

# HOTEL SCHOOL

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## HOTEL MANAGEMENT COLLEGE

„HOTEL SCHOOL” Hotel Management College, Ltd  
Reg. No: 40103277684, Address: Smilšu Str. 3, Rīga, LV-1050, Latvia  
Phone: +371 67213037, e-mail: info@hotelschool.lv, http://www.hotelschool.lv

Rīga

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No 1-15/2

### REFUND PROCEDURE AT LTD „HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE

Refund procedure at Ltd „HOTEL SCHOOL” Hotel Management College (hereinafter Regulation) prescribes the procedure by which the tuition fees paid by the students shall be refunded by Ltd „HOTEL SCHOOL” Hotel Management College and its structural units – Professional further education and development educational institution “Hotel Business Organization School” and “BTEC Approved Centre “HOTEL SCHOOL” Hotel Management College”, hereinafter all educational institutions referred to as HOTEL SCHOOL.

1. HOTEL SCHOOL refunds the tuition fees paid by the student, if the HOTEL SCHOOL **cancel**s the **implementation of the education programme** due to an insufficient number of students. In this case the student is entitled to have the in advanced paid tuition fees reimbursed in their entirety.
2. HOTEL SCHOOL refunds the tuition fees paid by the student, if **the implementation of the education programme is temporarily suspended or withdrawn completely** without offering student an alternative of continuing education at another HOTEL SCHOOL programme or at another accredited educational institution that has an agreement with HOTEL SCHOOL. In this case the student is entitled to receive the refund of the tuition fees that have been paid for the non-delivered classes. The amount of the reimbursement is calculated by HOTEL SCHOOL.
3. HOTEL SCHOOL refunds the tuition fees paid by the student, if the **student withdraws the registration/enrolment from the study programme** no later than 30 (thirty) days before the commencement date of the studies. In this case HOTEL SCHOOL is entitled to deduct 250,00 EUR (two hundred and fifty euros, 00 cents) from the tuition fees that have been paid in advance by a student who is a citizen of Republic of Latvia or an individual holding a non-citizen status, or 500,00 EUR (five hundred euros, 00 cents) from the tuition fees paid by a foreign student, in order to cover the administrative costs of HOTEL SCHOOL that have occurred due to the registration and application process as well the international money transfers.
4. HOTEL SCHOOL refunds the tuition fees paid by the student, if the **student withdraws the registration/enrolment from the study programme later than 30 (thirty) days** before the commencement date of the studies. In this case, the HOTEL SCHOOL will charge a tuition fee for the first semester in full and the enrolment fee of the UK Edexcel Online system, if applicable, or the full amount paid by the student if it is less than a tuition fee for the first semester to cover the losses of the HOTEL SCHOOL due to the organization of the study process.
5. In case the foreign student, still being abroad, **has submitted an application** for a long term visa or a temporary residence permit of Republic of Latvia **in a timely manner** (in accordance with the deadlines set out in the contract), by adding all the necessary supporting documents outlined in the

Immigration Law, Visa Regulations, Residence Permit Regulations as well as by providing all documents requested by other Normative Acts (including the proof of the necessary subsistence to study in the Republic of Latvia) and the issue of a temporary residence permit or long-term visa is refused, the HOTEL SCHOOL reimburses the tuition fees paid by the student. In this case HOTEL SCHOOL is entitled to deduct 500,00 EUR (one hundred euros, 00 cents) from the tuition fees paid in advance by a foreign student in order to cover the administrative costs of HOTEL SCHOOL that have occurred due to the registration and application process as well the international money transfers.

6. In case the foreign **student has failed to submit the application** for long term visa or temporary residence permit of Republic of Latvia **in a timely manner** (in accordance with the deadlines set out in the contract), and the issue of a temporary residence permit or long-term visa is refused, the HOTEL SCHOOL reimburses the tuition fees paid by the student. In this case, the HOTEL SCHOOL will charge a tuition fee for the first semester in full and the enrolment fee of the UK Edexcel Online system, if applicable, to cover the losses of the HOTEL SCHOOL due to the organization of the study process.
7. In case the foreign **student arrives to Latvia** holding a long term visa permit of Republic of Latvia, commences the studies at HOTEL SCHOOL and simultaneously applies for the temporary residence permit of Republic of Latvia but the temporary residence permit of Republic of Latvia is refused, the HOTEL SCHOOL reimburses the tuition fees paid by the student. In this case, the HOTEL SCHOOL will charge a tuition fee for the first semester in full and the enrolment fee of the UK Edexcel Online system, if applicable, to cover the losses of the HOTEL SCHOOL due to the organization of the study process.
8. HOTEL SCHOOL does not reimburse the tuition fees paid by the student due to the **interruption of the studies** prior to the term outlined in the contract, unless the student has paid the tuition fee for the entire study programme (not less than 2 (two) years) in advance. In this case, the HOTEL SCHOOL shall reimburse the tuition fees paid for the second study year in full, with a condition that the student informs the HOTEL SCHOOL about the decision to terminate the study programme no later than 30 (thirty) days before the beginning of the second school year.
9. HOTEL SCHOOL does not refund the tuition fees paid by the student due to the **failure to commence the studies on time** or to attend studies for a certain period of time with or without a sufficient cause or justification for such circumstances.
10. HOTEL SCHOOL does not refund the tuition fees paid by the student, if the **student does not comply with the Internal Rules** and Safety Regulations and therefore is expelled from HOTEL SCHOOL.
11. HOTEL SCHOOL can refund a full or a partial amount of the tuition fees paid by the student, by adopting a decision regarding **other cases** that are not stipulated in this Regulation. In this case the HOTEL SCHOOL board assesses a written explanation submitted by the student.
12. HOTEL SCHOOL refunds the tuition fees paid by the student after the receipt of **a written request** submitted by the student **and the decision on refund** issued by the HOTEL SCHOOL board.
13. HOTEL SCHOOL refunds the tuition fees paid by the student within **30 (thirty) days** following the date of entry into force of the decision.

14. HOTEL SCHOOL refunds the tuition fees paid by the student **through bank transfer direct to the bank account** specified in the registration form submitted by the student. Student undertakes to provide complete and precise information about the account holder and the corresponding credit institution, in other respects HOTEL SCHOOL cannot guarantee the compliance with Clause 13 of this Regulation.
15. Declare invalid Refund procedure at Ltd „HOTEL SCHOOL” Hotel Management College No 1-15/2 from April 29, 2019, Refund procedure at Ltd „HOTEL SCHOOL” Hotel Management College No 1-15/1 from March 15, 2019 and Refund procedure at Ltd „HOTEL SCHOOL” Hotel Management College No 4-6/44 from May 15, 2018. **The Regulation comes into force on June 17, 2019 and is not retroactive.**

„HOTEL SCHOOL” Hotel Management College

CEO

J. Pasnaka