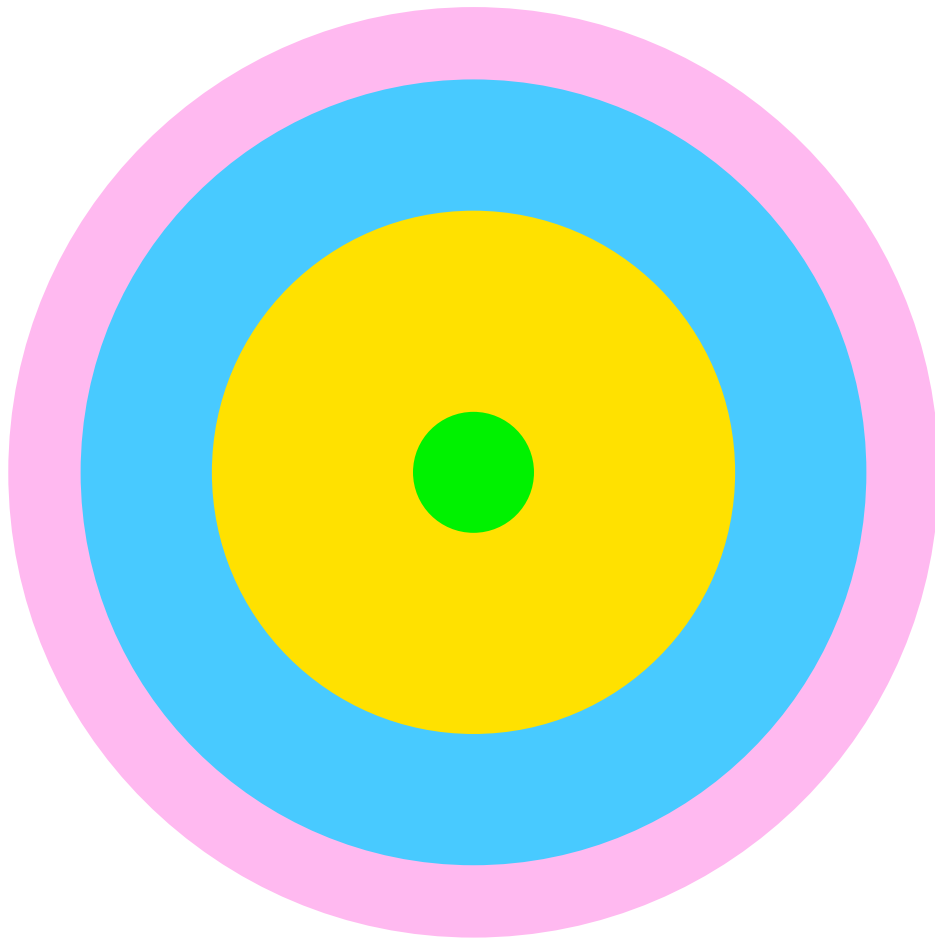


Finance Policies

Version: October 2023

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Notes:

These policies are not applicable to students studying towards the ACCA and CIMA professional qualifications. For the relevant information, please see the Agreement to Study Conditions in your application.

1. Payments

1.1 Tuition is to be paid to the Prague City University account by using bank transfer

1.2 The Prague City University account information is:

Bank contact: Komerční banka, a.s., Italská 2, 120 00 Prague, Czech Republic

Payments in CZK:

Bank number: 0100
Account number: 115-7212690287
Swift code: KOMBCZPP
IBAN code: CZ26 0100 0001 1572 1269 0287

Payments in EUR:

Bank number: 0100
Account number: 115-7212710217
Swift code: KOMBCZPP
IBAN code: CZ72 0100 0001 1572 1271 0217

Payments in USD:

Bank number: 0100
Account number: 115-7212850287
Swift code: KOMBCZPP
IBAN code: CZ18 0100 0001 1572 1285 0287

Payments in GBP:

Bank number: 0100
Account number: 115-6693470247
Swift code: KOMBCZPP
IBAN code: CZ04 0100 0001 1566 9347 0247

1.3 All invoices must be settled in Czech crowns. If other currencies are used for bank transfers, then currency losses must be settled on a semester by semester basis. Currency gains (i.e. an amount higher than the invoiced amount in Czech Crowns) will be credited to the student in future invoices. The student is responsible to pay all bank charges that arise from international bank transfers.

1.4 All payments by bank transfer must be accompanied by the student's clear identifiable name, address and country of residence, and reference number (either a student number if it has been issued, or an invoice number). If a sponsoring company or individual makes the payment, then the student's name and reference number must be included in the reference information.

1.5 We accept online payments through STRIPE. However, the STRIPE surcharge is covered by the payer. The surcharge payment is non-refundable in all cases.

2. Current Published Tuition Rates (2023/2024)

For your rate, please refer to the Agreement to Study Conditions you signed when joining the University or consult with the Registrar in Student Services.

2.1 Auditing Modules

A student may audit a module from outside their programme (subject to approval and space) for no credit at a rate of 50% of the full cost of the module according to the current rates. A student may audit a module from outside their programme (subject to approval and space) for credit awarded on a Prague City University transcript, if the module is successfully achieved, at a rate of 100% of the full cost of the module according to the current rates.

