

## THE PROCEDURES FOR THE PAYMENT OF TUITION FEE AND STUDY SERVICE FEES AT EUROACADEMY

The arrangements for the payment of tuition fee and study service fees at Euroacademy (hereinafter the Procedures) are stipulated by clause 4.4.12 of the statute of Euroacademy and pursuant to section 6 subsection 1 clause 13 of the Private School Act, also section 17 subsections 1 and 2, and section 22 subsection 6, and other legal acts of the Republic of Estonia.

### I. GENERAL PROVISIONS

1. The Procedures regulate the payment of tuition fees and other study service fees at Euroacademy.
2. Euroacademy is a private institution of professional higher education providing instruction on the basis of professional higher education and master's degree curricula for a tuition fee. The students pay the tuition fee covering the expenses necessary for the organisation of the studies: the remuneration of the lecturers and administrative staff, fees for exams, credit tests and defence committees, expenses and services for the establishment and development of the study environment.
3. The compliance with the Procedures is mandatory for all the members of Euroacademy. The members of Euroacademy include the rector, vice-rector, lecturers, researchers and other employees and students.
4. The amount of tuition fees are set out in Appendix 1 "The Rates of Tuition Fee and Credit Points" of the Procedures. The rates for other study service fees are set out in Appendix 2 "Other Study Service Fees" of the Procedures. The price list for additional services necessary for the instruction (photocopying study materials, binding etc) is determined by a Rector's directive.

### II. THE AMOUNT OF TUITION FEE

5. The amount of the tuition fee may depend on the form of study (full-time, part-time, external etc) and the language of instruction (Estonian, Russian, English).
6. The tuition fee shall be paid by the student pursuant to the study agreement between the governor of Euroacademy and the student on the basis of the invoice issued by Euroacademy.
7. In case of full-time studies, the tuition fee includes the fee of the commencement of the academic year, the sum calculated on the basis of the credit points of a standard period of study and other study service fees.
8. In case of part-time studies, the tuition fee includes the fee of the commencement of the term, the sum calculated on the basis of the declared credit points and other study service fees.
9. The tuition fee of foreign students includes the fee of the commencement of the academic year, the sum calculated on the basis of the credit points of a standard period of study and other study service fees. In case of foreign students, there will also be a fee for the proceeding of the documents – a registration fee – at the enrolment.
10. The fee of the commencement of the academic year shall be included in the general tuition fee. The fee for the proceeding of the documents of foreign students shall not be included in the tuition fee and it is not redeemable.

11. The tuition fee rates may be altered between two academic years to the extent prescribed by law. The rates of the study service fee may be altered on economic grounds for the following academic year.

### III. THE PROCEDURE FOR THE PAYMENT OF TUITION FEE

12. The tuition fee rate is determined on the basis of the curriculum, form and language of study that is approved by the student in the study agreement and published in the matriculation decree, in the decree on the amendment of the curriculum, form and language of study.
13. In case of the amendment of the curriculum, form or language of study, the new tuition fee rate shall take effect at the beginning of the following term. The amendment of the tuition fee rate shall be confirmed in the Appendix of the study agreement.
14. In case of full-time studies, the method and due date of the payment of the tuition fee shall be determined upon signing the study agreement. The method and due date of the payment of the tuition fee may be altered on the basis of the student's respective application.
15. In case of part-time studies, the students draw up an individual study plan (declare the subjects and study load) at the beginning of each term that will form the basis for the calculation of the tuition fee and the due dates of the payment.
16. Part-time students who have not submitted their individual study plan by the due date shall be assigned the minimum required study load and issued a respective invoice.
17. The student is obligated to pay the tuition fee (resp. instalments) by the due dates stated in the study agreement and the Procedures and pursuant to the respective schedule of payments.
18. The non-participation in the instruction does not exempt the student from the tuition fee payment obligation. The non-participation shall be equalled with the participation unless the student has declined his student place with a respective written application.
19. In case of non-adherence to the tuition fee payment deadlines, Euroacademy retains the right to issue additional invoices, charge an interest or terminate the agreement on the initiative of Euroacademy.
20. In case the prescribed study load of the curriculum is exceeded, the student shall pay for the credit points exceeding the prescribed study load of the respective curriculum pursuant to the valid rates of credit point fees unless the exceeding is related to amendments to the organisation of studies or the curriculum.
21. The participation in Open University courses and the defence of academic works is conducted pursuant to the rate of the credit points of the respective curriculum.
22. Students who have been awarded the scholarship of Euroacademy as a result of an open competition shall be exempted from the tuition fee to the amount of the respective scholarship. The competition results shall be confirmed by Rector's decree.

