CANCELLATION CONDITIONS FOR PREPARATORY PROGRAMS
IN THE ACADEMIC YEAR 2021/2022

1) PRIOR TO THE COMMENCEMENT OF THE CLASSES (i.e. before 6 September 2021, including this date)

a) Cancellation of 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 of the deposit

b) Cancellation of accommodation
   - cancellation fee EUR 150 of the deposit

2) AFTER COMMENCEMENT OF NON-CONTACT (ONLINE) CLASSES (i.e. from 7 September 2021, including this date)

a) Physical presence in the study center:
   - Cancellation of classes and accommodation
     - Classes: 100% cancellation fee
     - Accommodation: 100% cancellation fee
   - Cancellation of accommodation only
     - 100% cancellation fee of the deposit

b) Non-contact commencement of classes:
   - Cancellation of classes and accommodation until 31 October 2021
     - Classes: It is possible to complete classes in non-contact form till 31 October 2021. Based on the student’s written request, a proportional part of the tuition will be refunded.
     - Accommodation: cancellation fee EUR 150 of the deposit
   - Cancellation of classes and accommodation until 20 January 2022
     - Classes: It is possible to complete classes in non-contact form till 20 January 2022. Based on the student’s written request, a proportional part of the tuition will be refunded.
     - Accommodation: cancellation fee EUR 150 of the deposit
   - Cancellation of accommodation only: cancellation fee EUR 150 of the deposit

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

INSURANCE
- Prior to the insurance term: Paid insurance premiums are returned reduced by the administrative fee of EUR 30.
- After the beginning of the insurance period: Only due to rejection of the residence permit application (proven by the decision of the Czech Ministry of the Interior). Paid insurance premiums are returned reduced by the administrative fee of EUR 30.
All notification on cancelling the course participation, accommodation or other services must be sent 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, Study Agreement, Accommodation Agreement - unless these documents are kept by the consulate of the Czech Ministry of Foreign Affairs.
- Originals 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 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.