

Graduate Study Programmes

Institutional Refund Policy

- I. The Student may terminate his/her study agreement until 4 weeks before the start of the study programme. In this case, the Hertie School will not charge the Student with the tuition for the first semester provided that written notice has been given until 1 August of the academic year. The tuition deposit will not be refunded.
- II. If the Student does not comply with all the requirements for admission to the study programme by 1 September, the Hertie School will reserve the right to terminate the contract on that date without further notice. The same shall apply if the Student signs this agreement, but does not appear at the beginning of the study programme on 1 September. In both cases, the Student's obligation to pay the tuition for the current semester remains effective.
- III. The Student may withdraw from the study programme and thereby terminate this agreement at the end of each semester provided that written notice has been given at least 6 weeks in advance. The termination leads to the removal of the Student from the Hertie School's register of students. The Student's obligation to pay tuition and administrative fees for the current semester remains effective.
- IV. The right of both contracting parties, the Hertie School and the Student, to terminate this agreement without notice due to a significant cause (extraordinary notice) remains unaffected. The termination of this agreement has to be in writing. Before giving an extraordinary notice of termination, the party who has neglected their obligation shall receive a written acknowledgement by the other party stating the respective non-observance of the terms of this agreement. The termination leads to the removal of the Student from the Hertie School's register of students.

For the Hertie School, a significant cause to terminate this agreement exists for example when

- a) the Student does not comply with his/her payment obligations within 14 days after a payment reminder has been issued by the Hertie School,
- b) the Student provided incorrect facts or false documents at the time of the application for admittance to the study programme,
- c) the Student deliberately gave false information or concealed important facts in the application for financial aid,
- d) the Student commits a particularly severe act of academic misconduct pursuant to § 16 (3) ER,
- e) the Student commits a severe act of ethical misconduct as regulated in the Hertie School Code of Conduct or a criminal act,
- f) the Student severely disrupts the order and/or damages the property or image of the Hertie School and/or its members.

In these cases the Student's obligation to pay tuition and administrative fees for the current semester remains effective.