2.2 Study Status

Students can change from Full-time to Part-time study or vice versa. The overall cost of the programme remains the same. Tuition per semester will be charged according to the appropriate rate for part-time or full-time study status.

2.9 Tuition Rate Changes

Prague City University reserves the right to change the tuition rates. Tuition fees may be adjusted to take account of annual inflationary increases in the Czech Republic. Tuition changes for inflation apply to the entire student body.

Standard tuition rates typically change annually. These new tuition rates will apply to new students as well as current students who are returning to studies after a financial suspension, withdrawal, or expulsion.

3. Academic Fees

3.1 Additional fees that arise from resuming studies after academic or disciplinary suspensions, the marking of late assignments (submitted according to an extended deadline agreement), repeating classes for which credit was not achieved (i.e. failed or incomplete), incurring penalties that are applied to late payments, and other fees, must be paid in full on a semester-by-semester basis, as they are incurred.

Extension Request	CZK 1 500	
First deferment for studies	No fee	Once during the programme.
Second deferment	CZK 2 500	For each additional deferment during the programme.
Third exceptional deferment	CZK 3 000	Granted by approval only.
Resumption of studies	CZK 3 000	After a financial suspension, withdrawal or abandonment of studies. Return at the current standard tuition rate.
Change of study status	No fee	First time only
Change of study status	CZK 1 500	Each additional change
RPL	CZK 2 000 CZK 4 000	Per 20 credits module Per 40 credits module
RPE	CZK 4 000 CZK 8 000	Per 20 credits module Per 40 credits module
UK Student Body Fee	Annual fee.	For current fee see the Finance Office or Student Services Additional UK fees apply if modules are restudied due to not passing a module. The fee will be prorated to the credit value of the restudied module or modules.

4. Administrative Fees

Graduation ceremony	CZK 1 500 CZK 2 500	Foundation BA/BSc/MSc programme
Library overdue fee	CZK 10	Per day
New ISIC	CZK 400	
Duplicate ISIC	CZK 250	
Extension stamp for ISIC	CZK 300	
Visa Administration Fee	CZK 4 000	Non-refundable and only payable if a student needs to apply for a new visa and have documents posted to their home country.

5. Finance Fees

5.1 In all cases the student is responsible to communicate with the finance office before any deadlines. If the student does not communicate before deadlines in a timely manner, then additional fees will apply.

Payment deadline extension fee	CZK 500	
Late payment fee	CZK 3 000	
Payment plan fee	CZK 2 000	
Late payment plan fee	CZK 3 000	If agreed after the tuition due date.

6. Fees for the School of Education

Fee for repeating a subject (all credit values)	CZK 5 000
Fee for repeating an exam	CZK 1 000
Fee for a second repeat of a final state exam	CZK 2 000
Fee for the application for Recognition of Prior Learning	CZK 1 000
Fee for a duplicate diploma	CZK 1 000
Fee for a duplicate diploma supplement	CZK 1 000
Fee for a duplicate of the ČŤV certificate	CZK 1 000
Fee for a transcript of academic results	CZK 250
Fee for other confirmations not specified above	CZK 300

6. Credit Value

6.1 The following credit values by programme are used to calculate all repeat modules, RPL/RPE credit, and summer school modules. All values in Czech Crowns.

BA or BSc Programmes

Credit Value BA	1 800
BA Module - 20 credits	36 000
BA Module - 40 credits	72 000

MSc or MA Programmes

MSc Credit Value	1 870
MSc Module - 20 Credits	37 400
MSc Module - 10 Credits	18 700
MSc Module - 60 Credits	112 200

FD in Art and Design Programme

FD in Business Programme

FD credit value	1 485
FD Module - 40 Credits	59 400
FD Module - 20 Credits	29 700
FD Module - 10 Credits	14 850

Professional Diploma Programmes

PD Credit Value	1 760
PD Module - 15 Credits	26 400
PD Module - 20 credits	35 200

BA / BSc Blended Programmes

Blended Credit Value	1 650
Blended Module – 20 credits	33 000
Blended Module - 40 credits	66 000

7. Deposits and Refunds

7.1 Tuition is refundable up to 70% in the event that the student decides to withdraw from a programme up to 30 calendar days before the start of the semester. A student is not entitled to any refund or reimbursement of tuition, deposit on tuition or other fees if a student withdraws less than 30 days before the start of the semester.

7.2 A student can decide to defer for one semester up to two weeks into the current semester. In this case 100% of the tuition can be used to pay for the deferring student's future semester. In this case the deposit on tuition is not refundable if the student does not study that semester. If a student decides to defer after two weeks into the semester, then there is no possibility to transfer the tuition to a future semester.

7.3 For students who are progressing from one programme to another programme (for example a Bridging Programme to a final year of a BA (Hons) programme), or a Foundation programme to a BA or a BA to an MSc, tuition payments are 100% refundable in the event that the student is not allowed to progress due to academic reasons given at the board of either Prague City University or Teesside University.

