

Tuition fees regulations for educational services provided by the Poznań University of Economics and Business

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I

General provisions

§1

The Regulations specify in details the following principles:

- a) charging tuition fees for educational services provided by the Poznań University of Economics and Business,
- b) procedures and conditions of total or partial exemption from fees for third-cycle (PhD) students, particularly those who have demonstrated outstanding academic achievements, participated in study abroad programmes and those facing financial difficulties,
- c) reimbursement of tuition fees.

§2

The following terms are used in the Regulations:

- a) University, PUEB – the Poznań University of Economics and Business,
- b) Graduate studies – the first- or second-cycle studies,
- c) PhD programme – the third-cycle studies,
- d) student – a person who is studying at a university (at the first- or second-cycle studies),
- e) PhD student – a person who is studying for a PhD,
- f) postgraduate student – a participant in postgraduate studies or continuing education course,
- g) unsatisfactory academic achievements – failure to get credits for classes required for all students pursuing an undergraduate degree.

§3

1. Tuition fees applicable in each academic year, referred to in Sections II-III, are fixed by the Rector. Information about these fees is available on the University's website: www.ue.poznan.pl and on pin boards in front of dean's offices by 31 May of the academic year preceding the year to which tuition fees apply.
2. Tuition fees fixed by the Rector for educational services referred to in Section II, § (5) (f), § (6) (2) (g) and in Section III § (11) (1) (b) may change in next years of student's/PhD student's period of study if the provisions of law governing fees level change.
3. Information about new tuition fees referred to in Point 2 above is published on the University website www.ue.poznan.pl and posted on pin boards in front of dean's offices. Furthermore, the University notifies student/PhD student of new tuition fee by delivering him/her a written notice in the form of an annex to the agreement by hand against receipt or by registered letter with acknowledgement of receipt before the beginning of academic year to which such a tuition fee applies.
4. Tuition fees referred to in Section IV are fixed by the Rector separately for each edition of postgraduate studies or continuing education course.
5. Tuition fee charging principles applicable to foreigners who undertake or continue first-, second-cycle studies, PhD programmes, postgraduate studies, or continuing education courses at the University on terms other than those applicable to Polish citizens, are defined by separate provisions. Individual decisions in such cases are made by competent vice-rectors responsible for first-, second-cycle studies, PhD programmes and postgraduate studies, acting on behalf of the Rector.
6. Should the University obtain financial resources for launching and running studies in a given field or specialisation or PhD programmes from external sources (e.g. from international funds), tuition fee to be paid by students of such a field or specialisation/ PhD students can be reduced compared to regular tuition fees. The reduction should be proportional to the extent to which the costs of such studies are covered from external resources. Decision in this matter is made by the Rector.

§4

1. Tuition fees for educational services are fixed based on a request filed by:
 - a) the University financial officer with regard to full-and part-time first-, second- and third-cycle studies,
 - b) director of the unit in charge of postgraduate studies with regard to such studies and by head of the PUEB Centre for Managerial Education with regard to projects carried out by the Centre, following the procedure defined in the Postgraduate Studies Regulations at the PUEB,
 - c) person in charge of continuing education courses, and if not appointed – by head of the unit applying for such courses,
 - d) person in charge of trainings, and if not appointed – by head of the unit applying for such trainings.
2. Request for tuition fees for first-, second-cycle studies and PhD programmes should be submitted to the PUEB Rector by 30 April of the academic year preceding the year to which such a tuition fee applies and in the case of fees for:
 - a) postgraduate studies – not later than one month before planned beginning of given studies or their next edition,

- b) courses and trainings – not later than five days before planned beginning of a given course or training.
- 3. In the case of studies which partly take place abroad, the Rector’s decision about tuition fees or fees for repeating core classes is based on stipulations of study abroad agreements signed with foreign entities.
- 4. The Rector determines the method of calculating the necessary costs of initiating and running first- and second-cycle studies and PhD programmes at the University, including the costs of preparation and implementation of the University’s development strategy, academic staff and teaching infrastructure, depreciation and renovations.

II

Types of tuition fees for educational services provided by the University, related to the first- and second-cycle studies.