### IV. DUE DATES AND METHODS OF THE PAYMENT OF TUITION FEE

23. There are various methods of paying the tuition fee at Euroacademy with the respective due dates of payment.
24. The fee of the commencement of the academic year (hereinafter the academic year commencement fee)

- 24.1. Full-time and part-time students shall pay the academic year commencement fee by August 15.
- 24.2. New students, except the foreign students, shall pay the academic year commencement fee within ten (10) days following the signing of the study agreement.
- 24.3. By paying the academic year commencement fee, the student confirms his/her commencement of studies in the given academic year.
25. Full-time students shall pay the tuition fee pursuant to the invoices issued by Euroacademy as follows:
  - 25.1. the advance payment of the academic year commencement fee 300 euros within ten (10) days following the signing of the study agreement. In case the student declines his student place prior to the commencement of studies, the academic year commencement fee shall be refunded in full upon the student's respective written application;
  - 25.2. in the following academic years, the academic year commencement fee 300 euros shall be paid by August 15;
  - 25.3. the first instalment (50 % of the annual tuition fee minus the academic year commencement fee) shall be paid by October 15 of the respective academic year. In case the commencement of studies was in February 1, the first instalment shall be paid by April 15, and in the following academic years the first instalment shall be paid by October 15;
  - 25.4. the second instalment (25 % of the tuition fee) shall be paid by January 15 of the given academic year;
  - 25.5. the third instalment (25 % of the tuition fee) shall be paid by April 15 of the given academic year.
26. Part-time students shall pay the tuition fee pursuant to the invoices issued by Euroacademy as follows:
  - 26.1. the academic year commencement fee 300 euros within ten (10) days following the signing of the study agreement;
  - 26.2. in the following academic years, the academic year commencement fee 300 euros shall be paid by August 15.
  - 26.3. Thereafter the tuition fee shall be paid according to the declared credit points pursuant to the respective invoice. The academic year commencement fee shall be deducted from the cost of the credit points.
27. Prospective foreign students or foreign students who need a temporary residence permit to study in Estonia
  - 27.1. shall pay the enrolment documents processing fee (registration fee) 100 euros after submitting their enrolment documents (Appendix 2, clause 1) ten (10) days following the issuing of the respective invoice by Euroacademy at the latest;
  - 27.2. shall pay the advance payment of the academic year commencement fee 300 euros after their motivation interview ten (10) days following the issuing of the respective invoice by Euroacademy at the latest. After the payment of the advance payment of the academic year commencement fee, Euroacademy shall provide the prospective foreign student with the confirmation on the form issued by the Police and Border Guard Board regarding their commencement of studies and the sufficiency of their study language skills. With the advance payment of the academic year commencement fee, the prospective foreign student assumes the obligation to commence his studies at Euroacademy.

28. Foreign students shall pay the tuition fee pursuant to the invoices issued by Euroacademy as follows:
  - 28.1. shall pay the first instalment of the first academic year (50 % of the annual tuition fee minus the academic year commencement fee) within 10 days following the signing of the study agreement;
  - 28.2. in the following academic years, the academic year commencement fee 300 euros shall be paid by August 15;
  - 28.3. the first instalment (50 % of the annual tuition fee minus the academic year commencement fee) shall be paid by October 15 of the respective academic year. In case the commencement of studies was in February 1, the first instalment shall be paid by April 15, and in the following academic years the first instalment shall be paid by October 15;
  - 28.4. the second instalment (50 % of the tuition fee) shall be paid by January 15;
29. The amount of the tuition fee for the full-time students, including foreign students, shall be decreased by 5 % in case the student pays the tuition fee of the academic year in full (60 ECP) pursuant to the invoice issued by Euroacademy latest by October 31 if the studies commenced in September 1, or by March 31 if the studies commenced in February 1.
30. The tuition fee may be paid in instalments on the basis of a special payment schedule. In the given case the student must submit a personal application with a respective payment schedule to the accountancy of Euroacademy.
  - 30.1. The accountancy compiles the tuition fee payment schedule as an appendix to the study agreement signed by the Rector of EuroAcademy, the student and the head accountant. The special payment schedule will enter into force upon signing by all three parties.
  - 30.2. Upon payment of the tuition fee pursuant to a special schedule in two or more instalments, a service fee is added to the first instalment invoice. The amount of the service fee is determined in section 7 of Appendix 2 of the regulations.
  - 30.3. Upon payment of the tuition fee pursuant to a special schedule, the latest due date for the final instalment of the academic year is May 15.
31. The tuition fee shall be paid to the bank account of NPO Eesti Euroinfo Ühing:
  - 31.1. Swedbank IBAN: EE892200001120290197;
  - 31.2. SEB IBAN: EE201010002039317008;
  - 31.3. Danske Bank IBAN: EE433300333476080004.

