

RECTOR'S DECISION
Jelgava

July 28, 2017.

No. 4.3.-8/66

***On the Procedure of Charging Tuition Fees
and Fees for Settlement of Academic Debts***

I approve the following procedure for the academic year of 2017/2018 on the basis of the LLU internal regulations:

1. For charging fees:
 - 1.1. An applicant admitted for full-time or part-time studies, using banks' services:
 - 1.1.1. shall pay the first instalment of the tuition fee as provided by *the Study Agreement*;
 - 1.1.2. if an applicant is not able to pay the first instalment on the date stated in the *Study Agreement* due to important reasons, the first instalment date can be extended until October 1, on the basis of the written agreement with the dean of a faculty;
 - 1.2. A full-time and part-time student studying at the accredited study programme who wishes to receive the state guaranteed study loan (hereinafter referred to as the Loan) for covering the tuition fee:
 - 1.2.1. submits an application to the Studies Centre for receiving the Loan: in the autumn semester from September 4, 2017 until September 15, 2017, and in the spring semester – from February 5, 2018 until February 16, 2018;
 - 1.2.2. a student pays the tuition fee by himself/herself according to the payment schedule approved by the dean until the moment of receiving the Loan, however, after receiving the Loan, the student submits an application approved by the dean to the Accounting Office on refunding the tuition fee in a respective semester which will be paid into the student's personal account.
2. Students and attendees of study courses shall pay the tuition fee into the account indicated in the *Study Agreement* or *the Attendee's Agreement*.
3. If the tuition fee has not been paid in due time, a student is not allowed to take formal tests and examinations (the Dean's office staff members enter "not admitted" in the group's examination list, individual examination lists are not issued).
4. Attendees of study courses pay a fee for one credit point:
 - 4.1. EUR **38** in Bachelor study programmes;
 - 4.2. EUR **44** in Master study programmes.
5. The Value Added Tax is not applied to the above mentioned payments according to Points 4 and 7 of Point 12, in Article 52 of the Law of the Republic of Latvia on the Value Added Tax.
6. The procedure of charging a fee for academic debts:
 - 6.1. the instalment for settling an academic debt is paid into the bank account indicated in the LLU website (<http://www.llu.lv/kontakti>);
 - 6.2. the payment has to be addressed to the faculty where an academic debt is to be settled;
 - 6.3. the purpose of the payment has to include the title of a respective study course.
7. Charges for services:

No.	Type	Price, EUR
7.1.	A formal test or examination has not been taken during the period of individual studies and examinations	Bachelor programmes, Master programmes 33.00 for CP 39.00 for CP
	If any part of a study course or traineeship has not received assessment, the tuition fee is charged for that part which has not received the assessment corresponding to a respective amount of credit points	
	A study course has to be repeated	
	For each credit point above the study programme's total amount approved by the accreditation *	

No.	Type	Price, EUR
	If changes have been made in the study plan, a student has to pay for additionally included study courses after resuming studies in case of the exmatriculation	
	If a student is willing to improve a previously earned passing grade at an examination of a study course (after the competition for the state-financed places)	
7.2.	For repeating a formal test or an examination**: 1. if they were taken at the appointed time but were given a failing grade 2. if a student was not admitted to a formal test or an examination 3. if a student attempts a formal test or examination for the first time during the period of individual studies and examinations, but outside their scheduled time	Repeating an examination, course work / project, study work or traineeship examination 4.50
		Repeating a formal test 3.00
7.3.	For missed classes and for the first attempt of missed study assignments	Problem solving, written tests, seminars, defense of course works/ projects, traineeship reports, practical works which are not related to equipment operation and material consumption 3.00 per one work
		Laboratory work with the application of equipment, specific reagents, substances and other materials 4.50 per one academic hour
7.4.	For a repeated attempt after receiving a failing grade	A repeated written test and a repeated defense of a laboratory work 1.50 per one work
		A repeated defense of a course work, project, study work and traineeship report 3.00 per one work

* - the study programme's total amount approved by the accreditation includes the number of credit points for the study courses "Sport" (3CP) and "Practical Farming" (1CP). For example, the accredited amount of a study course 160 CP + 3 CP + 1 CP= 164 CP, then the fee is charged for each next credit point;

** - according to Article 4.3.3. of the Regulation of Studies.

8. The fulfilment of the regulation has to be controlled by the deans of faculties.
9. The Rector's decision No. 4.3.8/67 "On the Procedure of Charging Tuition Fees and Fees for Settlement of Academic Debts" as of June 10, 2016, is declared to have no legal force.
10. The decision has been sent to the Studies Centre, Finance Planning Centre, Resources Accounting Centre, Centre of Lifelong Learning, all faculties, Language Centre, Sport Centre, the Department of Informative Systems, one copy in the file.

Rector

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Approved

Vice-rector for Studies

A. Laizāns

Chancellor

Z. Helvigs