Method of payment, total or partial fee exemption and reimbursement of tuition fees

§5

Full-time first- and second-cycle studies are free of charge, except for:

- a) repeating classes, including the physical education course, due to the student’s unsatisfactory academic achievements,
- b) repeating core classes due to unsatisfactory academic achievements,
- c) fulfilling all prerequisites before resuming studies,
- d) studying in foreign languages,
- e) extra-curricular classes,
- f) other fees as provided for by law, such as fee for issuing (i) electronic student ID card, (ii) graduation diploma along with two certified copies, (iii) additional certified copies of the diploma in a foreign language, for (iv) authenticating documents to be used abroad and for (v) issuing copies of the above-mentioned documents as provided for by law.

§6

Part-time first- and second-cycle studies are paid. Students of these studies pay the following fees:

- a) tuition fee fixed on a semester basis,
- b) additional fees:
 - for repeating classes, including the physical education course,
 - for repeating the whole semester,
 - for extra-curricular classes,
 - studies in foreign languages,
 - for fulfilling all prerequisites before resuming studies,
 - other fees as provided for by law, such as fee for issuing (i) electronic student ID card, (ii) graduation diploma along with two certified copies, (iii) additional certified copies of the diploma in a foreign language, for (iv) authenticating documents to be used abroad and for (v) issuing copies of the above-mentioned documents as provided for by law.

§7

1. Full- and part-time students are obliged to sign an agreement on terms and conditions of fees for studies and for educational services and to submit it to a competent dean's office within 30 days from the date of the beginning of classes in the first semester of studies (such a date is fixed by the University Senate and included in the academic year calendar). Students are also obliged to pay tuition fees on a timely basis.
2. Tuition fees are fixed and charged for each semester separately. Tuition fees for subsequent semesters are due after student gets credits for the previous semester and is admitted to the next semester by dean of a competent department.
3. The fees referred to in Point 2 can be paid in two ways: in instalments or in full.
4. Student chooses tuition fee payment option at his/her own discretion in the agreement on terms and conditions of fees for studies and for educational services.
5. Failure to sign the above-mentioned agreement within deadline stated in Point 1 may result in expelling the student from the University. Failure to submit signed copy of the agreement to a competent dean's office within deadline stated in Point 1 is also considered a failure to sign the agreement.
6. Tuition fees may depend on the payment option chosen by the student.
7. Tuition fees paid on a one-off basis are due:
 - a) by 15 October of each academic year for the winter semester,
 - b) by 15 March of each academic year for the summer semester.
8. Tuition fees to be paid in instalments are due:
 - a) in five equal instalments for the winter semester by 15 October, 15 November, 15 December, 15 January and 15 February of each academic year,
 - b) in five equal instalments for the summer semester by 15 March, 15 April, 15 May, 15 June and 15 July of each academic year.
9. Students who were admitted to the University and began their studies with the summer semester should pay tuition fee for this semester by 30 March, regardless of whether it is paid in full (Point 7(a)) or in instalments (Point 8(a)).
10. If student is admitted to the next semester after the deadline for tuition fee payment (or its first instalment) because of extended examination session, this deadline is extended and the payment is due one day after student gets credits for the previous semester and is admitted to the next semester by dean of a competent department.
11. If student has decided to withdraw from studies during the semester, he/she is obliged to pay tuition fee for this semester up to the last day of the month in which written statement of withdrawal was submitted to a dean of a competent department. Tuition fee due to University is calculated pursuant to the provisions of § 10 (6) hereof.
12. The provisions of Points 7-8 and 10 apply to student's obligation to pay fee for repeating core classes at part-time studies. The student is obliged to pay such a fee with the same payment method he/she used to make his/her last tuition fee payment.
13. As for students admitted to part-time studies after their qualifications acquired outside the three-cycle system were recognised, tuition fee is fixed by the Rector in accordance with the provisions of § 3 (1) of the Regulations, minus proportional share of the ECTS credits received in each semester in the total number of ECTS credits required.

§8

1. Student should pay fee for repeating optional classes on a one-off basis before taking an exam (the course final test).
2. The fee for repeating classes must be paid in full before the beginning of classes in the repeated semester, subject to provisions of § 7 (12).
3. Student should pay fees for educational services referred to in § 5 and § 6, other than tuition fees and fees mentioned in Point 1 and 2, within the time limit set by dean of a competent department.

