

**Uchwała Nr 1/2017/Resolution nr 1/2017**

**Indo – European Education Foundation**

z dnia/date 07.02.2017

**w sprawie przyjęcia Polityki Refundacyjnej/on accepting the IEEF's Refund Policy**

Fundator Indo – European Education Foundation uchwała, co następuje /The Founder of Indo – European Education Foundation deciding as follows:

**§1**

1. Fundator Indo–European Education Foundation ustanawia Politykę Refundacyjną IEEF, opisaną szczegółowo w odrębnym dokumencie stanowiącym załącznik do niniejszej Uchwały/  
The Founder of the Indo-European Education Foundation establishes the IEEF's Refund Policy – with specific rules described in separate document attached to this Resolution.

**§3**

Uchwała wchodzi w życie od 7 lutego 2017 r.

Resolution is valid since 7th of February 2017.

Podpisy uczestników posiedzenia:  
Signatures of participants of the meeting:

Dr Pradeep Kumar  
Fundator Indo–European Education Foundation  
The Founder of Indo–European Education Foundation

**PRESIDENT**

.....*Dr. Pradeep Kumar*.....

Renata Żukowska  
Dyrektor Operacyjny Indo–European Education Foundation  
CEO, Indo–European Education Foundation

**Renata Żukowska**

.....*R. Żukowska*.....  
**CEO, IEEF**



INDO-EUROPEAN  
EDUCATION FOUNDATION  
ul. Przylesie 21A 204  
03-153 Warszawa  
Mobile: +48 785 267 536  
NIP: 5242764123, REGON: 146939729

Indo-European Education Foundation

Warsaw, 7th February 2017

## REFUND POLICY

Under IEEF's Resolution 3/2017 valid since 7th of February 2017.

All applicants processing their application through IEEF are obliged to follow certain rules and regulations concerning refunds.

### A. Rejected students/ rejected by Polish Embassy in Mumbai or New Delhi:

1. Refund proces is made once a year – in November, after completion of recruitment process of each academic year.
2. Refunds are only applicable for those students who received 3 refusals from Polish Embassy in Mumbai/New Delhi.
3. All eligible candidates must provide following documents for refund proces:
  - a) Visa refusal decision issued by Polish Embassy in Mumbai/New Delhi (3 rejected decisions);
  - b) Final acceptance letter issued by University;
  - c) Acceptance letter issued by IEEF;
  - d) Payment confirmation slip – transfer to IEEF;
  - e) Application for refund request with specified reason for refund;
  - f) Students must provide following details for refund:
    - full name of beneficiary to receive refund amount,
    - name and address of the Bank,
    - account number,
    - SWIFT Code of the Bank,
    - account's holder address and full contact details including mobile and email address.
4. Documents should be send by mail to the [info@ieef.pl](mailto:info@ieef.pl) or by post at the address: Indo-European Education Foundation, Prosta Office Centre, Prosta 51, 00-838 Warsaw, Poland.
5. After receiving all required documents from student/representative – the Management Board of IEEF and University will decide about each request and make final decision about amount to be refunded.
6. Once decisions are made and transfers executed, you'll be informed by our office.
7. For any further details you may contact: [info@ieef.pl](mailto:info@ieef.pl), mob. +48 795 319 777.

All students who received VISA through IEEF are obliged to follow following rules and regulations.

### B. VISA received students:

1. After recieving VISA students are obliged to inform IEEF by sending scanned copy of their received VISA copy.
2. Students are obliged to inform IEEF at least 10 days before their travel to Poland.
3. Students must provide full itenary/travel details to IEEF 10 days before their travel date along with air tickets.



4. Deposit for dormitory is intended only for the payments of the students stay during their study period. Address is will be wrtitten in acceptance letter provided by University, and organized and confirmed by IEEF.
5. If the students after arrival to Poland claims they are not interested in taking education at a selected university - will be removed from the list of IEEF. The students will not have any right to ask for refund - neither for tuition fee nor for accomodation deposits.
6. If student reached Poland and then claims to change their university, and not continuing study - not entitled to receive any refund from IEEF.
7. Once student received VISA and travel to Poland - is not eligible for any refund from IEEF
8. Once student arrived to Poland, and not continuing their study at specified University provided by IEEF is also not eligible for any refund from IEEF.
9. If any student – not satisfied at the University provided by IEEF by their education – students are eligible to inform IEEF in written application and may request to change the University.
10. In case of changing University – student will be eligible to pay extra fee as per eligibility criteria given by the University.
11. Students are obliged to make their tuition fee through IEEF only.
12. After arrival to Poland, if any student claims for refund of tuition fee – is not valid and not acceptable for IEEF.
13. Once students received VISA, means they are not eligible to claims for any refund.
14. During whole period of study and their stay in Poland students are obliged to follow IEEF's regulations as instructed before depature from India to Poland.
15. All other rules will be applied to all students - particular case to case, and situation occured in that moment. IEEF has full right to take any appropriate decision related with student's recruited through IEEF and the circumstances.

PRESIDENT

*Dr Pradeep Kumar*

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EDUCATION FOUNDATION

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Renata Żukowska

*R. Żukowska*  
CEO, IEEF