



IBS Refund Policy

International Business School (IBS)

International Business School (IBS) requires students to pay a **tuition deposit** to secure a place in their program. This deposit is **non-refundable**, but it is applied toward tuition fees for the initial term.

1. Purpose

This Refund Policy outlines the principles and procedures for tuition and fee refunds at International Business School (IBS). The policy ensures transparency, fairness, and clarity for students regarding the circumstances under which tuition and other fees may be refunded.

2. Tuition Deposit

All students enrolling in a program at IBS are required to pay a tuition fee deposit as specified in their offer letter.

Non-Refundable Deposit:

Amount: N1,1,350 (or equivalent in local currency) per Academic Year, payable once for the initial term.

Purpose: Secures a place in the program and is credited toward tuition fees for the student's initial term.

The deposit is non-refundable except in circumstances outlined under "Refund Due to Course Cancellation."

The deposit must be paid after the student meets all academic and language requirements and accepts the offer. IBS will issue an Acceptance Letter upon receipt of the deposit and completion of all required documentation.

3. Refund Due to Course Status or Cancellation

If a course is not offered, canceled, or closed due to insufficient enrollment or other administrative reasons, tuition fees already paid for that course will be refunded provided a refund request is submitted before the official Tuition Refund Application Deadline.

Refunds will be processed only after the IBS Admissions or Finance Office receives the correct internal documentation.

4. Refund for Voluntary Withdrawal

Students who withdraw from their program voluntarily after registration are not entitled to a tuition refund, except where exceptional circumstances apply (see Section 7).

Students are encouraged to submit a formal withdrawal request in writing to the Admissions Office.

5. Refund Procedures

To request a tuition refund, students must complete the Tuition Refund Application Form and submit it to the Admissions or Finance Office before the start of classes for the relevant term.

Refunds are processed according to IBS administrative procedures, and any refunds approved will be made via the original payment method or another agreed-upon method.

6. Transfers to Other Programs

Students transferring to a different program or course within IBS may apply their tuition deposit toward the new program's fees.

Any additional fees due for the new program must be paid as per the normal fee schedule.

7. Deferrals

Students who defer their enrollment to a subsequent academic year may have their deposit retained and applied toward tuition fees for the deferred term.

Requests for deferral must be submitted in writing and approved by IBS Admissions.

8. Special Circumstances and Exceptional Refunds

Refunds may be considered in cases of serious illness, death in the family, or other documented emergencies, subject to approval by the IBS Finance and Admissions Offices.

Supporting evidence must be submitted, and refunds, if approved, may be prorated based on the portion of the program completed.

9. Additional Fees

Any non-tuition fees (e.g., registration, library, examination, or administrative fees) are generally non-refundable.

Exceptions may be considered on a case-by-case basis at the discretion of IBS management.

10. Communication of Refunds

Students will be informed in writing regarding the approval or denial of any refund request.

IBS reserves the right to adjust refund amounts based on administrative costs and any outstanding obligations owed by the student.

11. Policy Review

This Refund Policy is subject to periodic review and amendment by IBS. Updates will be communicated to students through official channels and posted on the IBS website.

12. Effective Date

This policy is effective as of February 6, 2026 and applies to all students enrolled in IBS programs from this date onward.