

General Information and Refund/Non-Refund Policy

1. Conditions for refund and non-refund of paid pre-semester and college program fees direct admission

- a) If the applicant is not successful with his/ her student visa application, he/ she informs the Student Office at Carl Benz School immediately via email: **StudentOffice-CBS@idschools.kit.edu**. An administrative charge of minimum 800 € for the Pre-Semester fees and/ or a minimum of 1,000 € for the college program fees will be deducted from the refund. The exact amount is depending on the date of cancellation as it is shown in the table below.
- b) If the applicant confirmed acceptance and paid the (discounted) Pre-Semester and / or college program fees but does not join the pre-semester, an administrative charge will be deducted from the refund.
- c) If the applicant has confirmed acceptance, paid the Pre-Semester fees, joins the Pre-Semester but drops out of the Pre-Semester, there will be **no refunds** made.

Cancellation Date	Amount of administrative charge (€) pre-semester fees	Amount of administrative charge (€) & college program fees
By 30 June 2020 for Pre-Semester	800 €	
By 15 July 2020 for Pre-Semester	1,000 €	
After 15 July 2020 for Pre-Semester	1,500 €	
By 1 August 2020 for college program fees		1,000 €
By 1 September 2020 for college program fees		1,500 €
After 1 September 2020 for college program fees		2,000 €

*Indicated on the document "Confirmation Reply". If there are doubts or questions, please email CBS email: StudentOffice-CBS@idschools.kit.edu.

2. Conditions for refund and non-refund of paid pre-semester and college program fees indirect admission

- a) If the applicant is not successful with his/ her student visa application, he/ she informs the Student Office at Carl Benz School immediately via email: **StudentOffice-CBS@idschools.kit.edu**. An administrative charge of minimum 800 € for the Pre-Semester fees will be deducted from the refund. The exact amount is depending on the date of cancellation as it is shown in the table below.
- b) If the applicant confirmed acceptance and paid the pre-semester fee but does not join the pre-semester, an administrative charge will be deducted from the refund.
- d) If the applicant has confirmed acceptance, paid the pre-semester fees, joins the pre-semester but drops out of the pre-semester, there will be **no refunds** made.

Cancellation Date	Amount of administrative charge (€) Pre-Semester fees
By 30 June 2020	800 €
By 15 July 2020	1,000 €
After 15 July 2020	1,500 €

**Indicated on the document "Confirmation Reply". If there are doubts or questions, please email CBS.*

3. Conditions for priority in choosing room type

- a) Successful applicants should clearly indicate their room type preference in their "Confirmation Reply".
- b) Please note that during Pre-Semester participants pay a flat-rate for accommodation which is included in the Pre-Semester fees. Please understand that starting with your bachelor studies the room rent will change. Single room rent will be higher than that of a double room.