§9

1. In duly justified cases (e.g. when student has demonstrated outstanding academic achievement, participated in international research programs or found himself/herself in a difficult financial situation), student may apply for total or partial exemption from the following fees:
 - a) tuition fee for a given semester of studies,
 - b) fees for repeating optional classes,
 - c) fees for repeating core classes,
 - d) fees for fulfilling all prerequisites before resuming studies.
2. Total or partial exemption from fees for repeating optional or core classes can be granted to student only once during the whole period of studies if repeating such classes is caused by student's unsatisfactory academic achievements.
3. Decision about exemption from fee payment is made by the Vice-Rector for Education and Students.
4. The Vice-Rector initiates proceedings upon a written request of student who has completed at least the first year of studies, provided that such a request was:
 - a) filed along with the reasons therefor to a competent dean's office before fee payment deadline,
 - b) reviewed by dean of a competent department, who will take into account the following factors:
 - whether student has duly paid his/her fees so far,
 - student's performance during the period of study,
 - documented monthly income per person in student's family, indicating his/her difficult material situation,
 - possibly other circumstances raised by student, in favour of his/her request,
 - c) supported by an authorized body of student government.
5. Student is obliged to prove his/her difficult material situation referred in Point 4 (b) by providing:
 - a) a full set of documents which provides evidence of student's difficult financial situation; such documents are necessary to calculate income per person in the family in accordance with the University current regulations that set out guidelines for financial aid to students,
 - b) other documents confirming temporarily difficult material situation.
6. Decision made by the Vice-Rector for Education and Students takes a written form and is delivered to student.
7. Discount granted to student in the form of total or partial exemption from tuition fee payment is considered student's revenue within the meaning of the Personal Income Tax

Act. The responsibility for drafting statutory tax return lies with dean of a competent department.

§10

1. Student is entitled to demand reimbursement of tuition fee if he/she:
 - a) withdrew from studies during the semester,
 - b) is expelled from the University during the semester for reasons other than withdrawal.
2. The amount to be reimbursed is calculated on a time proportion basis (i.e. it depends on the time left to the end of semester). For the purpose of financial calculations, it is assumed that each semester lasts 5 months (the winter semester begins in October and ends in February, while the summer one begins in March and ends in July); tuition fee due for one month is equal to 1/5 of the applicable semester fee.
3. If student decided to withdraw from studies, tuition fee is reimbursed for months following the month in which a written statement on withdrawal from studies was submitted to dean of a competent department. If student was expelled from the University, tuition fee is reimbursed for months following the month in which decision about expulsion becomes final.
4. Decision about tuition fee reimbursement is made by dean of a competent office upon student's written request, which includes information of the method of fee reimbursement. The decision is made no more than 30 days from receipt of the request and specifies the amount of money to be reimbursed.
5. The provisions of § 10 (1–4) apply to reimbursement of fees for repeating core classes, respectively.
6. The provisions of § 10 (1–3) also apply to calculating proportional amounts of tuition fees and fees due to the University for repeating core classes if student decided to withdraw from studies or was expelled from the University during the semester for reasons other than withdrawal.

III

Types of fees for educational services related to the third-cycle (doctoral) studies and the method of payment.

Spreading payment into instalments, total or partial fee exemption and reimbursement of fees.

§11

1. Full-time PhD programmes are free of charge, with the following exceptions:
 - a) repeating classes due to unsatisfactory academic achievements,
 - b) other fees as provided for by law, including fees for issuing PhD student ID card with copies and PhD diploma with copies.
2. The University may charge a fee for extra-curricular classes if the Rector fixes such a fee for the next academic year in the form of an order issued by 31 May of the calendar year.

