



Annex No. 1 to the Decision of the Management Board No. 62/22.03.2024

**PROCEDURE FOR REIMBURSING TUITION FEES FOR FOREIGN CITIZENS  
ADMITTED TO STUDIES**

**1. PURPOSE**

1.1. The procedure for reimbursing the tuition fee for foreign citizens admitted to studies establishes the manner in which the reimbursement of tuition fees paid by foreign citizens admitted to studies is ensured, including citizens from NON-EU states, as well as those out of the European Economic Area and the Swiss Confederation, who, for objective reasons, could not be physically present to enroll in the programs for which they applied.

**2. FIELD OF APPLICATION**

2.1. The procedure for reimbursing the tuition fee for foreign citizens admitted to studies is applied within the Polytechnic University of Bucharest (POLITEHNICA Bucharest) by all academic (faculties, departments) and administrative structures involved in the process of enrolling and registering students in study programs, respectively in the graduation procedures.

**3. APPLICABLE LEGISLATION**

- a) Law of Higher Education no. 199/2023, with subsequent amendments and completions;
- b) Law no. 1/2010 for approving Government Ordinance no. 2 of August 29, 2009, regarding the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on



their own expenses in Romania, from states that are not EU members, as well as those out of the European Economic Area and the Swiss Confederation;

c) Government Emergency Ordinance no. 194/2002 regarding the regime of foreigners in Romania, approved by Law no. 357/2003, with subsequent amendments;

d) Order of the Ministry of Education and Research no. 3473/05.04.2017 for approving the Methodology for the admission and tuition of foreign citizens starting from the academic year 2017 - 2018, modified and completed by the Order of the Ministry of Education and Research no. 4151/24.04.2020;

e) Order of the Ministry of National Education no. 3933 of May 23, 2017, for approving the payment terms and reporting methods of the 5% amount out of foreign currency from the fees paid by foreign students and trainees to public higher education institutions, Order no. 4217/2019 for amending Order of the Minister of National Education no. 3.933/2017 approving the payment terms and reporting methods of the 5% amount out of foreign currency from the fees paid by foreign students and trainees to public higher education institutions;

f) Study contract concluded between the student and the National University of Science and Technology POLITEHNICA Bucharest.

#### **4. DESCRIPTION**

4.1. This decision applies to foreign citizens admitted to studies from NON-EU states and those out of the European Economic Area and the Swiss Confederation who wish to study, at their own expense, with payment of fees in foreign currency (*Romanian CPV*) and who, for objective reasons, could not be physically present to enroll in the programs for which they applied.

4.2. In accordance with the Letter of Acceptance issued by the Ministry of Education, the admitted students have to enroll within 30 days since their arrival in Romania.

4.3. Foreign citizens admitted to studies at POLITEHNICA Bucharest from the categories mentioned in point 1, who cannot be physically present to enroll in the chosen programs, may ask



for a full reimbursement of tuition fees. The following statements include valid and proven reasons for requesting a reimbursement of the paid sums of money:

- a) They did not obtain the study visa (they must show the official document issued by the Embassy to which they applied for the study visa);
- b) They obtained the study visa after the enrolment period for the study programs at the National University of Science and Technology POLITEHNICA Bucharest ended;
- c) They obtained the study visa but cannot reach Romania for objective and well-justified reasons;
- d) They obtained the study visa, entered Romania, enrolled, and due to medical reasons, justifiable or other reasons justified by the documents issued by the competent authorities of the Romanian state/of origin, they can no longer attend studies during the academic year for which the reimbursement of tuition fees is requested.

4.4 The candidates from the mentioned categories in point 1, based on the reasons highlighted in point 4.3, can ask for the reimbursement of tuition fees after they prepare a file that must include, as mandatory, all the documents listed below:

- a) Request form signed by the candidate;
- b) Copy of the letter of acceptance;
- c) Copy of the passport;
- d) Copy of the payment document;
- e) Copy of the bank statement (which must include the IBAN account, SWIFT/BIC code, full name and address of the bank, notary power of attorney with authorized translation into Romanian, English, French, or an internationally recognized language, for the proxy, in case the holder of the bank account included in the submitted file is not the candidate);
- f) Copy of the passport and identity card of the proxy, if a notary power of attorney was required;
- g) Proof of the invoked reason for the reimbursement request (visa refusal, medical certificate etc.).

4.5. The documents will be sent to the e-mail address: [internationalstudents@upb.ro](mailto:internationalstudents@upb.ro) and will be checked by the Department of Foreign Students. If the documents are in accordance with those



requested in article 4.4. and none of them is missing, the reimbursement request will be forwarded for approval to the rector of POLITEHNICA Bucharest.

4.6. In the process of verifying the submitted documents, the university may request additional clarifications or documents necessary for solving the reimbursement request from foreign citizens admitted to studies or other institutions (institutions in Romania with which the University collaborates such as embassies, General Inspectorate for Immigration, Border Police etc.).

4.7. The reimbursement request form is approved by the Rector of POLITEHNICA Bucharest, in the event that the conditions provided in article 4.5 are found to be fulfilled by the Department of Foreign Students. The approved request and supporting documents are forwarded to the Financial and Accounting Directorate for confirmation/disconfirmation of the collected fee, as the case may be, and for the next stages related to the reimbursement of the paid amount.

4.8. Foreign citizens admitted to studies who request a reimbursement of tuition fees must address POLITEHNICA Bucharest within a maximum of 3 years since they received the letter of acceptance; otherwise, the collected amounts will become the own funds of POLITEHNICA Bucharest and will be used in accordance with legal provisions.

4.9. From the amount of the reimbursed fee, a sum of 100 euros is withheld, representing the fee for reimbursing the tuition fee, established in the Methodology of POLITEHNICA Bucharest for admitting students and tuition for foreign citizens from non-EU states, and those out of the European Economic Area and the Swiss Confederation.

4.10. Foreign citizens who, for the reasons described in this regulation, cannot attend courses in the academic year for which they received the Letter of Acceptance but wish to apply again to the National University of Science and Technology POLITEHNICA Bucharest in the following academic year, can request the postponement of the amount representing the tuition fee.

## **5. TERMS AND CONDITIONS FOR REIMBURSING THE TUITION FEE**

5.1. The fees are reimbursed by POLITEHNICA Bucharest by bank transfer to the foreign



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**National University of Science and Technology**  
**POLITEHNICA Bucharest**

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citizen's account within 6 months from the approval date of the reimburse request.

5.2. The reimbursement will be made in euros only after the foreign citizen's written request has been approved by the board of the university.

5.3. The reimbursement fee and the commissions charged by the bank are paid by the foreign student.

5.4. The reimbursement request form is brought/sent after the period of enrolment ends.

5.5. The reimbursement file proceeding will take place in accordance with chronological order the reimbursement requests have been submitted.

5.6. The incomplete reimbursement file will not be proceeded, but if they are filled in subsequently, the verification and approval process will start again.

## **6. RESPONSIBILITIES**

6.1. All the compartments and departments involved in the procedures of the tuition reimbursement for the paid tuition fees of the foreign students admitted to studies will take their responsibility in accordance with their specific roles and the legal provisions.

## **7. ANNEXES AND WRITTEN FORMS**

7.1. ANNEX 1 as the template for the reimbursement request form for non EU students is part of the present statement of the Administrative Board.

## **8. FINAL DISPOZITIONS**

8.1. The present document comes into force since the date of approval by the administrative Council of POLITEHNICA Bucharest and it stops ceasing to produce its effects on the date of express repeal.