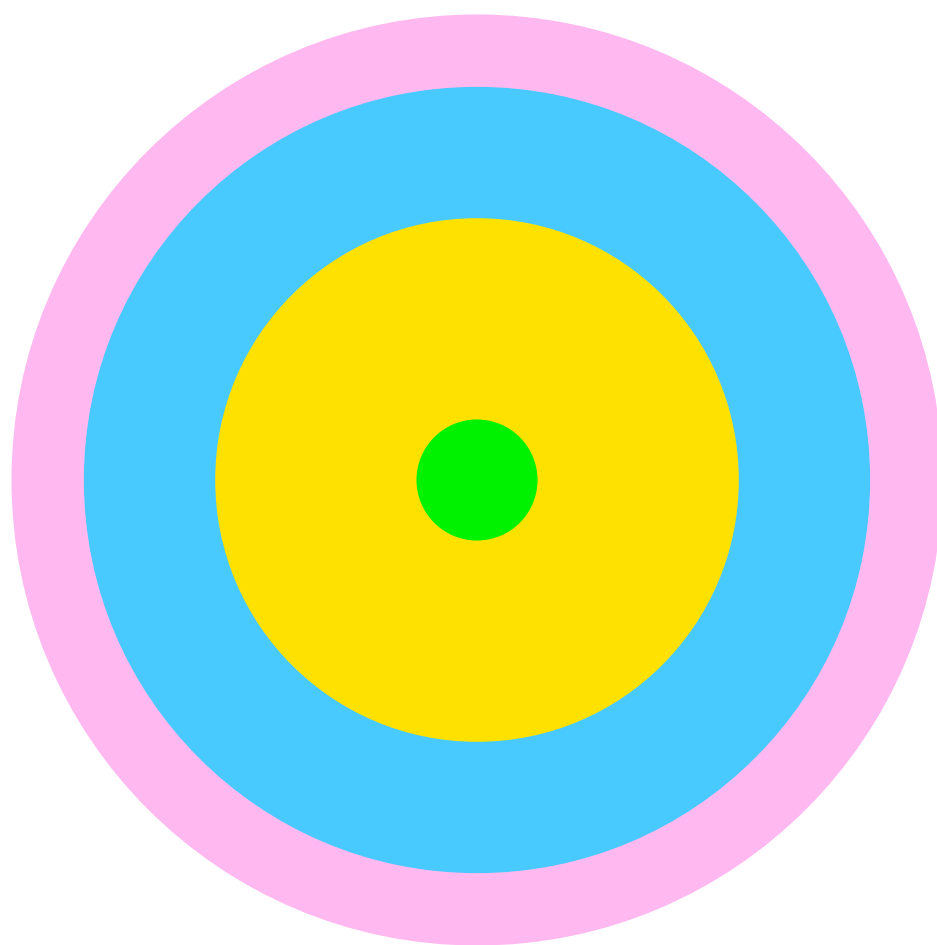


# Finance Policies

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Version: September 2021

Version Number: 2.0 – Updated for 2021/2022



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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 PayPal. However, the Paypal surcharge is covered by the payer. The surcharge payment is non-refundable in all cases.

## **2. Current Published Tuition Rates (2021)**

These are the current tuition rates for 2021. For your rate please refer to the Agreement to Study Conditions you signed when joining the college or consult with the Registrar in Student Services.

### **2.1 MSc International Management, MSc Computing, MA Fine Art and MA Future Design**

2.1.1. Tuition is 102,000 CZK per one semester (words: one hundred two thousand Czech crowns) in the intensive format. There are three semesters in the programme. The intensive format is available only for the MSc International Management and the MSc Computing. The total cost of the programme is 306,000 CZK.

2.1.2. Tuition is 76,500 CZK per one semester (words: seventy-six thousand five hundred Czech crowns) in the standard format. There are four semesters in the programme. The total cost of the programme is 306,000 CZK.

### **2.2 BA (Hons) International Management, BA (Hons) International Finance and Business Accounting, BA (Hons) Creative Media Production, BSc (Hons) Computing, BA (Hons) Fine Art Experimental Media, BA (Hons) Graphic Design (Full 3 year programmes)**

2.2.1. Full-time tuition is 97,900 CZK per one semester (words: ninety-seven thousand, nine hundred Czech crowns). There are 6 semesters in the programme. The total cost of the programme is 587,400 CZK.

2.2.2. BA (Hons) International Management and BA (Hons) International Finance and Business Accounting tuition fees for the Blended Learning Study programmes is 67,500 CZK per one semester (words: sixty-seven thousand five-hundred Czech crowns.) There are eight semesters in the blended learning programmes. The total cost of the programme is 540,000 CZK. Tuition fees for the BSc (Hons) Computing Blended Learning Programme are 90,000 CZK (ninety-thousand Czech Crowns). There are six semesters in the blended learning programme. The total cost of the programme is 540,000 CZK.

### **2.3 BA (Hons) Creative Media Production and BA (Hons) Graphic Design (Year 3 of the HND-BA/BSc path, or for direct entrants).**

2.3.1. Full-time tuition is 97,900 CZK per one semester (words: ninety-seven thousand nine hundred Czech crowns). There are 2 semesters in the programme. The total cost of the programme is 195,800 CZK.

### **2.5 Professional Diploma programmes**

2.5.1. The total cost of the Professional Diploma (Professional level) and Professional Diploma (Specialist level) programmes is 127,800 CZK (words: one hundred and twenty-seven thousand eight hundred Czech crowns). The Professional Diploma (Advanced Specialist) costs 133,800 CZK (words: one hundred and thirty-three thousand eight hundred Czech crowns).

### **2.6 Foundation Diploma in Business and Foundation Diploma in Art, Design and Media Practice**

2.6.1. Full-time tuition is 78,900 CZK per one semester (words: seventy-eight thousand nine-hundred Czech crowns). There are two semesters in the programme. The total cost of the programme is 157,800 CZK.

## **2.7 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.

## **2.8 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. If inflation rate in the Czech Republic is 5 percent or higher for the previous calendar year, or 8 percent or higher for the previous two calendar years, according to the official Czech Consumer Price Index (CPI) inflation rate figures as measured by the Czech Statistical Office, then all future tuition payments will be adjusted, starting the following September semester, according to the rate of CPI. If the tuition rates do change, then students will be notified at least 90 days before the next tuition payments are due.

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
Renewal of Pearson registration	CZK 1 500	
UK Student Body Fee	£500	Each year of Bachelor's study (120 UK credits)
	£800	Total for Master's study

## 4. Administrative Fees

Graduation ceremony	CZK 1 000 CZK 2 000	HND programme BA/BSc/MSc programme
Library overdue fee	CZK 5	Per day
New ISIC	CZK 400	
Duplicate ISIC	CZK 200	
Extension stamp for ISIC	CZK 200	
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	One month extension and if communicated in advance of the payment deadline.  Two month or more extension: 2% (or more) surcharge (percentage depends on how many months student would like to extend the payment deadline)
Late payment fee	CZK 3 000	Plus 5% for first month and 10 % for the following months
Payment plan fee	CZK 1 500	Plus 1% for each instalment
Late payment plan fee	CZK 3 000	If agreed after the tuition due date. Plus standard 1% for each instalment.



## 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.

### HND / BA Programmes

Credit Value HND / BA	1 650
HND Module - 15 credits	24 750
HND Module - 20 credits	33 000
BA Module - 20 credits	33 000
BA Module - 40 credits	66 000

### Professional Diploma Programmes

PD Credit Value	1 600
PD Module - 15 Credits	24 000
PD Module - 20 credits	32 000

### MSc or MA Programmes

MSc Credit Value	1 700
MSc Module - 20 Credits	34 000
MSc Module - 10 Credits	17 000
MSc Module - 60 Credits	102 000

### Total BA (Top-up year)

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

### FD in Art and Design Programme FD in Business Programme

FD credit value	1 350
FD Module - 40 Credits	54 000
FD Module - 20 Credits	27 000
FD Module - 10 Credits	13 500

### BA / BSc Blended Programmes

Blended Credit Value	1 500
Blended Module – 20 credits	30 000
Blended Module - 40 credits	60 000

## **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 an HND, or a BA (Hons) 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.

