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PART ONE INTRODUCTORY PROVISIONS

Article 1

Subject matter and purpose of the regulation

- (1) Study-related fees include admission fees, fees for an extension to the study period and tuition fees for study in a degree programme taught in a foreign language.
- (2) Study-related fees are specified in the provisions of § 58 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as "Act") and, subsequently, in Article 13 and 14 of the Statute of Tomas Bata University in Zlín (hereinafter referred to as "Statute").
- (3) In accordance with § 58 Paragraph 2 of the Act, the Ministry of Education, Youth and Sports shall every year, before the end of January of the relevant calendar year, announce the basis for the calculation of the study-related fees. The basis shall apply to the academic year commenced in the calendar year in which the admission procedure is announced.
- (4) In accordance with § 63 Paragraph 3 Letter a) of the Act, a student is obliged to pay study-related fees and provide the data needed for calculating the amount of the same fees. A breach of the above-mentioned obligations may be considered a disciplinary offence in accordance with § 64 of the Act.
- (5) Tuition fee shall be covered by the student in the manner specified in the relevant Decision.

**PART TWO
ADMISSION FEE**

**Article 2
Admission fee**

The admission fee shall be set in accordance with § 58 Paragraph 1 of the Act and in accordance with Article 13 of the Statute.

**Article 3
Admission fee amount for the 2022/2023 academic year**

- (1) In accordance with § 58 Paragraph 1 of the Act and Article 13 of the Statute, the fees for actions related to the admission procedure at Tomas Bata University in Zlín (hereinafter referred to as “TBU”) for the 2022/2023 academic year shall amount to no more than:
 - a) **CZK 650**, if an entrance examination forms part of the publically announced admission procedure,
 - b) **CZK 870**, if an entrance examination that includes an aptitude test forms part of the publically announced admission procedure,
 - c) **CZK 430** in other cases.
- (2) In accordance with the provisions of § 46 Paragraph 5 of the Act and in accordance with the provisions of § 58 Paragraph 2 of the Act, the fee for actions related to the acceptance of application for advanced Master’s (rigorosum) state examination at TBU Faculty of Humanities and in connection with holding of the same examination amounts to **CZK 8,732** for the 2022/2023 academic year.

**PART THREE
FEE FOR AN EXTENSION TO THE STUDY PERIOD**

**Article 4
Fee for an extension to the study period**

- (1) A student studying in a Bachelor’s or Master’s programme for a period longer than the standard duration of studies increased by one year (§ 58 Paragraph 3 of Act) is obliged to pay the fee for an extension to the study period.
- (2) The periods of all previous studies in Bachelor’s and Master’s programmes completed other than in a due manner as specified under § 45 Paragraph 3 or § 46 Paragraph 3 of the Act shall also be included in the period of study in the current degree programme, unless we refer to previous studies after completion of which a student completed a degree programme of the same type in a due manner. The period during which the student studied concurrently in such degree programmes and in the current degree programme shall be included only once in the period of study.
- (3) The period for which the studies were suspended and the recognized period of parenthood shall not be included.

Article 5
Tuition fee imposed for an extension to the study period

- (1) The tuition fee shall be imposed on students separately for each study in a Bachelor's or Master's programme.
- (2) In accordance with § 58 Paragraph 3 and in accordance with § 68 Paragraph 1 of the Act, students shall be informed in writing by the Dean of the home Faculty, or the chief executive at the relevant component part about the rise of the obligation or modification to the obligation to pay a tuition fee, and that within 30 days of the day on which the fact that the obligation for the student to cover the tuition fee arose was found out.
- (3) The tuition fee is due within 90 days of the date on which the decision on the tuition fee imposed is issued.
- (4) If the student has provided incomplete data decisive for the obligation to pay a fee to arise and the fee has not been set appropriately due to this fact, the fee shall be set retrospectively.
- (5) In disputable cases, it is the status in the Union Information from Students' Registers system (SIMS), which is a central register kept by the Ministry of Education, Youth and Sports of the Czech Republic, that is decisive for the calculation of the tuition fee imposed. Students have information about all their studies listed in their personal portal in the IS/STAG system.

Article 6
Review of the decision on the fee imposed for an extension to the study period

- (1) In accordance with § 58 Paragraph 3 of the Act, a student is entitled to apply for a review of the decision on the tuition fee imposed within 30 days of delivery of the decision.
- (2) The request shall be submitted to the Rector through the Dean, or the chief executive at the component part that has issued the decision, and shall include the opinion thereof.
- (3) The Rector shall review whether the challenged decision has been issued and the procedure that preceded the issuance of the decision has been carried out in conformity with legal regulations and internal regulations of Tomas Bata University in Zlín and the relevant Faculty (component part).
- (4) In accordance with Paragraph 1 of this Article, a request for reduction, waiver or extension of the due date for the tuition fee payment may form part of the request for a review. The student shall attach to the request documents evidencing circumstances decisive for the submission thereof (student's financial situation, academic performance, family reasons, etc.).
- (5) The Rector, even if he does not grant the request submitted by the student and does not reverse the decision on the tuition fee imposed proceeding in accordance with Paragraph 3 of this Article, may in accordance with § 58 Paragraph 7 of the Act, waive, reduce the tuition fee or extend the tuition fee due date taking into consideration particularly the student's academic performance and his/her financial situation. The Rector is not bound by the student's request or the standpoint of the Dean or the chief executive at the relevant component part.
- (6) The submission of an appeal against decision on the fee imposed shall have a suspensory effect.

Article 7

Amounts of the fees for an extension to the study period in the 2021/2022 academic year

The amounts of the fees for an extension to the study period shall be based on the sum announced by the Ministry of Education, Youth and Sports for the 2021/2022 academic year and amounting to **CZK 4,366**.

- (1) The amount of the fee for an extension to the study period in accordance with Article 4 of this Directive in relevant Bachelor's and Master's programmes shall be set for each commenced six months of studies (hereinafter referred to as "six-month period") and shall amount to the following sum (in accordance with § 58 Paragraph 3 of the Act and Article 14 of the Statute) for the 2021/2022 academic year:
 - a) **CZK 13,098** (triple the sum for each six-month period) in the first year exceeding the standard duration of studies increased by one year (in accordance with Article 4 of this Directive),
 - b) **CZK 26,196** (six times the sum for each six-month period) in other years exceeding the standard duration of studies increased by one year (in accordance with Article 4 of this Directive).

PART FOUR

MODE OF PAYMENT OF STUDY-RELATED FEES

Article 8

Form of the payment of fees for admission procedure for the 2022/2023 academic year

- (1) Details concerning the payment of fees for admission procedure shall be specified in directives on publicly announced admission procedure for the 2022/2023 academic year issued by the relevant Faculties (component parts).

Article 9

Mode of payment of the fee for an extension to the study period

- (1) Students can make an online payment by means of a payment card in their personal IS/STAG portal (My Studies – My Data – Viewing Student Payments). Variable as well as specific codes are automatically assigned to relevant payments of the fees imposed. In the event that the payment is made online via a payment card, it is recorded immediately, as soon as the payment request passes through the payment gateway.
- (2) The fee may be paid by the student by means of a bank transfer to the TBU account or by a giro transfer form (to be collected from the Student Affairs Office of the relevant Faculty or component part).

Bank account number: 27-1925270277/0100

Constant code: 0378 (bank transfer)
0379 (giro transfer form – paid in cash)

Variable code:

2001911801 (FT student)
2101911801 (FLCM student)
3001911801 (FAI student)
4001911801 (FMC student)
5001911801 (FaME student)
6001911801 (FHS student)

Specific code:

The **applicant's number** or the **student's ID number** (IS/STAG) corresponding to the relevant studies to which the payment relates.

In case of a student ID number, it is necessary to replace the letter indicating the Faculty with the relevant numerical code:

T = 20
L = 21
A = 30
K = 40
M = 50
H = 60

Example 1: Student's ID number in the IS/STAG system is **M09012345**; the corresponding specific code for the payment shall be **5009012345**.

The details concerning the payment of the fees shall be also specified in the relevant decision on the fee imposed.

- (3) The payment shall be made by the student separately, so that each fee imposed in the decision corresponds to a single payment.
- (4) It is necessary to pay maximum attention to entering correct forms of both codes (variable and specific) when paying by bank transfer or by giro transfer form. If a student fails to enter correct codes or fails to fill the codes in, the payment and the payer cannot be identified.

**PART FIVE
FEE FOR TUITION IN A DEGREE PROGRAMME CARRIED OUT IN A FOREIGN
LANGUAGE**

Article 10

Fee for tuition in a degree programme carried out in a foreign language

- (1) Students studying in degree programmes taught in a foreign language (hereinafter referred to as "fee for tuition offered in a foreign language") are obliged to pay fees for tuition in these programmes. The obligation to pay tuition fees does not apply to students whose studies are funded by the Grant Programme organized by the MEYS and related to the provision of government scholarships aimed to support programmes/courses taught in the English language at public higher education institutions.

- (2) The amount of the fee for tuition offered in a foreign language shall be stipulated in accordance with § 58 Paragraph 4 of the Act and in accordance with Article 14 Paragraph 3 of the Statute, after rounding it up to the nearest whole hundred, and is specified in Appendix No. 1 for the 2022/2023 academic year. The amount of the fee for tuition offered in a foreign language shall remain the same for the entire period of study of the relevant student as specified by relevant TBU internal rules and regulations valid and effective as of the day of the student's enrolment to study. Enrolment to study refers to the enrolment to the first year of study.
- (3) The fee for tuition offered in a foreign language in the first year of study shall be calculated as of the date of the student's enrolment to study, and that in the proportional amount corresponding to the number of months remaining till the end of the academic year after rounding it up to the nearest whole hundred. The student shall pay the tuition fee for studies in a foreign language starting from the month in which he/she enrolled to study, if he/she had the status of student for at least 15 calendar days in the relevant month. The tuition fee for studies in a foreign language in the following years shall be calculated as of the date of the student's enrolment for the next year of study.
- (4) The fee for tuition offered in a foreign language is due within 30 days of the date of enrolment to study or the date of enrolment for the next year of study.
- (5) The tuition fee paid for studies in a foreign language shall not be refunded in case of termination of studies specified under § 56 Paragraph 1 Letter a), b), g) and h) of the Act. In case of withdrawal from studies specified under § 56 Paragraph 1 Letter a) of the Act, a proportional part of the fee for tuition offered in a foreign language may be refunded after deduction of expenses incurred, and that upon request (due to serious reasons, particularly for health reasons attested by a medical certificate). The decision regarding the request shall be issued by the Rector.
- (6) The fee for tuition offered in a foreign language may be reduced or waived, or the due date may be extended or payment of the fee in instalments may be allowed, and that particularly in cases deserving special consideration, by TBU Rector upon a duly justified request for a review of a decision on the fee imposed for tuition offered in a foreign language. Such cases include mainly the student's academic performance, his/her financial situation, health status and family situation. The student shall submit documents evidencing the facts relevant to the review together with the request. The decision issued by the Rector in accordance with this Paragraph is final.
- (7) Details on payment methods related to the fee for tuition offered in a foreign language shall be specified in a directive on the publicly announced admission procedure issued by the relevant Faculty in case of degree programmes carried out by the Faculty or in an internal regulation issued by TBU in case of degree programmes carried out by TBU.

