



## *Terms & Conditions*

Doctorate of Business Administration (DBA)

April 2025

## **1. Introduction**

- 1.1 Hult International Business School, Inc ("Hult") is a U.S. non-profit 501(c)(3) institution and world-recognized provider of business education providing, in collaboration with Hult International Business School Ltd, Hult International Business School, Inc UAE Branch (license number 16360) Ashridge (Bonar Law Memorial) Trust and other organizations, business education in the United States, United Kingdom and United Arab Emirates.
- 1.2 Through its global reach, marketing capabilities, multicultural understanding, and past experience, Hult attracts students from around the globe to its business education programs and makes various other services available to its students.
- 1.3 Students attending Hult's campus in Boston or attending rotations in San Francisco or any other US location will be provided their education in the US by Hult International Business School, Inc. (USA).
- 1.4 Students attending Hult's campus in Dubai or rotations at the Dubai campus will be provided their education in Dubai by Hult International Business School, Inc UAE Branch..
- 1.5 Students attending Hult's campus in London will be provided their education in the United Kingdom by Hult International Business School Ltd on behalf of Hult International business School, Inc (USA).
- 1.6 This document incorporates the terms and conditions globally for our Doctor of Business Administration (DBA). Local laws and regulations apply and will be set out in Hult's acceptance letter to the student. This document is the current version of Hult's terms and conditions and is subject to change with notice.
- 1.7 By confirming your place at Hult, you commit to comply with the Student Handbook, Academic Regulations and Policies.

## **2. Applying to Hult, being accepted and confirming your place**

- 2.1 Hult is delighted that you are considering us for the DBA. If Hult wishes to accept you onto the DBA, the terms of that acceptance will be communicated to you in an acceptance letter.
- 2.2 Hult maintains an admissions policy that is intended to assess how an applicant might contribute to and benefit from an intensive postgraduate business education in a global

institutional environment. Please refer to the Admissions Policy published on Hult's website for further information.

- 2.3 Hult awards merit-based and need-based scholarships to eligible applicants in accordance with its Scholarships Policy. Please refer to the Scholarship Policy published on Hult's website for further Information. As part of receiving a merit-based scholarship students are required to uphold the Hult Honor Code and Academic Performance for the duration of their academic studies at Hult. Failure to do so may result in a student's merit-based scholarship being reduced.
- 2.4 To confirm your place, you must communicate this to Hult in the manner indicated in the acceptance letter by paying the confirmation deposit. This confirmation of your place including payment of the confirmation deposit creates a legally binding contract between you and Hult on these terms and conditions for the provision of education services. If a time period and/or conditions are specified on your acceptance letter and you don't confirm within this time period and/or meet the requirements of the conditions of your acceptance to Hult, your place will lapse and will not be available for acceptance by you.
- 2.5 Students may defer their admissions to Hult. Restarting the enrollment process is subject to payment of a reactivation payment. The reactivation payment is an amount equal to the confirmation deposit, is non-refundable and will be held and deducted from the first tuition fee payment following matriculation and will therefore be applied to your first invoice. Students will not be entitled to any interest accruing during the period that the reactivation payment is held.

### **3. Hult's provision of service and what you can expect**

- 3.1 The core service to the student is that associated with the production and delivery of the DBA. In addition, Hult delivers additional services, including but not limited to: marketing, recruitment, visa support, admission, academic registry, counselling, careers and an alumni program supported by the infrastructure required to deliver these services globally, the management and maintenance of Hult's regulatory requirements and accreditations and the senior leadership team. Such services to be revised and updated at the discretion of Hult (acting reasonably).
- 3.2 Hult commits to provide the services relevant to the DBA with reasonable care and skill. More detailed information about the different aspects of the DBA (including current expectations in relation to the electives and assessment method(s)) are provided on Hult's website.
- 3.3 Hult commits to make available reasonably appropriate infrastructure and facilities to support your learning. This includes, as appropriate, use of teaching and learning, space, digital libraries and IT facilities.

