



COMENIUS UNIVERSITY BRATISLAVA
Name of the CU Faculty
Full address including postcode of the CU Faculty



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Space for the addressee's address

Your letter No. / dated

Our Ref. No.

Contact person/ ☎

Place and date of dispatch

The Dean of the Comenius University Bratislava, Faculty (hereinafter referred to as "CU"), as the authority competent to act pursuant to Article 16(2) of the Internal Regulation No. 5/2023 Statute of CU (hereinafter referred to as "the Statute of CU") in matters pursuant to Article 19(2)(c) of the Statute of CU, issues the following

D E C I S I O N :

first name..... surname....., date of birth....., address of residence.... , student of the study programme ... indegree of study at Faculty of Comenius University is obliged, on the basis of Section 71 (3) (b) of the Higher Education Act,

to pay tuition fees for the academic year 20[...]/20[...] in the amount of EUR ...,

namely due to **concurrent study at the same level of study** pursuant to Section 92(5) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"). The amount of tuition fees shall be set in accordance with Annex No. ... of Internal Regulation No. ... Directive of the Rector of Comenius University, determining the amount of tuition fees and fees associated with study at Comenius University (hereinafter referred to as "the Rector's Directive").

According to Article 5(5) of the Rector's Directive, tuition fees must be paid to **the account number** held at the State Treasury, **constant symbol** ..., **variable symbol** ..., **with the due date**..... (*alternatively "in x instalments of....., with the 1st instalment due on, the 2nd instalment due on"*).

In accordance with Section 92(3) of the Higher Education Act, the tuition fee is determined as an annual tuition fee and, therefore, abandonment or termination of studies before it is due (alternatively, "before the instalment is due") is not a reason for non-payment (alternatively, "is not a reason for non-payment of the instalment").

Justification:

The justification shall in particular contain a factual justification:

- describe which faculties and public higher education institutions the student is studying at in a given academic year, which study programmes, in which degree;
- refer to the information contained in the student's statutory declaration dated or to the information contained in the Central Register of Students;
- state the reasons for which the obligation to pay tuition fees is imposed on the student: that all the legal conditions have been met on the student's part; refer to the specific provision of the Higher Education Act that applies to his/her case;
- justify the amount of tuition fees the student is required to pay.

Advice:

This Decision is final and cannot be appealed.

Faculty

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D E C I S I O N :

first name..... surname....., date of birth....., address of residence.... , student of the study programme ... indegree of study at Faculty of Comenius University is obliged, on the basis of Section 71 (3) (b) of the Higher Education Act,

to pay tuition fees for the academic year 20[...]/20[...] in the amount of EUR ...,

namely due to **exceeding the standard length of study** pursuant to Section 92(6) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"). The amount of the tuition fee shall be set as a proportion of the annual tuition fee in accordance with Annex No. ... of Internal Regulation No. ... Directive of the Rector of Comenius University, determining the amount of tuition fees and fees associated with study at Comenius University (hereinafter referred to as "the Rector's Directive") depending on the number of credits to be earned by the student in the relevant academic year in relation to the student's standard workload. According to Article 5(5) of the Rector's Directive, tuition fees must be paid to **the account number** held at the State Treasury, **constant symbol** ..., **variable symbol** ..., **with the due date**.....(*alternatively "in x instalments of....., with the 1st instalment due on, the 2nd instalment due on"*).

In accordance with Section 92(3) of the Higher Education Act, the tuition fee is determined as an annual tuition fee and, therefore, abandonment or termination of studies before it is due (alternatively, "before the instalment is due") is not a reason for non-payment (alternatively, "is not a reason for non-payment of the instalment").

Justification:

The justification shall in particular contain a factual justification:

- describe at which faculty of Comenius University the student is studying in the given academic year, which study programme, in which degree;
- what other study programmes he/she is studying or has studied in the past, in which degree, at CU or at another public higher education institution in the given academic year;
- refer to the information contained in the student's statutory declaration dated or to the information contained in the Central Register of Students;
- state the reasons for which the obligation to pay tuition fees is imposed on the student: that all the legal conditions have been met on the student's part; refer to the specific provision of the Higher Education Act that applies to his/her case;
- describe in detail the method of calculating the total length of his/her study, the mechanism of counting the years of study;
- describe the method of calculating the amount of the tuition fee as a proportion of the annual tuition fee depending on the number of credits to be earned by the student in the relevant academic year in relation to the student's standard workload.

