



**Baku Engineering University**  
public legal entity


**Refund Policy for Tuition Fees of Foreign and  
Stateless Persons Applying to Study at Baku  
Engineering University**

Document code: BEU-ES-073-EN

Approval date: 22.01.2021

Update No / date

Page №: 1/3

Bakı Mühəndislik Universiteti Elm Surasının  
" 03.12.2024 "-cü il tarixli, " 09/2024 " nömrəli qərarı ilə təsdiq edilmişdir  
Rektor:  Yaqub Piriye

## **Refund Policy for Tuition Fees of Foreign and Stateless Persons Applying to Study at Baku Engineering University**

### **Article 1. Eligibility for Refund**

1. Refund of tuition fees may be considered under the following circumstances:
  - 1.1. Voluntary withdrawal from the program before receiving the admission letter via the relevant portal.
  - 1.2. Cancellation of admission by the university.
  - 1.3. Exceptional cases (e.g., medical issues, visa rejection, etc.).

### **Article 2. Refund Amounts and Non-Refundable Fees:**

- 2.1. Except for the cases mentioned in Article 1, tuition fees are non-refundable under any other circumstances:
- 2.2. If the applicant withdraws from the program within 3 days after uploading the tuition payment receipt to the relevant portal or sharing it with the university's respective staff, 100% of the tuition fee will be refunded.
- 2.3. If the applicant withdraws from the program after receiving the admission letter via the relevant portal, 50% of the tuition fee will be refunded.
- 2.4. If the student withdraws from the program after completing course registration, the tuition fee will not be refunded.
- 2.5. In the event of admission cancellation by the university, 100% of the tuition fee will be refunded.



- 2.6. If the applicant's visa application to enter the Republic of Azerbaijan is denied, or in cases of health issues or other force majeure circumstances (upon submission of supporting documents), 100% of the tuition fee will be refunded.
- 2.7. Payments made for additional services are non-refundable.

### **Article 3. Procedure for Refund Applications:**

- 3.1. Applications for tuition fee refunds will be processed in accordance with the Law of the Republic of Azerbaijan "On Citizens' Appeals." The review and response process for applications includes the following steps:
  - 3.1.1 The student must submit a written application for a refund. The application can be submitted via email or in person.
  - 3.1.2 The application must include the student's name, passport number, payment date and amount, as well as the reason for the refund request.
- 3.2. Documents required for a refund application:
  - 3.2.1. The application form mentioned in Article 3.1.1.
  - 3.2.2. Proof of payment.
  - 3.2.3. Supporting documents confirming the reason for the refund.
  - 3.2.4. The applicant's official bank account details.
- 3.3. The refund amount will be transferred to the applicant's designated bank account. If the applicant requests the refund to be sent to another person's bank account, additional documents may be required by the relevant department, and the payment can be made to the other person's account only with the approval of the university's respective departments



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#### **Article 4. Validity period**

4.1. The rules take effect from the date they are adopted by the Scientific Council.

4.2. The implementation of the rules is supervised by the Rector.