



## **RULES, REGULATIONS AND REFUND POLICY**

### **Pre-Master RBS Programme**

Students must always check the [year calendar](#) on the school's intranet [HINT](#) for the most up-to-date information.

Students must comply with the examination rules of the Rotterdam Business School and their implications for successful continuation of the study programme as explained in the [Student Handbook](#).

All subjects with the six month course are mandatory. Students are required to participate in all scheduled lectures and other educational and extracurricular activities. During this period students must take all examinations. After passing these exams the student will be admitted to one of the one-year specialized Master programmes.

Students must comply with all arrangements made by the Rotterdam Business School concerning their arrival in the Netherlands. This includes matters as visa and residence permit application and student registration.

Students must have a health insurance upon their arrival and prolong it for the entire duration of their stay in The Netherlands. It is also recommended taking out liability insurance.

All students should be thoroughly aware of the fact that they must accept the full responsibility for the consequences of any offence against Dutch law or against regulations of Rotterdam University / Rotterdam Business School, this includes bad study behavior and/or poor study results.

Students must pay tuition fees and other costs due to Rotterdam University / Rotterdam Business School before the deadline mentioned on the invoice, following the directives of Rotterdam University / Rotterdam Business School.

#### **Refund policy EU students**

- When students decide not to start their studies at the Rotterdam Business School after completion of the application & payment, € 50,- from the invoiced amount will not be refunded.
- When students terminate their enrolment within 3 months after starting the programme they are entitled to a refund of the overpaid tuition fee. However cancellation costs of € 100,- will be charged.

#### **Refund policy NON-EU students**

- When students decide not to start their studies at the Rotterdam Business School after completion of the application & payment, € 500,- from the invoiced amount will not be refunded.
- Students must realize that when their visa has been applied for and they do not start their studies at the Rotterdam Business School, € 1000,- from the invoiced amount will not be refunded.

- When students terminate their enrolment within 3 months after starting the programme they are entitled to a refund of the overpaid tuition fee. However cancellation costs of € 1.000,- will be charged.

**Additional information about the Master programme**

The Master programme consists of core modules, specialisation modules, personal leadership and counselling and is concluded by a final thesis or business case.

Besides examinations during this period, students must execute a thesis or business case. After passing the exams and thesis you will be granted the Master Degree in your specialized field.

Only when all conditions stated in the examination regulations have been met, a diploma of the Master degree as recognized by the Dutch government, can be granted by Rotterdam University.

For questions about this content, please contact the Centre of International Affairs (CoIA); [coia-studentsupport@hr.nl](mailto:coia-studentsupport@hr.nl).