- 3.4 Hult commits to provide a learning, working and social environment in which the rights and dignity of all of its students and staff are respected, which is free from discrimination, prejudice, intimidation, and all forms of harassment including bullying. This commitment means that Hult will work to provide an environment where its students are able to study or work free from discrimination, prejudice, intimidation and all forms of harassment or bullying. Where this does not happen, Hult is committed to responding to student concerns and complaints.
- 3.5 Hult commits to provide you with ready online access to the Student Handbook and Academic Regulations and ensure that these are maintained and kept up-to-date. It is important that you are aware of, can access our Student Handbook and Academic Regulations and remain up-to-date with them. If you have any questions about them, let us know.
- 3.6 Hult commits to provide eligible students with the relevant award for the DBA and an opportunity to attend a commencement ceremony. If you have successfully fulfilled the requirements for the DBA and have complied with these terms and conditions (including the Student Handbook, Academic Regulations and wider other Hult policies), you will be eligible for the award of the DBA from Hult in accordance with the Academic Regulations.
- 3.7 Hult commits under this section 3 to apply in respect of registered Hult students who have matriculated (and matriculated for each subsequent period of study where applicable), and the commitments are subject to the remainder of these terms and conditions, the Student Handbook, Academic Regulations and wider other Hult policies. For example, Hult may be entitled to suspend performance of these commitments if students have not paid outstanding program fees and/or are subject to disciplinary action.
- 3.8 Hult reserves the right to dismiss any participant at any time whose academic performance is unsatisfactory, whose conduct constitutes unacceptable professional behavior, who has not paid their fees, or whose circumstances hinder satisfactory performance as set out in the Student Handbook and the Academic Regulations. In such cases, the Dean will notify the participant in writing, a degree will not be awarded to the participant, and, as appropriate and legally permissible, the participant's sponsor will be notified. For students on a student visa at their campus of study, dismissal from Hult will invalidate the student visa and immigration authorities will be informed. Please refer to the Student Handbook and Academic Regulations for further information.

**4. Your responsibilities as a Hult student**

- 4.1 By confirming your place at Hult, you commit to follow Hult's instructions and comply with all pre conditions to enable pre-enrolment/matriculation.
- 4.2 By confirming your place at Hult, you commit to pay your program fees and any other fees



that are payable to Hult on time. Details of when fees become payable and how payments are made can be found in section 5.

- 4.3 By confirming your place at Hult, you commit to comply with the Student Handbook, Academic Regulations and all other applicable Hult policies.
- 4.4 By confirming your place at Hult, you commit to provide Hult with information about you and your academic progress. You will need to provide information to Hult about you and your satisfaction of any conditions related to your matriculation and/or continuing matriculation in each year of study, and ensure that such information is true and accurate in all respects. Once you are a student at Hult you will need to ensure you keep Hult up-to-date with your personal details and respond to other reasonable requests for information from Hult.
- 4.5 You have a legal responsibility to take reasonable care of yourself and all others who may be affected by your acts and omissions, and to co-operate in enabling Hult to discharge its legal duties regarding health and safety, including implementation of the relevant Hult policies. It is a condition of matriculation for students that they also co-operate with Hult in this respect.
- 4.6 The student confirms that they will not try to join any of Hult's online education from any location not permitted under US or UK sanction laws or otherwise breach any applicable US or UK sanction restriction as amended from time to time – latest lists can be found <https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information> and <https://www.gov.uk/government/publications/the-uk-sanctions-list>.

## **5. Payment of fees**

- 5.1 The program fee is comprised of the tuition fee and enrollment fee as stated in your summary of total fees. The program fee assessed on this program is for the educational and tuition component of the program based on a standard 58-credit program and does not include extracurricular events or other program benefits outside of the education and tuition offered. Any additional credits attempted will be charged. Additional services may be offered at an additional fee which will vary dependent on the courses/electives that you choose. You should be aware that there may be other costs associated with your study at Hult that are your responsibility, and which are not covered by the program fees or otherwise by these terms and conditions. For example, you may purchase books and/or other materials in connection with the DBA or incur printing and photocopying charges; you may be required to make payments connected with your commencement ceremony. If you have any questions in this regard, please contact Student Finance.