§12

1. Part-time PhD programmes are paid. PhD students pay the following fees:

- a) tuition fee fixed on a semester basis,
 - b) additional fees for repeating classes,
 - c) other fees as provided for by law, including fees for issuing PhD student ID card with copies and PhD diploma with copies.
2. Tuition fees are fixed and charged separately for each semester. Tuition fees for the next semester of PhD programme is due after PhD student gets credits for the previous semester and is admitted to the next semester by the head of PhD programme. If PhD student repeats classes from the previous semester, conditional admission to the next semester – in terms of tuition fee – is considered regular admission.
 3. Tuition fee referred to in Point 2:
 - a) is paid on a one-off basis for the first semester,
 - b) is paid in full (on a one-off basis) or in instalments for the second and next semesters.
 4. PhD student chooses tuition fee payment option at his/her own discretion in the agreement on terms and conditions of fees for third-cycle studies.
 5. Tuition fee for the second and next semesters may depend on fee payment method chosen by PhD student. Different levels of tuition fee for the next academic year depending on its payment option are fixed by the Rector in an order issued by 31 May of the calendar year. This procedure is used with regard to fee paid by students who begin their PhD programme in the year to which this fee is applicable.
 6. Tuition fee paid on a one-off basis is due:
 - a) by 15 October of each academic year for the winter semester,
 - b) by 15 March of each academic year for the summer semester.
 7. Tuition fee to be paid in instalments is due:
 - a) in five equal instalments for the winter semester by 15 October, 15 November, 15 December, 15 January and 15 February of each academic year,
 - b) in five equal instalments for the summer semester by 15 March, 15 April, 15 May, 15 June and 15 July of each academic year.
 8. For students who were admitted to a given academic year and began their studies with:
 - a) the winter semester, one-off payment of their tuition fee for this semester is due not later than on 31 October,
 - b) the summer semester, one-off payment of their tuition fee for this semester is due not later than on 31 March.
 9. If PhD student is admitted the next semester of studies after the deadline for tuition fee payment because of extended examination session, this deadline is extended and the fee payment is due one day after student gets credits for the previous semester and is admitted to the next semester by the head of PhD programme. If PhD student is conditionally admitted to the next semester after the deadline for tuition fee payment because of extended examination session, this deadline is extended and the fee payment is due one day following the conditional approval.
 10. If PhD student decided to withdraw from studies during the semester, he/she is obliged to pay tuition fee for a given semester up to the last day of the month in which a written statement on withdrawal from PhD programme was submitted to the head of PhD programme. The amount of tuition due to the University for this period is calculated pursuant to the provisions of § 17 (5) of the Regulations.

§13

PhD student should pay for repeating classes on a one-off basis before such classes begin.

§14

1. Part-time PhD students are obliged to sign an agreement on terms and conditions of fees for studies and submit it to a competent dean's office within 30 days from the date of the beginning of classes in the first semester of their PhD programme, according to the academic year calendar applicable to such a programme.
2. Failure to sign the agreement on terms and conditions of fees for part-time third-cycle studies within 30 days from the beginning of classes in the first semester may result in expelling the student from PhD programme. Failure to submit signed copy of the agreement to a competent dean's office within the deadline stated above is also considered a failure to sign the agreement.
3. The University enters into agreements on terms and conditions of fees for full-time third-cycle studies with PhD student only when he/she makes payment referred to in § 11 (1) (a). Should this be the case, failure to sign the agreement on terms and conditions of fees may result in expelling the student from PhD programme. Failure to submit signed copy of the agreement to a competent dean's office within 30 days from its delivery to the student is also considered a failure to sign the agreement.

§15

1. If some classes under part-time PhD programme are conducted "in advance", tuition fee for a given semester is charged proportionally to the entire fee due for these classes. Decision in this matter is made by dean of a competent department. Next semester/year fee is reduced compared to the amount of fee already paid, given that tuition fee is paid on a semester basis. Classes taken "in advance" are classes that PhD student would normally attend next semester.
2. Students granted PhD programme extension are exempted from tuition fee payment for this period, provided that they do not attend classes in this period. If PhD programme extension was granted during the academic year, tuition fee already paid by the student (also for the extension period in which the student is exempted from attending classes) is reimbursed to the student upon his/her written request. If such a request is not made, fee for that same period of PhD programme will not be re-charged after the student resumes the programme.