Tuition payments are also 100% refundable in the event that the student is not allowed to progress within a programme due to academic reasons given at the board of either Prague City University or Teesside University.

7.4 For students who are progressing from one programme to another programme, tuition payments are 70% refundable in the event that the student decides to withdraw from the programme up to 30 calendar days before the start of the semester.

7.5 A student is not entitled to any refund or reimbursement of tuition, deposit on tuition or other fees 30 days before the start of the semester.

7.6 If the student is suspended for academic reasons the student may apply 100% of the tuition that he/she has paid to the semester in which the student returns. However in the event that the student will no longer study and withdraws, the student will be refunded 70% of the tuition.

7.7 Tuition that is paid by use of an "early payment discount" for two or more semesters in advance is refundable up to 70% in the event that the student decides to withdraw from his/her programme up to 30 calendar days before the start of the semester.

7.8 Refunds can only be made to the same bank account from which the original payment was received.

7.9 If the college is adversely affected (cancelled classes or temporary closure etc) for a period of time due to health epidemics, natural disasters or other natural or political events beyond the control of the college, it is the college's responsibility to provide reasonable alternative academic support in the form of online learning, video lectures, extended project deadlines or any other methods deemed appropriate. Refunding tuition or fees, or transferring tuition to a future semester, is not possible in these cases.

7.10 Any refunds take at least 60 to 90 days to be sent back to the student.

7.11 Any prepaid tuition from a previous semester has to be used within two semesters of being away from the college, i.e. deferred, suspended or otherwise not enrolled in classes. If a student has been away from the college for any reason for longer than two semesters, there is no possibility to refund or otherwise apply this credit in any way.

7.12 No application for a refund shall be considered after the expiration of the period of 6 months from the occurrence of the event giving rise to the refund claim.

8. Tuition Payment Deadlines

Spring semester	10th of January	
Summer School	10th of May	
Summer Semester	10th of May	
Autumn semester	10th of May	* 10th of August

* Deadline for students who will attend Summer Schools and MSc students who will attend Summer Semester

8.1 It is each student's own responsibility to understand the payment deadlines, to duly pay his/her tuition, either in full or in agreed installments, and to make all of the necessary steps to keep their payment status correct. Prague City University is not obliged to continually notify students of their respective deadlines.

8.2 Non-paid past obligations will be given to the legal department for collection.

9. Installment Payment Plan

9.1 Students may pay their tuition in instalments. For this option, a student needs to complete the form “payment plan request” and to follow its conditions. This form needs to be filled out and given to the finance department for approval. Please note that students who have repeatedly missed payments or have faced other disciplinary actions are not eligible for payment plans. A payment plan must be arranged with the finance department before the tuition due date for the next semester.

9.2 The first payment must be made by the regular tuition due date and the last payment must be a month before the semester finishes.

9.3 The payment plan administration fee is 2 000 CZK.

9.4 If the student defers or withdraws during the semester, all tuition needs to be paid in full and all future monthly installments must be paid in full.

10. Payment Deadline Extension

10.1 Students may request a payment deadline extension, but this request must be in writing, using the “Payment Deadline Extension Request” form and brought to the finance office.

10.2 Prague City University will try to consider all requests based on individual circumstances; however, please note that an extension cannot always be guaranteed, and tuition must be paid before the semester starts at the latest.

10.3 Extensions can be made only for a maximum period of 1 month and the extended due date must be before the first day of the semester.

10.4 The administrative fee for due date extensions is 500 CZK.

11. Discounts

11.1 Early payment discounts

Students are entitled to a discount of 1% for each month that tuition is paid early. The discount can be a maximum of 10%.

Advance payments can be made at any time, and the discount is calculated for each semester payment based on the number of months that the payment is made in advance.

This discount is valid only if the student pays for the entire upcoming semester.

11.2. Family discount

There is a 10% discount for new students who are a sibling or immediate family relative of a current student of Prague City University. If the sibling or relative leaves the college, the discount will end. The family discount cannot be used in addition to a scholarship.

11.3 Recommend a Friend

If a current student recommends a friend he or she will receive a 5,000 CZK gift. The student can choose to:

1. put it towards their own tuition fee
2. donate it to a charity;
3. donate to the scholarship fund.

Conditions: The current student needs to have completed at least one semester in their programme and introduce the prospective student personally to admissions or via email to admissions. The person being recommended should not have been in touch with us previously. A gift will only be awarded once the prospective students has paid for and begun their studies.

12. Scholarships

Students are welcome to apply for a Prague City University scholarship on the basis of academic excellence, active involvement in college life, social engagement and financial need. The applications for scholarships are generally done either during the initial application process to Prague City University or after at least one year of full-time studies at Prague City University. This typically means the student has completed and has grades for at least 9 modules or has completed 120 credits in the BA/BSc programmes. A current undergraduate student may apply for an increase to the scholarship only once during the course of the BA/HND programmes.

More detailed information regarding scholarships and the scholarship application process, students can find in the Scholarship Section of the Student Services Handbook.