

Finance Policies

Students

Table of Contents

Table of Contents	2
1. Payments	3
2. Current Published Tuition Rates	5
3. Academic Fees	6
4. Administrative Fees	7
5. Finance Fees	7
6. Fees for the School of Education	7
7. Credit Value	8
BA or BSc Programmes	8
BA or BSc Blended Programmes	8
MA or MSc Programmes	8
8. Deposits and Refunds	9
9. Tuition Payment Deadlines	11
10. Installment Payment Plan	12
11. Payment Deadline Extension	13
12. Scholarships	14

Note: These policies are not applicable to students studying towards the 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

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.

2.3 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		1 500 CZK
First deferment for studies	Once during the programme.	No Fee
Second deferment	For each additional deferment during the programme.	2 500 CZK
Third exceptional deferment	Granted by approval only.	3 000 CZK
Resumption of studies	After a financial suspension, withdrawal or abandonment of studies. Return at the current standard tuition rate.	3 000 CZK
Change of study status	First time only.	No Fee
Change of study status	Each additional change.	1 500 CZK
Recognition of Prior Learning (RPL)	Per 20 credits module	2 000 CZK
	Per 40 credits module	4 000 CZK
Recognition of Prior Experience (RPE)	Per 20 credits module	4 000 CZK
	Per 40 credits module	8 000 CZK
UK Student Body 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.	Annual fee

4. Administrative Fees

Visa administration fees	Non-refundable and only payable if a student needs to apply for a new visa and have documents posted to their home country.	4 000 CZK
New ISIC (student card)		400 CZK
Duplicate ISIC		250 CZK
Extension for ISIC		300 CZK
Library overdue fee	per day	10 CZK
Graduation Ceremony		2000 CZK

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	per month	500 CZK
Late payment fee		3 000 CZK
Payment plan fee		2 000 CZK

6. Fees for the School of Education

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

7. Credit Value

7.1 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 or BSc	1 920
BA or BSc Module — 20 Credits	38 400
BA or BSc Module — 40 Credits	76 800

BA or BSc Blended Programmes

Blended Credit Value	1 920
BA or BSc Blended Module — 20 Credits	38 400
BA or BSc Blended Module — 40 Credits	76 800

MA or MSc Programmes

Credit Value MA or MSc	2 000
MA or MSc Module — 20 Credits	40 000
MA or MSc Module — 40 Credits	80 000

8. Deposits and Refunds

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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.

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

8.9 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.

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

8.11 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.

8.12 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.

9. Tuition Payment Deadlines

Spring Semester	10 January		
Summer School	10 May		
Summer Semester	10 May		
Autumn Semester	10 May	10 August*	

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

9.1 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.

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

10. Installment Payment Plan

10.1 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.

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

10.3 The payment plan administration fee is 2 000 CZK.

10.4 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.

11. Payment Deadline Extension

11.1 Students may request a payment deadline extension, but this request must be in writing, using the "Due Day Extension Request" form sent by email to the finance office.

11.2 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.

11.3 The extended due date must be before the first day of the semester.

11.4 The administrative fee for due date extensions is 500 CZK per month.

12. Scholarships

All applicants are eligible for scholarships at both the Bachelor's or Master's level for full-time programmes at Prague City University. All students are considered with a scholarship application and letter of motivation. Scholarships are renewable each year pending academic success. Renewal details will be highlighted in the scholarship agreement upon award.

Scholarships range from 10% to 50% off tuition.

Scholarships are competitive and based on a holistic review of the entire application and scholarship letter.

This handbook was prepared by the Finance Department at Prague City University.

© 2025 Prague City University