- 5.2 Hult requires that you pay a non-refundable application fee of USD 150 at the time of the application submission (this does not contribute towards the program fee) and a non-refundable confirmation deposit (USD 5,000 for our US campuses, GBP 4,000 for our London campuses and AED 18,000 for our Dubai campus), known as the confirmation fee, which contributes towards the program fees, is payable after acceptance into the program and will hold the student's place in the chosen program in accordance with your summary of fees. The confirmation deposit will be applied to the total fees as set out in your summary of fees and held and deducted from the final tuition fee payment due but you will not be entitled to any interest accruing during the period that the confirmation deposit is held.
- 5.3 In circumstances where Hult agrees that you can, for whatsoever reason, pay an amount lower than the confirmation fee stated in this section 5.2 to secure your place in accordance with section 2.4, any tuition fee payments that you make to Hult will first be applied to settle the balance of your confirmation fee. Such payments will in the event of your withdrawal be non-refundable because your confirmation fee which is non-refundable in accordance with section 5.2 unless section 7.3 applies.
- 5.4 For the purposes of these terms and conditions, "matriculation" means the date on which the student matriculates in accordance with the Academic Regulations. Any additional credits attempted will be charged.
- 5.5 The application fee, confirmation deposit and all remaining payments can be paid via the online application portal payment service which is powered by trusted third-party payment processor, Flywire. The online application portal provides a range of available, localized payment solutions so students can pay in their local currency and ensure the correct amount due in invoiced currency is received by Hult and applied to the student account in the fastest way possible. Payments should be received in the invoiced currency and all fees associated with remitting payment are the responsibility of the student. Students should ensure to state the full name of the applicant/student and the associated ID number on all payments. Bank detail requests and all other financial queries should be directed to the [Support Portal](#).
- 5.6 You are responsible for ensuring your fees and any other, charges or fines incurred by you at Hult or in connection with your studies are paid in a prompt and timely fashion. Where a third party is responsible for payments on your behalf, you will remain responsible for payment by that third party and so must ensure that they pay in a prompt and timely fashion. We advise all students to be mindful of the risk of bank wire fraud and to take responsibility for checking that any bank transfer of funds is made to the correct location. Hult does not accept liability for payments that are made to incorrect third parties. For any additional questions and support needed related to making a payment, please contact our finance team ([Support Portal](#)).
- 5.7 If any fees remain outstanding after the due date for payment, Hult will not be required to



perform its obligations set out in these terms and conditions and reserves the right to do any or all of the following:

- (a) suspend your participation on the DBA by placing you on what we refer to at Hult as “Financial Hold”; and/or
- (b) terminate your participation on the DBA and/or registration as a student at Hult; and/or
- (c) prevent you from matriculating onto the DBA (where applicable); and/or
- (d) withhold any award and/or transcript for your DBA you are entitled to (if permitted by applicable law); and/or
- (e) apply a late payment surcharge calculated monthly based on 1% per month on all outstanding account balances or the maximum allowed by law; and/or
- (f) place your account with a collection agency or attorney and accordingly you acknowledge that you will be liable for all reasonable collection agency fees up to 30%, in addition to attorney fees and other applicable charges necessary for the collection of your debt; and/or
- (g) report any debt to credit bureaus/agencies.

5.8 If you resume your participation at Hult after a suspension of participation/leave of absence (for whatsoever reason), the program fees applicable at the time of your re-admission to Hult will apply. Your program fees will therefore be subject to recalculation in accordance with the new program fees and any scholarships awards will be subject to review.

## **6. Changing Program, Return to Program**

- 6.1 You may inquire about a change to your program, subject to review and approval by Hult, including academics and visas. Approval depends on your eligibility and the availability of the requested program. If your new program has a higher cost per credit, you will be invoiced at a higher rate for any remaining credits required for graduation at the time of the program change. If the new program has a lower cost per credit, no discount or refund will be provided for credits already completed. Any fees associated with the new program that were not covered under your original program will be charged separately at the prevailing rate. Admission to the requested program is subject to a confirmation letter and acceptance of the applicable terms and conditions.
- 6.2 Academic Program Availability Re-matriculating from Leave of Absence, Withdrawal or Dismissal: Students returning from a Leave of Absence, Withdrawal or Dismissal are not guaranteed to return to the same academic program, curricular structure, or program



schedule if the institution has made changes to its offerings since the time of the student's previous enrollment.