PART SIX
FEE FOR ACTIONS RELATED TO EXAMINATION AS TO WHETHER ADMISSION
REQUIREMENTS HAVE BEEN FULFILLED

Article 11

Fee for actions related to examination as to whether admission requirements have been fulfilled in accordance with § 48 Paragraph 4 Letter d) and Paragraph 5 Letter c) of the Act

- (1) In admission procedure for the given academic year, the fee for actions related to examinations as to whether admission requirements have been fulfilled in accordance with § 48 Paragraph 4 Letter d) and Paragraph 5 Letter c) of the Act (hereinafter referred to as “fee for examination of education and qualifications acquired abroad”) is embedded in Article 13a of the Statute of TBU. The fee for examination of education and qualifications acquired abroad shall be charged in accordance with the following rules:
 - a) The fee for examination of education and qualifications acquired abroad shall be charged only in cases specified under § 48 Paragraph 4 Letter d) and § 48 Paragraph 5 Letter c) of the Act, and that regardless of the fact whether the result of the examination is affirmative or negative. In cases specified under § 48 Paragraph 4 Letter a), b), c) and § 48 Paragraph 5 Letter a), b) of the Act, the applicant shall be exempt from paying the fee for examination of education and qualifications acquired abroad.
 - b) If an applicant submits more applications, he/she shall pay the fee for examination of education and qualifications acquired abroad only once.
 - c) As soon as the applicant informs TBU that he/she requests the examination of prior education and qualifications acquired abroad within the admission procedure, TBU shall request without undue delay that the applicant should pay the fee for examination of education and qualifications acquired abroad, and that in all cases in which the fee for examination of education and qualifications acquired abroad should be covered in accordance with the rules listed under Letters a) and b), and shall send him/her the instructions necessary for the payment.
- (2) TBU shall make a record of the date of payment of the fee for examination of education and qualifications acquired abroad, or shall make a record of the fact that the fee for examination of education and qualifications acquired abroad shall not be paid (cases listed under § 48 Paragraph 4 Letter a), b), c) and § 48 Paragraph 5 Letter a), b) of the Act).
- (3) The fee for examination of education and qualifications acquired abroad amounts to **CZK 870 / EUR 34 (variable code: 903602920)**.
- (4) The fee for examination of education and qualifications acquired abroad is payable within 14 days of submitting the notice by TBU to the applicant.
- (5) In the event that the result of the examination requested by the applicant is negative, the fee for examination of education and qualifications acquired abroad shall not be refunded by TBU.

PART SEVEN COMMON PROVISIONS

Article 12

- (1) If the student fails to pay the required fee, the Faculty (component part) shall send a fee payment reminder to the student without delay, to be delivered as “to be delivered to addressee only”. Formalities of the reminder include the data listed in the notification in accordance with Paragraph 2 of this Article. The student is obliged to pay the fee no later than within five working days of the day on which the reminder was delivered. If, after receiving this reminder, the student still fails to pay the required fee, an authorized employee of the relevant Faculty (component part) shall submit (in accordance with the valid Bursar’s Decree: Procedure and Responsibility Related to Recovery of Outstanding Debts) a complete set of documents including a covering letter to the Legal Services department (copying the Finance Office in on the documents). The Legal Services department shall ensure the next steps aimed at recovering the outstanding fees.
- (2) If the applicant fails to cover the fee specified under Article 11, the authorized employee of the relevant Faculty (component part) shall send him/her a fee payment reminder without undue delay to the email address specified in the application form.

- (3) Failure to pay the tuition fee within the set deadline is considered a breach of the student's obligations in accordance with § 63 Paragraph 3 Letter a) of the Act and may, in compliance with § 64 of the Act, represent a reason for commencing a disciplinary procedure and, in compliance with § 65 of the Act, a reason for the student's expulsion from the University.

**PART EIGHT
FINAL PROVISIONS**

Article 13

This Directive shall replace Rector's Directive No. 28/2020.