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OPERATIONAL PROCEDURE ON TUITION FEE REFUND

Current no.	OPERATION	First name and last name	Position held	Signature
1.	Drafting	Alexandrina GANCIU	Head of Fees and Cashier's Office - Economic Division	
2.	Check for content	Elena NEAGU	Chief Financial Officer	
3.	Check for legality	Maria MERIȘAN	Legal Adviser	
4.	Check for compliance	Alexandra BADEA	Quality Specialist	
5.	Endorsed by	Professor Pau Valentin – Corneliu, PhD	Vice-Chairman of the Board of Directors	

Change control box

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Endorsed/Approved by the Management Board Decision	No. 128	Date: 05.04.2022
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1. PURPOSE

1.1. This procedure lays down rules for the full or partial refund of tuition fees paid by students/trainees/candidates/graduates who are Romanian citizens, citizens of European Union Member States, citizens of European Economic Area countries (Iceland, Liechtenstein and Norway) and of the Swiss Confederation, citizens of third countries (outside the European Union) who, for various reasons, are unable to participate in the teaching activities related to the study programme to which they are enrolled.

1.2. Sets out the responsibilities for the preparation, endorsement and approval of documents related to the fee refund activity.

2. SCOPE

This procedure is implemented within Titu Maiorescu University for all study programmes, from all cycles and forms of education bachelor, master, doctoral, postgraduate programs, programs organized by the Teaching Training Department, residency training programmes, by all faculties, departments and structures involved in the process of registration, enrolment of students and completion of studies.

3. REFERENCE DOCUMENTS

National Education Law no.1/2011, as subsequently amended;

Fee nomenclature regulation, approved annually by the Board of Directors and the TMU Senate;

Regulation for the organization and conduct of admission to bachelor's, master's and doctoral degree programmes, teaching training study programmes, postgraduate study programmes and the Romanian language preparatory programme, approved annually by the TMU Senate;

Regulation for admission to doctoral studies organized within the Titu Maiorescu IOSUD;

The study contract signed between Titu Maiorescu University and the student / master student / trainee / doctoral candidate / resident;

Regulation on the professional activity of students in the European system of transferable credits.

4. DEFINITIONS –

5. ABBREVIATIONS

- TMU – Titu Maiorescu University
- OP – Operational procedure
- IOSUD - Doctoral Studies Organizing Institution
- DRI – International Relations Department

6. DESCRIPTION OF THE PROCEDURE

6.1. Cases and circumstances in which tuition fees may be refunded

Tuition fees may be refunded in whole or in part in the following cases:

- a) to candidates who give up the place obtained through admission by the deadline stipulated in the Fee Nomenclature Regulation approved annually by the Board of Directors and the Senate;
- b) to students who request withdrawal from studies;
- c) to students who are about to leave on permanent mobility during the academic year and who have paid more than the instalments due at the time of leaving on mobility;
- d) to students who have been expelled and who have paid the fee in advance for the following academic year without being passed (except in the case of expulsion as a sanction for serious breaches of academic discipline or violation of the rules of academic ethics, for reasons attributable to the student, the fees paid are not refunded);
- e) to students who have not received a letter of acceptance to study/recognition document from the relevant ministry or to students who request the interruption of their studies;
- f) where it is established that the amounts paid are undue;
- g) tuition fees may be refunded only on the basis of an application submitted by the candidate/student/trainee to the secretary's office of the faculty/department/doctoral school/structure organising the study programme concerned, endorsed by the dean of the faculty / director of the doctoral school / department and by the TMU Secretary General and approved by the Board of Directors.

6.2. Documents required for the tuition fee refund

- Fee refund application form according to the annexes:
 - Annex 1 - Fee refund application for Romanian students / trainees / candidates / graduates
 - Annex 2 - Fee refund application for foreign students / trainees / candidates / graduates
- notarial / legal power of attorney for the proxy (if applicable)
- supporting documents (for exceptional cases of illness / accidents or other);
- IBAN code, SWIFT/BIC code, name and full address of the bank or other bank details for the refund by payment order.

6.3. Conditions for the refund of tuition fees

- a) if the application for withdrawal is submitted by the first instalment payment due date (as set out in the Fee Nomenclature Regulation) the tuition fee may be refunded in full;
- b) if the application for withdrawal is submitted after the first instalment payment due date (as set out in the Fee Nomenclature Regulation), the first instalment of the tuition fee is not refundable. Where the student/trainee has paid the tuition fee in full, instalment II and instalment III shall be refunded;
- c) if the application for withdrawal is submitted after the second instalment payment due date (as laid down in the Fee Nomenclature Regulation), instalment II shall not be refunded. If the student / trainee has also paid instalment III, this shall be refunded;
- d) if the application for withdrawal is submitted after the third instalment payment due date (as laid down in the Fee Nomenclature Regulation) the tuition fee shall not be refunded;
- e) if the international student / trainee has not obtained a study visa, the tuition fee shall be refunded in full;

f) if the international student/trainee has obtained a study visa and, for duly justified objective reasons, cannot participate in the studies/teaching activities, the tuition fee may be refunded in part or in full depending on the reasons given;

g) if a study programme is suspended or not organised during an academic year, the tuition fees paid shall be refunded in full to the student/trainee;

h) in the event of undue payments, these shall be refunded to the student/trainee/payer. Refunds shall be made on the basis of a written application, approved by the Dean of the Faculty organising the study programme, with the endorsement of the Secretary General and the approval of the Board of Directors, and provided that the undue payment is confirmed;

Exceptions to these conditions may be made only for duly justified requests, accompanied by supporting documents, with the prior endorsement of the Dean of the faculty/department/doctoral school/structure organising the study programme, the Secretary General and the approval of the Board of Directors.

6.4. Refund of tuition fees

a) The application for the refund of fees must be submitted to the secretary's office of the faculty / department / doctoral school / organising structure with a registration number and accompanied by supporting documents;

b) The request shall be endorsed by the Dean of the Faculty/Head of Structure and shall be forwarded to the Secretary General and, where appropriate, to the Department of International Relations (DRI) for endorsement;

c) if the application for fee refund receives a negative endorsement, it shall be communicated to the applicant by the secretary's office of the faculty / doctoral school / structure organising the study programme within 3 days of the negative endorsement;

d) Once the endorsements have been obtained (Dean / Director, Secretary General, DRI) the documents are sent to the Board of Directors for approval;

e) The application, bearing the final approval of the Board of Directors, is sent as photocopy to the secretary's offices of the faculties in order to inform the students (applicants);

f) The original of the application is handed over to the Economic Division - Fees and Cashier's Office for refund and archiving;

g) The deadline for the refund of tuition fees is a maximum of 30 working days from the date of application submission to the University Registrar's Office;

h) The standard application form for tuition fee refund can be found in Annex 1 / Annex 2, which is an integral part of this procedure and is made available by Titu Maiorescu University on its website (www.utm.ro).

7. RESPONSIBILITIES

All faculties, departments, doctoral schools and structures involved in the process of managing the files concerning the refund of tuition fees paid by students / trainees / graduates are responsible according to their specific duties, internal regulations and legal provisions in force.

8. RECORDS –

9. ANNEXES

Annex 1 - Fee refund application for Romanian students / trainees / candidates / graduates

Annex 2 - Fee refund application for foreign students / trainees / candidates / graduates

Annex 1 - Fee refund application for Romanian students / trainees / candidates / graduates

FACULTY _____
NO. _____ DATE _____

DEAN'S ENDORSEMENT

To the attention of the Dean,

I, undersigned, _____, _____ year student, academic year _____, at the _____ Faculty, study programme / specialization _____, hereby request your approval for the refund of my tuition fee paid to the account of Titu Maiorescu University, for the following reasons:

Bank account number / IBAN _____, opened at _____.

Date

Signature

Phone number: _____

E-mail address: _____

To the Dean of the _____ Faculty

Annex 2 - Fee refund application for foreign students / trainees / candidates / graduates

FACULTY _____

NO. _____ DATE _____

DEAN'S ENDORSEMENT

To the attention of the Dean,

I, undersigned, _____, _____ year student, academic year _____, at the _____ Faculty, study programme / specialization _____, hereby request your approval for the refund of my tuition fee paid to the account of Titu Maiorescu University, for the following reasons:

Bank account number / IBAN _____, SWIFT _____, opened at _____ Bank.

RESERVED TO DRI

It is mentioned that Mr / Mrs _____, citizen of _____, is enrolled at _____ and has / does not have a letter of acceptance to _____ studies.	
DRI Director,	Drawn up by,

Date

Signature

Phone number: _____

E-mail address: _____

To the Dean of the Faculty _____