

English test (Quitus LV1) refund procedure set up as from the academic year 2018/19

**Students Concerned**

All full time Master in Management /Programme Grande Ecole students (except apprentices) and IPM2 students, who paid the total amount of their tuition fees.

**Refund amounts (fixed amount)**

TOIEC public (Listening and Reading): 103 euros

TOEIC Instituonal (Listening and Reading): 90 euros

TOEFL IBT: 215 euros

GMAT: 270 euros

BULATS (Listening and Reading): 70 euros

IELTS: 232 euros

**Refund Terms**

This new procedure is set up as from the current academic year 2018-2019 for **all language tests mentioned above taken as from August 1st 2018.**

**Please follow the procedure below:**

|  |  |  |
| --- | --- | --- |
| Upload your score certificate on MYICN\* | Upload your banking coordinates and the expense report \*\* duly filled out on MYICN\*\*\* | Refund made by  |
| Before June 15th  | Before July 15th | End of September  |
| Before November 15th  | Before December 15th | End of January |
| Before March 15th  | Before April 15th  | End of May |

**\*** Under the Header “Programme / Declare a language score

**\*\*** The expense reportis available on MyICN: Documents Utiles / PGE / Scolarité / Quitus LV1 / "Notes de frais quitus LV1" (choose the expense report corresponding to the test you have taken)

\*\*\* File storage area / "Remboursement quitus LV1 – dépôts des documents (note de frais complétée + RIB)"

If the deadlines indicated in the calendar are not met, your refund request will automatically be suspended until the next deadline.

If the refund has not been made, please make sure to check on MyICN / File storage area whether one of your uploaded documents has not been approved (due to format or any other technical issue).

**Number of refunds**

Each student can be granted a **maximum** of **2 refunds** (all tests combined) within the framework of his or her academic curriculum.

