



FEES AND TUITION FEES REGULATION **UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS**

Art. 1 **Introductory provisions**

1. In compliance with the provision of Art. 1 of the Statute of the University of Social and Administrative Affairs, this Fees and Tuition Fees Regulation is issued, being an internal rule of the University.
2. This Regulation provides the conditions for making payments at the University of Social and Administrative Affairs (hereinafter referred to as the 'University'). The payments are the fees listed in Art. 2 and the fees for studies (hereinafter referred to as the 'tuition fees') listed in Art. 3.
3. The fees are always set for a given academic year. The specific payment method and its amount is always determined by the Rector's decree before the beginning of an academic year.
4. The specific payment method and the amount of tuition fees for study applicants is determined by the Rector's decree no later than on the day on which the admission conditions are announced. By enrolling for studies, the applicants accept the above-mentioned proposal. Details may be subject to an agreement even before the enrolment.

Art. 2 **Fees**

1. The following fees may be established at the University:
 - a) fee for the operations associated with the admissions to a bachelor study programme,
 - b) fee for the operations associated with the admissions to a lifelong learning programme,
 - c) administrative fee for the enrolment,
 - d) fee for extending the standard study period,
 - e) fee for resitting an exam or diploma exam,
 - f) fee for a subject recognition or performing a differential examination,
 - g) fee for issuing a student certificate,
 - h) fee for issuing a copy of academic diploma,
 - i) fee for a statement of marks.

Art. 3 **Tuition fees**

1. The following payment methods of tuition fees may be established at the University:
 - a) tuition fees per semester of studies in a full-time bachelor study programme,
 - b) tuition fees per semester of studies in a combined bachelor study programme,
 - c) tuition fees per semester of studies in a lifelong learning study programme.



2. The tuition fees may be set separately for the studies in Czech and in a foreign language if the University provides the studies in such languages.
3. Students are required to pay the set tuition fees according to the conditions stated in the relevant Rector's decree.
4. The tuition fees per given semester can be divided into instalments. The number of instalments and their maturity are determined by the Rector of the University.
6. Based on a student's request, the Rector of the University may decide for reduction of that tuition fee. The tuition fee reduction may be decided by the Rector of the University due to excellent study results or other relevant reasons. There is no legal obligation to reduce tuition fees.
7. In the event that a student does not pay the tuition fees in the required period and amount, and at the same time, the Rector of the University has not decided for reduction of the tuition fees or a different payment method, it is a gross violation of the student's obligations, which seriously undermines the functioning of the University. If the student fails to pay the tuition fees even within an alternative deadline, he will not be enrolled for the next semester. A disciplinary action is not mandatory in this matter. The outstanding amount will be subsequently passed on for debt collection.

Art. 4 Final Provisions

1. This Fees and Tuition Fees Regulation has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.
2. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Fees and Tuition Fees Regulation comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová