

Tuition reimbursement procedure.

A student who did obtain a student visa refusal might apply for tuition refund.

A written request to the Director of the Polish Language Centre for Foreigners at the University of Lodz for reimbursement should be submitted by a person who made a tuition payment and must include:

1. Personal details of an applicant and a payer.
2. A payer bank account details, including bank name, address, Swift and IBAN code (tuition is refunded to the same bank account as the payment was made from).
3. A payer's handwritten signature which must be confirmed as an authentic and genuine by the Polish Embassy or by a public notary.

Furthermore, to the written request **must be enclosed applicant's visa refusal document issued by the Polish Embassy.**

For the refund request to be considered complete it must include mentioned above two required documents and **must be sent via post or courier to the following address:**

Stodium Języka Polskiego dla Cudzoziemców

ul. Kopcińskiego 16/18,

90-232 Łódź, Polska.

If a payer does not meet requirements mentioned above, the refund is unable to obtain.

The procedure is available at our website: www.sjpd.c.uni.lodz.pl

I hereby agree to the reimbursement terms.

date and signature