**Program Fees Upon Re-matriculating from Leave of Absence, Withdrawal or Dismissal:** The following payment conditions apply for students returning to matriculated/enrolled status after a leave of absence, withdrawal, or dismissal:

**Full-Time Programs:** Students must pay their full outstanding program fee balance prior to re-matriculation. If rematriculating into their original program, they remain responsible for outstanding fees at the original credit rate. However, if rematriculating into a different program or changes to the program structure for any reason, they are responsible for outstanding fees at the new credit rate should there be an increase.

## **7. Withdrawals and Refunds**

- 7.1 The amount of any program fee refund will be based on paid program fees, less the enrollment fee (comprised of the application fee and confirmation fee), insurance coverage (as applicable) and irrespective of any financial aid awarded (meaning all financial aid, scholarships, and bursaries awarded by Hult), as per the refund schedule in clause 8.1. This is known as the "net program fee" for the purposes of these terms and conditions.
- 7.2 In accordance with regulations, special rules apply to U.S. citizens, Californian residents and other permanent U.S. residents receiving U.S. federal student aid. Copies of these policies are available upon request from the Financial Aid Office.
- 7.3 The confirmation deposit is non-refundable, except in the case of an applicant confirming upon the condition of meeting admission requirements and subsequently failing to meet such standards, the applicant will be eligible for a refund of 50% of the value of the confirmation deposit or 50% of any payment made by the applicant towards the required total amount of the confirmation fee as stated at section 5.2.
- 7.4 Program fee refunds are granted based on the date of the official written withdrawal processed by the Registrar's Office. Non-attendance does not constitute official withdrawal. The schedule that follows will apply to students withdrawing voluntarily, as well as to students who are dismissed from the Hult for academic or disciplinary reasons.

## **8. Refund Schedule**

- 8.1 Subject always to sections 8.2 and 8.3, the calculated value of any program fee refund will be based on the net program fee as defined in section 8.1, and in accordance with the following schedule:
  - (a) Prior to matriculation: 100% of the net program fee;
  - (b) Up until 30 days after matriculation: 60% of the net program fee;
  - (a) 30 days, or later, after matriculation: 40% of the net program fee;

(b) 90 days, or later, after matriculation: no refund.

- 8.2 Refunds will be sent to the method of payment received depending on the amount due back to the student. As such, amounts received directly from governmental and external loan providers may first be sent back to the loan provider before refunding the student.
- 8.3 If the student is on a student visa, failure to matriculate to Hult or withdrawal from Hult (for whatsoever reason) will invalidate the student visa, the immigration authorities will be informed, and no refund will be paid until evidence of departure from the host country of the campus location is provided to Hult.
- 8.3 In the case of an applicant confirming upon condition of being granted a student visa for the desired campus and subsequently failing to obtain such a visa due to rejection, the applicant will be eligible for a refund of 100% of the value of the confirmation deposit subject to providing evidence of the visa rejection

## **9. Data Protection & Privacy**

- 9.1 Your personal data is important to us. The information provided by you in the application form or as part of the enrollment process will be processed by Hult to complete your application and to provide you with the products and services that you have ordered (including insurance coverage, as applicable). Hult may share your personal data with our business partners both within the US and outside the US (including but not limited to EEA/Switzerland). Hult has put appropriate safeguards in place for transfers of your personal data, including in accordance with the Family Educational Rights and Privacy Act and the standard data protection clauses adopted by the European Commission.
- 9.2 Hult and its business partners may also use your personal data, combined with information about you obtained from third party sources, to inform you about our programs and services.
- 9.3 We will only keep your personal data for as long as it is necessary and for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is required for compliance with a legal obligation or for the establishment, exercise or defense of legal claims. You have the right to withdraw your consent at any time, or object to Hult using your personal data for marketing purposes by contacting us at the address set out below.
- 9.4 If you are entitled under applicable law and would like to have a copy of the information Hult holds about you, or a copy of the standard data protection clauses, or would like to rectify or erase personal data, or restrict the processing of personal data, or otherwise object to our processing, or use your right to data portability, please contact the Finance Department at Hult International Business School Inc., 1 Education Street, Cambridge MA,



email [Support Portal](#) If you would like to lodge a complaint, please contact the supervisory authority in the country where you live.

- 9.6 Information about the enrollment and/or financial status of a Hult student will be disclosed only in accordance with applicable laws. Information will only be provided to student loan providers if the provider presents adequate consent from the student.
- 9.7 You can find additional information regarding our commitment to your privacy on our website.