**Terms of refund, actions in case of payment problems**

For the refund of the remainder of the tuition fees must provide to the Dean's Office of the preparatory department of KFU at 25 Kremlin Street, room 5, the following package of documents:

1. [APPLICATION](https://kpfu.ru/portal/docs/F772655201/OBRAZEC.zayavlenie.na.vozvrat.deneg.in.grazh.docx);
2. A copy of the signed training contract;
3. Original receipt of payment for tuition (if the receipt is in a foreign language - you must additionally attach a certified translation into Russian);
4. A copy of the passports of the Customer and the Trainee, a copy of the visa (or a Russian translation of the passport certified by a translator). If the payment for the student was made by a third party, it is necessary to provide a copy of the third party's passport and a copy of the visa or passport translation, and it is necessary to conclude an additional agreement on the replacement of the party (in the educational department of the Department of External Relations);
5. Account details of the payer (mandatory information in the details: personal account, bank code, bank address, name of the account holder and his address). If you were given account details in a foreign language, you will need a certified translation into Russian.

If there are problems with tuition, you should contact the dean's office of the preparatory department by e-mail at [preparatory@kpfu.ru](mailto:preparatory@kpfu.ru).

!!! Please note at the time of dismissal:

1. After your expulsion, the Migration Department of the Ministry of Internal Affairs of the Republic of Tatarstan shortens the period of your stay on the territory of the Russian Federation.
2. After the shortened period of stay, you cannot stay in Russia. This means that during this period you must apply for a transit visa in the Passport and Visa Section of the Department of External Relations and leave the territory of the Russian Federation.