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

Winter semester	10th of January	
Summer School	10th of May	
Summer Semester	10th of May	
Fall 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. Instalment 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 1 500 CZK and each instalment carries a 1% surcharge.

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. 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 year.

### 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.

## 13. Freshbook Manual

13.1 All Prague City University invoices are sent to you through the financial system called Freshbook. You will receive an email labeled “New Invoice from Prague City University.” In this email you can find a link that takes you to your account in Freshbook.

The screenshot displays the Freshbook user interface for Prague College. At the top, there is a navigation bar with 'Prague College' and links for 'Profile' and 'Logout'. Below this, there are tabs for 'Home' and 'Invoices', and a sub-navigation bar with 'Homepage' and 'Account Statement'. The main content area is split into two columns. The left column features a 'Welcome to Prague College' message, a 'Recent Activity' section with an 'RSS Feed' icon, and two entries for invoice #22283. The right column contains an 'Account Balance' section showing 'Outstanding: 48,000.00 CZK' and 'Credit: 0.00 CZK'. Below this is a 'Need Help? Contact Us!' section with contact details for Prague College, including address, phone, and email. At the bottom of the right column is a 'Your Profile (Update)' section with personal details for a user named Zuzana.

13.2 This system can be very useful for you as you can check all of your paid or unpaid invoices and receipts.


Profile Logout

Home
Invoices


All Invoices
Unpaid Invoices
Payment History
Account Statement

## Invoice: 22283

PDF
Print
Forward
Dispute

Prague College  
Polska 10  
Prague 2 120 00  
Phone: +420 222 101 020

# INVOICE



Prague College

Novakova (Jana): 11041111  
Jana Novakova  
Praha

Invoice #:	22283
Date:	June 15, 2012
Amount Due CZK:	Kč48,000.00
PO #:	1202 semester

Item	Description	Unit Cost (Kč)	Quantity	Price (Kč)
HND-B-FT-E	HND Business Full-time	33,000.00	1	33,000.00
Reg-HND-BA	HND and BA registration fee	15,000.00	1	15,000.00
<b>Subtotal:</b>				<b>48,000.00</b>
<b>Total:</b>				<b>48,000.00</b>
<b>Amount Paid:</b>				<b>-0.00</b>
<b>Balance Due CZK:</b>				<b>Kč48,000.00</b>

**Please pay on or before the Invoice Date above. You can pay in cash at Prague College or by bank transfer to:**

**Raiffeisen Bank, Vinohradská 29 Prague 2**  
**Account number / bank code**  
2516 4000 0015500

13.3 It is also possible to print or send the account statement or see payment history.

**Account Statement for Novakova (Jana): 11041111**  
 Novakova (Jana): 11041111  
 Praha

**Account Summary as of April 27th, 2012**

Invoiced	48,000.00	CZK
Payments - <i>Thank You!</i>	-0.00	CZK
Credit	-0.00	CZK
<b>Account Balance</b>	<b>Kč48,000.00</b>	<b>CZK</b>

**Detailed Summary**

Date	Invoice	Amount	Paid
15/06/12	<a href="#">22283</a>	48,000.00 CZK	
<b>Amount Total</b>		<b>48,000.00</b> CZK	
<b>Paid Total</b>			<b>-0.00</b> CZK
<b>Credit Total</b>			<b>-0.00</b> CZK
<b>Account Balance</b>		<b>Kč48,000.00</b> CZK	

Prague College  
 Prague College  
**Questions? Please contact us:**  
 Phone: +420 222 101 020  
 Email: [finance@praguecollege.cz](mailto:finance@praguecollege.cz)  
 Prague College  
 Polska 10  
 Prague 2 120 00

13.4 We are happy to explain to you all of the details, just please follow the working hours or ask for a special time to meet. Also please be patient; it may happen that we will not answer your email immediately. We will do that as soon as possible, but please count on at least 2 working days.