§16

1. PhD student who has completed at least the first year of studies may be exempted in whole or in part from:
 - a) tuition fee for a given semester of part-time PhD programme,
 - b) additional fees for repeating classes.
2. Exemption from tuition fees is exceptional and should apply to particularly urgent and duly justified cases, e.g. when student has demonstrated outstanding academic achievement, participated in international research programmes or found himself/herself in a difficult financial situation.
3. Total or partial exemption from fees for repeating optional or core classes can be granted to student only once during the entire PhD programme if repeating such classes is caused by the student's unsatisfactory academic achievements.
4. Decision on exemption from fee payment is made by the Vice-Rector for Research and International Relations.

5. The Vice-Rector initiates proceedings upon a written request of PhD student who has completed at least the first year of studies, provided that such a request was:
 - a) filed along with the reasons therefor through the head of PhD programme before the fee payment deadline,
 - b) reviewed by the head of PhD programme, who will take into account the following factors:
 - whether PhD student has duly paid his/her fees so far,
 - student's performance during PhD programme,
 - documented monthly income per person in PhD student's family, indicating his/her difficult material situation,
 - possibly other circumstances raised by PhD student, in favour of his/her request,
 - c) supported by an authorized body of PhD student government.
6. PhD student is obliged to prove his/her difficult material situation to be granted discount and must provide:
 - a) a full set of documents which provides evidence of student's difficult financial situation, necessary to calculate income per person in the family, in accordance with the University current regulations that set out guidelines for financial aid to students,
 - b) other documents confirming temporarily difficult material situation.
7. Decision made by the Vice-Rector for Research and International Relations takes a written form and is delivered to PhD student.
8. Discount granted to PhD student in the form of total or partial exemption from tuition fee payment is considered his/her revenue within the meaning of the Personal Income Tax Act. The responsibility for drafting statutory tax return lies with dean of a competent department.

§17

1. PhD student is entitled to demand reimbursement of tuition fee for part-time PhD programme if he/she:
 - a) withdrew from studies during the semester,
 - b) is expelled from PhD programme during the semester for reasons other than withdrawal.
2. The amount to be reimbursed is calculated on a time proportion basis. For the purpose of financial calculations, it is assumed that each semester lasts 5 months (the winter semester begins in October and ends in February, while the summer one begins in March and ends in July); tuition fee due for one month is equal to 1/5 of the applicable semester fee.
3. If PhD student decided to withdraw from studies during the semester, tuition fee is reimbursed for months following the month in which a written statement on withdrawal from studies was submitted to the head of PhD programme. If PhD student was expelled from PhD programme, tuition fee is reimbursed for months following the month in which decision about expulsion becomes final.
4. Decision about reimbursement of tuition fee is made by the Vice-Rector for Science and International Cooperation upon PhD student's written request, which includes information of the method of fee reimbursement. The decision should be made no more than 30 days from receipt of the request and will specify the amount of money to be reimbursed.

5. The provisions of § 17 (1–4) also apply to calculating proportional amounts of tuition fees and fees due to the University for repeating core classes if PhD student decided to withdraw from PhD programme or was expelled from the University during the semester for reasons other than withdrawal.

IV

Types of fees for educational services related to postgraduate studies, continuing education courses and trainings.

Method of payment and fee reimbursement.

§18

1. Postgraduate studies are part-time only and they are paid.
2. Tuition fee for postgraduate studies should be paid in full within deadline set by the Rector in an order on launching postgraduate studies edition. Students are informed about this deadline in a notice of admission to postgraduate studies.
3. Based on the above-mentioned order, the Rector may agree to tuition fee being paid in instalments, indicating instalment amounts and payment deadlines.
4. Detailed terms of payment for postgraduate studies are defined in an agreement between the student and the University. The student is obliged to sign the agreement not later than at the first session of classes, otherwise he/she will be crossed off the list of postgraduate studies participants.
5. If signing the agreement on terms and conditions of fees is not required, the provisions of the above-mentioned Rector's order apply to fee payment.