V. THE SPECIFICATIONS FOR THE PAYMENT AND CALCULATION OF TUITION FEE IN CASE OF ACADEMIC LEAVE

32. Academic leave is granted to students with no tuition fee arrears from previous terms.
33. The due date of the tuition fee of the current term shall be extended to the end of the academic leave or to the day of exmatriculation pursuant to the student's personal respective application.
34. In case the academic leave application is submitted at the beginning of the academic year, the fee of the commencement of the academic year must be paid in order to be granted the academic leave.

VI. THE PROCESSING OF APEL APPLICATIONS AND THE CALCULATION OF TUITION FEE

35. The procedures for APEL applications are described in the Procedure for Accreditation of Experience and Learning (APEL) by Euroacademy. As the cost of credit points may be altered by both curricula and academic years, the processing fee of APEL applications are set out in Appendix 2 of the Procedures.

VII. TUITION FEE ARREARS

36. Tuition fee arrears are defined as the non-payment of the tuition fee by the due date set out in the study agreement between the governor of Euroacademy and the student.
37. In case of tuition fee arrears:
- 37.1. the given student is not allowed to take exams, credit tests, re-exams or to defend his diploma thesis;
  - 37.2. the student's exam or test results shall not be registered in study information system SIS;
  - 37.3. the student shall not be issued an academic transcript or any other certificates requested by the student;
  - 37.4. the student's APEL application is not accepted for proceeding;
  - 37.5. the student shall not be transferred to the next academic year;
  - 37.6. the student shall not generally be granted an academic leave.
38. Ex-matriculation does not exempt the student from the tuition fee payment obligation.
39. The student shall not be re-matriculated until the full payment of the overdue tuition fee.
40. In case of the non-payment of the invoice by the due date, the accountancy shall send the student within fifteen (15) days following the due date the following:
- 40.1. a reminder of the payment of the invoice with a new due date of ten (10) days;
  - 40.2. a notice saying that in case of overdue payments the student shall not have the right to take tests, exams and undertake other activities subject to assessment pursuant to the curriculum (term paper, internship);
  - 40.3. a notice saying that in case of non-payment of the invoice there will be an interest of 0.1 % per each overdue day;
  - 40.4. a warning saying that in case of non-payment following the reminder, Euroacademy has the right to unilaterally terminate the study agreement and ex-matriculate the student;
  - 40.5. a warning saying that ex-matriculation does not exempt the student from the tuition fee payment obligation;
  - 40.6. a warning saying that in case of non-payment following the reminder, Euroacademy shall start to recover the arrears pursuant to the procedure prescribed by law and register the enforcement file in the state portal.
41. In order to recover the arrears, an expedited procedure of the payment order shall be initiated. The enforcement file regarding the expedited procedure shall be registered in the state portal.
42. The student shall not be issued a statement of the study results at Euroacademy until the payment of the tuition fee arrears.

#### VIII. TUITION FEE REFUND

##### 43. Tuition fee refund

- 43.1. The advance payment of the tuition fee shall be refunded 100 % in case the student declines his student place prior to the commencement of the instruction.
- 43.2. In case the student place is declined prior to September 1, the fee of the commencement of the academic year and the advance payment of the tuition fee shall be refunded in full pursuant to the student's written application.
- 43.3. In case the student paid the tuition fee for the academic year in full for 60 ECP, 75 % of the tuition fee paid in advance as of the date of the registration of the student's written application shall be refunded.
- 43.4. In case a part-time student paid the tuition fee for the academic year in full for 60 ECP, 75 % of the tuition fee shall be refunded only for the term that has not yet begun.

#### IX. CONTESTATION

44. The student retains the right to contest the rates of the tuition fee and study service fee or the payment methods by submitting a written application to the Rector of Euroacademy and the Board of NPO Eesti Euroinfo Ühing.

#### X. THE IMPLEMENTATION OF THE PROCEDURES

45. The execution of the Procedures is mandatory for all members of Euroacademy.
46. The execution of the Procedures is monitored by the Rector.
47. The due payment of invoices is checked and the reminders and invoices issued and re-issued by the accountancy of Euroacademy.
48. The Procedures were approved by the board of NPO Eesti Euroinfo Ühing on June 3, 2016 and they will take effect on July 1, 2016.
49. The Procedures have been amended by the resolution of October 28, 2016 of the board of NPO Eesti Euroinfo Ühing. The amended Procedures shall enter into force on November 1, 2016.

