

Step-by-Step Guidelines for Tuition fee payment at HSE Moscow

1. Please make sure to pay the 1st semester installment tuition fee within 3 working days from the date you sign the Study Contract but not later than August 29th, 2017.
2. You can easily pay the 1st semester installment:
 - a. online, with a credit card through the HSE Payments secure portal,
 - b. by bank wire transfer upon receiving the university invoice.
3. If payment by neither of these options is possible, you can still pay your tuition fee when you in cash at a bank but no later than August 29th!
4. The HSE tuition fee is always paid in Russian Rubles, and since many foreign banks cannot perform this type of wire transfer, we recommend using the online HSE Payments portal.
5. Moreover, if paying online through the HSE Payments portal, the student bears only the currency exchange fee as the transaction fee is always paid by HSE.
6. You can use Visa, MasterCard or Mir cards to pay through the HSE Payments. Please make sure that the 3D Secure option is enabled for your card (when your bank sends you a text message with a security code when you buy something online). If you are unsure how this functions, please contact your bank first.
7. Go to the HSE Payments: <https://pay.hse.ru/en/>.
8. Click “Moscow” – “Payment for full-degree studies”.
 - a. Copy-paste or type your name and surname in Cyrillic letters from your Study Contract to the “Surname, Name...” field .
 - b. Copy-paste or type the number of your Study Contract with Cyrillic letters from your Study Contract to the “Contract Number” field. Click “Next”.

9. On the next page:
 - a. In “Payment for the period” choose the first option “1 семестр текущего учебного года”.
 - b. In “Amount” field, enter the fee amount as in i.4.3 of your Study Contract if you do not have a discount.
 - c. If you do have a discount, enter the amount that is a half (50%) of the fee amount indicated in i.1 of your Additional Agreement.
 - d. Click “Next”
10. On the next page, carefully check payment details and click “Proceed to Payment”
11. You will be redirected to the SSL-secured “Sberbank” payment gate. You might be asked to confirm the payment by an SMS code. Please prepare your card and the mobile phone in advance as the payment session is open for 20 minutes only. Enter your card details and click “Continue”.
12. After the payment is completed print out or save the electronic payment receipt. Please send it as soon as possible to vkupina@hse.ru and inter@hse.ru.

Cancellation and Refund Policy:

In accordance with the Consumer Rights Protection Laws of Russia, if a student cancels his/her Study Contract before the enrollment and the commencement of the academic year for any reason, including visa refusal, the University refunds the paid amount of tuition fee in full. The refund is made upon student’s written claim that shall be signed by the student and sent by email to vkupina@hse.ru and inter@hse.ru with subject: “Cancellation of Studies”. Please feel free to request the claim form from us. The refund is made within 30 working days from the day when the claim is received by HSE Accountant Office. The refund is made by bank wire transfer to a bank card or to the account of the person who paid the tuition fee.