§18a

1. Continuing education courses and trainings are generally paid.
2. Payment for courses and trainings should be made in full within deadline set by the Rector in an order on continuing education courses or trainings. Participants are informed about this deadline in a notice of admission to such courses or trainings. The notice can be sent to participants in written or electronic form, to the e-mail address indicated in a course or training application.
3. Based on the above-mentioned order, the Rector may agree to tuition fee being paid in instalments, indicating instalment amounts and payment deadlines.
4. Detailed terms of payment for a course or training are defined in an agreement between the participant and the University on terms and conditions of fees for a course or training. The participant should sign the agreement no later than the day the classes begin.
5. If signing the agreement on terms and conditions of fees is not required, the provisions of the above-mentioned Rector's order apply to fee payment for such courses or trainings.

§19

Apart from tuition fee, postgraduate student shall pay the following fees:

- a) for readmission to postgraduate studies – the fee is each time defined by the Vice-Rector for Finance and Development acting on behalf of the Rector; paying this fee is the condition for continuing the studies,
- b) for fulfilling all prerequisites, especially if postgraduate student resumes studies after he/she had been crossed off the list of students; the fee is calculated based on the price of one teaching hour fixed based on tuition fee for such studies; the fee is each time fixed by the Vice-Rector for Finance and Development acting on behalf of the Rector, having consulted a competent director of postgraduate studies.
- c) other fees as provided for by law, especially for issuing postgraduate diploma and its copies.

§20

1. In a particularly difficult situation, postgraduate student may – through a competent director of postgraduate studies – submit a written, duly justified request to the Vice-Rector for Finance and Development. The request is for (i) changing tuition fee payment option and payment deadline and (ii) spreading the fee into instalments as suggested therein. should be submitted before tuition fee payment deadline.
2. The Vice-Rector for Finance and Development, acting on behalf of the Rector, decides on this matter, having consulted a competent director of postgraduate studies.

§21

1. Postgraduate student is entitled to demand reimbursement of tuition fee for postgraduate studies if he/she:
 - a) withdrew from studies during the study period,
 - b) is crossed off the list of postgraduate students for reasons other than withdrawal.
2. The amount to be reimbursed is calculated on a time proportion basis (i.e. it depends of the time left to the end of postgraduate studies edition). If the student decided to withdraw from postgraduate studies during the study period, tuition fee is reimbursed proportionally for months following the month in which a written statement on withdrawal from such studies was submitted to a competent director of postgraduate studies. If the student was crossed off the list of postgraduate students for reasons other than withdrawal, tuition fee is reimbursed for months following the month in which the student was crossed off the list. This amount is reduced by the costs that the University had already incurred for student's education (i.e. the costs of educational materials).
3. The Vice-Rector for Finance and Development decides on this matter, having consulted a competent director of postgraduate studies. Reimbursement of due part of tuition fee is made by the University within 30 days after the student filed a written request in that regard to a director of postgraduate studies. The request should include information on how the University will reimburse tuition fee (if a bank transfer is requested – bank account number should be included).
4. The provisions of § 21 (1-3) also apply to calculating proportional amounts due to the University for tuition fees for postgraduate studies if the student decided to withdraw from studies during the study period, or was crossed off the list of postgraduate students for reasons other than withdrawal.

