BAKU BUSINESS UNIVERSITY
REFUND POLICY FOR INTERNATIONAL APPLICANTS

1. General Provisions

1.1. This Policy governs the consideration and processing of tuition fee refunds requested by international applicants and students of Baku Business University (BBU).

1.2. Refunds are permitted only on the grounds and under the conditions stated herein, subject to mandatory provisions of the legislation of the Republic of Azerbaijan.

2. Eligibility for a Refund

2.1. An applicant who has not commenced studies may request a refund on the following documented grounds:

a) official refusal of an entry visa, despite compliance with the applicable application requirements;

b) migration, residence or entry restrictions beyond the applicant's reasonable control;

c) cancellation or non-availability of the admitted academic programme by BBU, where no alternative arrangement has been accepted.

2.2. All grounds must be established by authentic, valid and verifiable supporting documents. A change of personal plans, voluntary withdrawal, admission to another institution or a decision not to travel shall not, by itself, constitute an eligible ground.

3. Commencement of Studies

3.1. Tuition fees paid by a student who has commenced studies are non-refundable, except where otherwise required by applicable legislation.

3.2. Commencement of studies means actual participation in scheduled academic activities, in person.

4. Non-Refundable Fees and Calculation

4.1. Upon commencement of admission processing, the admission fee (USD 100) are non-refundable, to the extent such fees have been duly charged and paid.

4.2. For an approved refund, the refundable amount equals the amount received by BBU less the applicable non-refundable fees (up to USD 100) and relevant bank, transfer and currency-conversion charges. Third-party fees retained outside BBU are not refundable by BBU.

4.3. Where BBU cancels or cannot provide an academic programme, the refund shall be determined in accordance with its applicable obligations and the legislation of the Republic of Azerbaijan; the standard fee deductions shall not automatically apply.

5. Application and Processing

5.1. A written refund request must be submitted to relation@bbu.edu.az or info@bbu.edu.az and must identify the applicant, academic programme, amount paid and grounds for the request. Proof of payment, official supporting documents and student's verified bank details must be attached.

5.2. BBU may request additional documents or verification. Incomplete or unsubstantiated requests may be suspended or rejected. Each complete request shall be assessed individually by the University's authorized representatives.

5.3. An approved refund shall be processed within two (2) months following receipt of the complete application and all required supporting documents. Payment shall normally be made to the verified bank account of the student, subject to applicable regulations.

5.4. BBU shall not be responsible for delays or charges arising from banking procedures, inaccurate payment details, transfer restrictions or circumstances beyond its reasonable control.

6. Final Provisions

6.1. Submission of a refund request does not constitute automatic entitlement to repayment. BBU may refuse or suspend a refund where required by applicable law, financial regulations or fraud-prevention requirements.

6.2. This Policy shall be applied in accordance with BBU internal regulations and the legislation of the Republic of Azerbaijan. Any amendments shall apply prospectively, subject to applicable legal and contractual obligations.