

## Tuition Fee Refund Policy

UITM will give a full refund of the 1-year tuition fee paid in advance during the application process ONLY if:

- 1) Candidate was denied Polish Visa (D-type)
- 2) Candidate was not able to secure an appointment in the Embassy/Consulate until the end of the calendar year (31.12.24)
- 3) Programme offered in the Acceptance Letter did not start in the current academic year

**In order to receive a refund of the tuition fee, please provide the following documents:**

1. A copy of all pages of the passport with a visa denial stamp (scan).
2. Refusal of Polish Visa - document from the Consulate (original).
3. Confirmation from the Embassy that you were not able to secure a visa appointment (scan).
4. Acceptance Letters issued by UITM to the candidate (original).
5. Request letter for a refund of the tuition fee addressed to the Director of Finance and Development of UITM, Mr. Bartosz Pomianek (original).

**The request letter for a refund must include the following information:**

- 1) The candidate's full home address.
- 2) The reason for the refund request (1, 2, or 3 above).
- 3) Bank account data including:
  - a. Full name of the account holder.
  - b. Account number.
  - c. SWIFT code.

You can use the table shown below:

Full name of the account holder	
Full address of the account holder	
Beneficiary's bank name	
Ful address of Beneficiary's bank	
Account number	
SWIFT code	
IBAN	

**Please note: In case of refunds transferred to a third party's account, the relationship between the candidate and the third party must be explained (e.g., mother, father, uncle, sponsor, etc.), as well as duly signed by the beneficiary before a Notary or the Embassy's representative.**

The request letter for a refund of the tuition fee must be submitted as a hard copy, duly signed (including the candidate's personal signature), and sent by post to the address given below:

**PLEASE SEND THE CORRESPONDENCE TO:**

University of Information Technology and Management  
Presidential Representative for International Collaboration  
Mrs. M. Louis  
ul. Sucharskiego 2  
35-225 Rzeszow  
POLAND

**Please note that we do not accept the refund request letter sent by e-mail or fax.**

**PLEASE NOTE:** Application fee is not refundable.

Dyrektor  
ds. Finansów i Rozwoju  
  
mgr Bartosz Pomianek