

- The course fee includes a non-refundable registration fee of 5%.
- Cancellation of Participation in the Course:
 - a) Before the Course Starts
 - The tuition fee will be refunded after deducting the registration fee of 5%, provided that the residence permit, based on the documents issued by ILPS CU for entry into the Czech Republic, has not been utilized.
 - If the applicant uses supporting documents issued by ILPS CU to obtain a residence permit and uses this residence permit to enter the Czech Republic, it will be considered that they have enrolled in the course and, therefore, are not eligible for a refund of the tuition fee.
 - b) After the Course Starts
 - There is no entitlement to a refund of the tuition fee once the participant has started the course.

Accommodation

- The accommodation deposit includes a non-refundable reservation fee of 50%.
- Accommodation cannot be guaranteed without payment of the accommodation deposit.
- Cancellation of Accommodation Reservation:
 - a) Before the Designated Accommodation Reservation Date
 - The accommodation deposit will be refunded after deducting the reservation fee of 50%.
 - b) After the Designated Accommodation Reservation Date
 - The accommodation deposit is non-refundable.
 - Refund of the accommodation deposit is possible only in case of a denied residence permit application, if the participant did not utilize the accommodation. The accommodation deposit will be refunded after deducting the reservation fee of 50%.

- If the applicant uses supporting documents issued by ILPS CU to obtain a residence permit and uses this residence permit to enter the Czech Republic, it will be considered that they have utilized the accommodation and, therefore, are not eligible for a refund of the accommodation deposit.
- Accommodation is reserved from September 1st or January 25th (Semester Czech Language Course for Foreigners taught in the summer semester), unless otherwise agreed.
- Full payment of the accommodation deposit automatically secures accommodation from the reservation date for one person.
- 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).
- The accommodation deposit is usable from the participant's arrival at the study center (dormitory).
- Payment of the non-refundable administrative fee does not exclude the possibility of claiming compensation for damages by ILPS CU. Application of § 2050 of Act No. 89/2012 Coll., the Civil Code, is excluded.

Health Insurance

- The health insurance price includes a non-refundable administrative fee of 5%.
- Cancellation of Health Insurance:
 - a) Before the Start of the Insurance Period
 - Paid insurance premiums will be refunded after deducting the administrative fee of 5%.
 - b) After the Start of the Insurance Period
 - Refunds are possible only in case of visa denial. Paid insurance premiums will be refunded after deducting the administrative fee of 5%.

General Cancellation Conditions

By paying the course fee and other services, participants confirm their agreement with the stated conditions.

- All requests for course, accommodation, or other service cancellations must be submitted in writing to the Study Department (via email or letter).
- Participants must return the following documents issued by ILPS CU (if provided for the purpose of applying for a residence permit in the Czech Republic):
 - Confirmation of course acceptance, Study Agreement, Accommodation Agreement – if these documents were not submitted to the Czech Consulate
 - Originals of the insurance contract and policyholder card
- If the participant applied for a residence permit, the request or the already granted residence permit must be canceled and accompanied by a confirmation of permit cancellation issued by the Ministry of the Interior or the diplomatic mission.
- A processing fee of 2% of the refunded amount is charged for processing refund requests (unless explicitly stated otherwise).
- Other costs for services provided by ILPS CU (translations, DHL, etc.) will be deducted from the refunded amount.
- Refunds are only possible to the payer's account. If the participant wishes to refund to a different account, written consent from the payer verified by a notary is required.
- The processing time for refund requests is 60 – 90 days from the receipt of a complete refund application, including all required documents.
- In case of visa denial, a proof of visa denial issued by the Ministry of the Interior of the Czech Republic must be provided.
- Please note: We do not refund money for missed lessons for private reasons, nor do we make up such missed lessons.

Discounts for Intensive Long-Term Courses

- A 10% discount per person off the course fee is provided to participants of Czech language courses organized by Czech Centers abroad.
- A 5% discount per person off the course fee is provided to graduates of our courses, if the courses directly follow each other.
- The entitlement to a discount must be specified in the online application.
- Discounts cannot be combined.

Cancellation Conditions for Intensive Long-Term Courses – Valid for the 2023/2024 academic year (1. 9. 2023 – 31. 8. 2024)

- Semester Czech Language Course for Foreigners
- Two-Semester Czech Language Course for Foreigners

Course Fee

- The course fee includes a non-refundable registration fee of 120 EUR.
- Cancellation of Participation in the Course:
 - a) Before the Course Starts

- The tuition fee will be refunded after deducting the registration fee of 5%, provided that the residence permit, based on the documents issued by ILPS CU for entry into the Czech Republic, has not been utilized.
- If the applicant uses supporting documents issued by ILPS CU to obtain a residence permit and uses this residence permit to enter the Czech Republic, it will be considered that they have enrolled in the course and, therefore, are not eligible for a refund of the tuition fee.
- • b) After the Course Starts
 - There is no entitlement to a refund of the tuition fee once the participant has started the course.

Accommodation

- The accommodation deposit includes a non-refundable reservation fee of 150 EUR.
- Accommodation cannot be guaranteed without payment of the accommodation deposit.
- Cancellation of Accommodation Reservation:
 - a) Before the Designated Accommodation Reservation Date
 - The accommodation deposit will be refunded after deducting the reservation fee of 150 EUR.
 - b) After the Designated Accommodation Reservation Date
 - The accommodation deposit is non-refundable.
 - Refund of the accommodation deposit is possible only in case of a denied residence permit application, if the participant did not utilize the accommodation. The accommodation deposit will be refunded after deducting the reservation fee of 150 EUR.
 - If the applicant uses supporting documents issued by ILPS CU to obtain a residence permit and uses this residence permit to enter the Czech Republic, it will be considered that they have utilized the accommodation and, therefore, are not eligible for a refund of the accommodation deposit.
- Accommodation is reserved from September 1st or January 25th (Semester Czech Language Course for Foreigners taught in the summer semester), unless otherwise agreed.
- Full payment of the accommodation deposit automatically secures accommodation from the reservation date for one person.
- 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).
- The accommodation deposit is usable from the participant's arrival at the study center (dormitory).
- Payment of the non-refundable administrative fee does not exclude the possibility of claiming compensation for damages by ILPS CU. Application of § 2050 of Act No. 89/2012 Coll., the Civil Code, is excluded.

Health Insurance

- The health insurance price includes a non-refundable administrative fee of 30 EUR.
- Cancellation of Health Insurance:
 - a) Before the Start of the Insurance Period
 - Paid insurance premiums will be refunded after deducting the administrative fee of 30 EUR.
 - b) After the Start of the Insurance Period
 - Refunds are possible only in case of visa denial. Paid insurance premiums will be refunded after deducting the administrative fee of 30 EUR.

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