§21a

1. Continuing education course or training participant is entitled to demand reimbursement of the fee paid for such a course or training if he/she:
 - a) withdrew from a course or training once they already started,
 - b) is crossed off the list of participants for reasons other than withdrawal.
2. The fee amount to be reimbursed is calculated on a time proportion basis (i.e. it depends of the time left to the end of a course or training).
3. A course usually takes several months, with each commenced month counted as a full month.
4. A training usually takes several weeks, with each commenced week counted as a full week.
5. For the purpose of calculating the number of months or weeks, the first day of a course or training defines the beginning thereof, respectively.
6. Subject to Point 8, if participant decided to withdraw from continuing education course, tuition fee is reimbursed proportionally for months following the month in which a written statement on withdrawal from such a course was submitted to a competent director or other person responsible for organisation of such a course (as indicated in the Rector's order on continuing education courses). The amount to be reimbursed is reduced by the costs that the University had already incurred for participant's education (i.e. the costs of educational materials).
7. Subject to Point 8, if participant decided to withdraw from training, tuition fee is reimbursed proportionally for weeks following the week in which a written statement on withdrawal from such a training was submitted to a competent director or other person responsible for organisation of such a training (as indicated in the Rector's order on trainings). The amount to be reimbursed is reduced by the costs that the University had already incurred for participant's education (i.e. the costs of educational materials).
8. If participant decided to withdraw from continuing education course lasting less than one month or from training lasting less than one week, the fee will not be reimbursed at all.
9. If participant was crossed off the list of participants for reasons other than withdrawal, tuition fee is reimbursed for months following the month in which the participant was crossed off such a list. If participant was crossed off the list of participants for reasons other than withdrawal, tuition fee is reimbursed for weeks following the week in which the participant was crossed off such a list. The amounts referred to above are reduced by the costs that the University had already incurred for participant's education (i.e. the costs of educational materials).
10. If participant admitted to a course/training submits a statement on withdrawal from a course/training to a competent course/training director 5 days (or more) before the beginning of a course/training, the entire fee is reimbursed. If, however, a statement on withdrawal from a course/training is submitted 4 days (or less) before the beginning of a course/training, it will be considered to have been submitted in the first month/week after the beginning of a course/training, respectively.
11. The Vice-Rector for Finance and Development decides on this matter, having consulted a competent course/training director (or other person responsible for organisation of such a course/training). Reimbursement of due part of tuition fee is made by the University within 30 days after participant filed a written request in that regard to a competent course/training director (or other person responsible for organisation of such a

course/training). The request should include information on how the University will reimburse tuition fee (if a bank transfer is requested – bank account number should be included).

12. The provisions of § 21a (1-11) also apply to calculating proportional amount due to the University for tuition fees for a course/training if participant decided to withdraw from a course or training once they already started or was crossed off the list of participants for reasons other than withdrawal.

V

Fee charging principles for recognising the value of qualifications acquired outside the three-cycle system

§22

1. The University charges fee for recognising the value of qualifications acquired outside the three-cycle system in the amount defined by the Rector by 31 May of each calendar year.
2. The fee referred to in Point 1 above is calculated for each class separately.
3. The payment for recognising the value of qualifications acquired outside the three-cycle system shall be made within deadline set by the Faculty Committee for Recognition of Academic Qualifications.
4. The Faculty Committee for Recognition of Academic Qualifications will set about recognising the value of qualifications acquired outside the three-cycle system provided that the applicant pays the fee referred to in Points 1-3 above.

VI

Fee payment principles

§23

1. Payments are deemed effected upon crediting the University bank account with the amounts due.
2. If deadline for payment falls on a Sunday or public holiday, the payment credited to the University bank account the next business day following such a holiday is considered to be have been made in time.
3. The University will charge statutory default interest on overdue payments.
4. The University is not accountable for misdirected payments resulting from using incorrect bank account, or other similar reasons.
5. If student/PhD student/postgraduate student or continuing education course participant fails to pay the required tuition fees for first- and second-cycle studies/PhD programme/postgraduate studies/continuing education courses/trainings by the due dates for payment, the University will call on such a student/PhD student/postgraduate student or continuing education course participant to make the payment within 7 days following the receipt of request for payment, otherwise they will be expelled from the University.

VII
Final provisions.

§24

1. Part-time student who has been granted a long-term leave of absence, he/she is not obliged to pay tuition fee for the time of leave subject to Point 2.
2. If student uses educational services provided by the University during his/her long-term leave of absence, fee for these services is fixed individually by the Vice-Rector for Education and Students acting on behalf of the Rector, having consulted dean of a competent department and considering the duration, type of classes, number of credits and exams taken.

§25

1. If student/PhD student is admitted to part-time studies at the University during the semester, he/she is obliged to pay tuition fee being the sum of fees for months left to the end of the semester, including the month in which student/PhD student was admitted to part-time studies/PhD studies. For the purpose of financial calculations, it is assumed that tuition fee for one month is 1/5 of the applicable semester fee, pursuant to the provisions of § 10 (2) hereof.
2. Tuition fee in full or – in the case of payment by instalments –its first instalment is due within 7 days aft student was admitted to the University studies.

§26

1. These Regulations shall apply from the 2015/2016 academic year.
2. The Senate Resolution No 93 (2013/2014) of 27 June 2014 becomes invalid on the date on which these Regulations enter into force.