



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 Institutional (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 15 th	Before July 15 th	End of September
Before November 15 th	Before December 15 th	End of January
Before March 15 th	Before April 15 th	End of May

* Under the Header "Programme / Declare a language score

** The expense report is available on MyICN: Documents Utiles / PGE / Sclarité / 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.

www.icn-artem.com