Advice:

This Decision is final and cannot be appealed.

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D E C I S I O N :

first name..... surname....., date of birth....., address of residence...., student of the study programme ... indegree of study at Faculty of Comenius University is obliged, on the basis of Section 71 (3) (b) of the Higher Education Act,

**to pay tuition fees of EUR in each academic year
for the entire standard length of study,**

due to **the study of a study programme conducted exclusively in a language other than the state language** pursuant to Section 92(8) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"). The amount of tuition fees shall be set in accordance with Annex No. ... of Internal Regulation No. ... Directive of the Rector of Comenius University, determining the amount of tuition fees and fees associated with study at Comenius University (hereinafter referred to as "the Rector's Directive").

According to Article 5(5) of the Rector's Directive, tuition fees must be paid to **the account number** held at the State Treasury, **constant symbol** ..., **variable symbol** ..., **with the due date**..... (alternatively, "**due ...instalment on the date of enrolment/enrolment in the next part of study and instalment on of the relevant academic year**").

In accordance with Section 92(3) of the Higher Education Act, the tuition fee is determined as an annual tuition fee and, therefore, abandonment or termination of studies before it is due (alternatively, "before the instalment is due") is not a reason for non-payment (alternatively, "is not a reason for non-payment of the instalment").

Justification:

The justification shall contain a factual justification:

- describe at which faculty of Comenius University the student is studying in the given academic year, which study programme, in which degree and in which foreign language the study programme is conducted;
- state the reasons for which the obligation to pay tuition fees is imposed on the student: that all the legal conditions have been fulfilled; including the justification that the study programme is conducted exclusively in a language other than the state language; and refer to the specific provision of the Higher Education Act that applies to his/her case;
- justify the amount of tuition fees the student is required to pay.

Advice:

This Decision is final and cannot be appealed.

Faculty

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D E C I S I O N :

first name..... surname....., date of birth....., address of residence...., student of the study programme ... indegree of study at Faculty of Comenius University is obliged, on the basis of Section 71 (3) (b) of the Higher Education Act,

**to pay tuition fees of EUR in each academic year
for the entire standard length of study,**

due **to the study of a study programme conducted in the part-time form pursuant to Section 92(4)** of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"). The amount of tuition fees shall be set in accordance with Annex No. ... of Internal Regulation No. ... Directive of the Rector of Comenius University, determining the amount of tuition fees and fees associated with study at Comenius University (hereinafter referred to as "the Rector's Directive").

According to Article 6(4) of the Rector's Directive, tuition fees must be paid to **the account number held at the State Treasury, constant symbol ..., variable symbol ..., with the due date.....(alternatively, "periodically in x instalments, with the 1st instalment, amounting to [y % of the annual tuition fee], due on the date of enrolment/enrolment in the next part of study, and the 2nd instalment, amounting to [z % of the annual tuition fee], due on of the relevant academic year."**)

In accordance with Section 92(3) of the Higher Education Act, the tuition fee is determined as an annual tuition fee and, therefore, abandonment or termination of studies before it is due (alternatively, "before the instalment is due") is not a reason for non-payment (alternatively, "is not a reason for non-payment of the instalment").

Justification:

The justification shall contain a factual justification:

- describe at which faculty of Comenius University the student is studying in the given academic year, which study programme, in which degree;
- state the reasons for which the obligation to pay tuition fees is imposed on the student: that all the legal conditions have been fulfilled on the student's part; including the justification of how tuition fees in the part-time form of study are determined - that the amount of tuition fees in the part-time form of study is valid for the entire standard length of study, refer to the specific provision of the Higher Education Act that applies to the case in question;
- justify the amount of tuition fees the student is required to pay.

Advice:

This Decision is final and cannot be appealed.

Faculty stamp imprint
signature of the Dean of the