APPENDIX 1  
RATES OF TUITION FEES AND CREDIT POINTS

1. The following tuition fees apply for full-time students in the academic year 2016/2017:

	Enrolled prior to 01.09.2016			Enrolled since 01.09.2016		
<b>Professional higher education in Estonian and Russian</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>
Business Management (3 years)	300	36.67	2200	300	40	2400
International Relations (3 years)	300	38.34	2300	300	40	2400
Translator (3 years)	300	40.00	2400	300	40	2400
Environmental Protection (3 years)	300	38.34	2300	300	40	2400
Interior Design, Fashion Design (4 years)	300	35.00	2100	300	35	2100
	Enrolled prior to 01.09.2016			Enrolled since 01.09.2016		
<b>Master's Studies in Estonian and Russian</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>
Business Management (2 years)	300	31.67	1900	300	35	2100
Environmental Protection (2 years)	300	31.67	1900	300	35	2100
	Enrolled prior to 01.09.2016			Enrolled since 01.09.2016		
<b>Professional higher education in English</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>
Business Management	300	48.34	2900	300	49	2940
Business Management (3 years)	300	48.34	2900	300	49	2940
International Relations (3 years)	300	48.34	2900	300	49	2940
Translator (3 years)	300	48.34	2900	300	49	2940
Environmental Protection (3 years)	300	48.34	2900	300	49	2940
Interior Design, Fashion Design (4 years)						
	Enrolled prior to 01.09.2016			Enrolled since 01.09.2016		

	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Total for the year</b>
<b>Master's Studies in English</b>						
Business Management (2 years)	300	51.67	3100	300	52	3120
Environmental Protection (2 years)	300	51.67	3100	300	52	3120

2. The following tuition fees apply for part-time students in the academic year 2016/2017 with regard to the declared credit points (pursuant to the minimum amount set out in the law):

	Enrolled prior to 01.09.2016		Enrolled since 01.09.2016	
<b>Professional higher education in Estonian and Russian</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>
Business Management (3 years)	300	36.67	300	40
International Relations (3 years)	300	38.34	300	40
Translator (3 years)	300	40.00	300	40
Environmental Protection (3 years)	300	38.34	300	40
Interior Design, Fashion Design (4 years)	300	35.00	300	35
	Enrolled prior to 01.09.2016		Enrolled since 01.09.2016	
<b>Master's Studies in Estonian and Russian</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>
Business Management (2 years)	300	31.67	300	35
Environmental Protection (2 years)	300	31.67	300	35
	Enrolled prior to 01.09.2016		Enrolled since 01.09.2016	
<b>Professional higher education in English</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>
Business Management	300	48.34	300	49
Business Management (3 years)	300	48.34	300	49
International Relations (3 years)	300	48.34	300	49
Translator (3 a)	300	48.34	300	49
Environmental Protection (3 years)	300	48.34	300	49



APPROVED BY  
 NPO Eesti Euroinfo Ühing Management Board  
 Decision of June 3, 2016  
 Amended by the resolution of October 28, 2016

	Enrolled prior to 01.09.2016		Enrolled since 01.09.2016	
<b>Master's Studies in English</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>	<b>Academic year commence- ment fee</b>	<b>Price of ECP</b>
Business Management (2 years)	300	51.67	300	52
Environmental Protection (2 years)	300	51.67	300	52

APPENDIX 2  
OTHER STUDY SERVICE FEES

1. Enrolment document processing fee for the prospective foreign students – 100 euros
2. Fees for retaking examinations and undertaking activities
  - 2.1. Retaking an exam or credit test –20 euros
  - 2.2. Improving an examination grade – 20 euros (not allowed during the last term)
  - 2.3. Re-defending the term paper and internship report – 20 euros
  - 2.4. Re-defending the final thesis – 200 euros
3. Reinstatement fee – 200 euros
4. Matriculation as an extern – 200 euros
  - 4.1. The fee for extern examinations and credit tests equals the fees of the respective re-examinations.
5. An additional year in part-time studies – 200 euros
6. APEL processing fees
  - 6.1. professional higher education curricula: the transfer of 1 (one) credit point – 5 euros, but not more than 100 euros per application
  - 6.2. Master's studies curricula: the transfer of 1 (one) credit point – 10 euros, but not more than 100 euros per application
  - 6.3. APEL (VÕTA) handling fee is not charged in case the accreditation includes the earlier study results from EuroAcademy (EuroUniversity).
7. Additional fee: in case of tuition fee payments pursuant to a special schedule, the following amount is proportionally added to the instalment:
  - 7.1. Full-time students – 50 euros per academic year;
  - 7.2. Part-time students – 25 euros per academic year.