

## **TUITION FEE PAYMENT REGULATIONS OF TRANSPORT AND TELECOMMUNICATION INSTITUTE**

### **1. General Provisions**

- 1.1 The Regulations prescribe the procedure under which a tuition fee (the 'Tuition Fee') is payable at Transport and Telecommunication Institute ('TSI').
- 1.2 The terms used in the Regulations are as follows:
  - 1.2.1 **Student** – any person studying at TSI.
  - 1.2.2 **EU Student** – a person who studies at TSI and is a citizen or non-citizen of the Republic of Latvia, citizen of the European Union, citizen of the European Economic Area, citizen of the Swiss Confederation, resident of the European Community and holds a valid residence permit.
  - 1.2.3 **International Student** – a person who studies at TSI and is not the EU Student and holds a valid temporary residence permit.
  - 1.2.4 **Applicant** – any person who has submitted an application for admission to TSI.
  - 1.2.5 **EU Applicant** – a person who has submitted an application for admission to TSI and is a citizen or non-citizen of the Republic of Latvia, citizen of the European Union, citizen of the European Economic Area, citizen of the Swiss Confederation, resident of the European Community and holds a valid residence permit.
  - 1.2.6 **International Applicant** – a person who has submitted an application for admission to TSI and is not the EU Applicant.
  - 1.2.7 **Participant** – a person who studies at TSI and is not an EU student, and who, during the stay in Latvia, is registering a temporary residence permit.

### **2. Tuition Fee Payment Methods**

- 2.1 The Tuition Fee may be paid in the manner as follows:
  - 2.1.1 by bank transfer to TSI's current account (bank charges shall be paid by the payer);
  - 2.1.2 with bank payment cards using TSI's website (bank charges shall be paid by the payer);

### **3. Amount of the Tuition Fee, Payment Methods and Payment Terms**

- 3.1 The amount of the Tuition Fee shall be determined by the Rector of TSI.
- 3.2 The amount of the Tuition Fee shall be specified in the TSI Enrolment Contract and annex thereto (the 'Contract').
- 3.3 TSI is entitled to annually change the amount of the Tuition Fee for subsequent study periods according to the changes in consumer prices in the Republic of Latvia that occurred during the previous 12 (twelve) months as recorded and published by the Central Statistical Bureau of Latvia (on the webpage [www.csb.gov.lv](http://www.csb.gov.lv) at the time the Contract was signed). Changes in the amount of the Tuition Fee shall be communicated to the Student to the email address specified by him or her and in TSI's eSystem not later than 3 (three) months before the beginning of the academic year.

3.4 The Tuition Fee payment methods and terms defined at TSI are as follows:

For International and EU Applicant	
Payment	Term
Semester/annual fee	Within 10 days from the date of invoice
For EU Students	
Payment	Term
Annual fee	3 days before the beginning of the academic year, but not later than: <ul style="list-style-type: none"> <li>- Till 28<sup>th</sup> August, if the study year starts in the autumn semester</li> <li>- Till 1<sup>st</sup> February, if the study year starts in the spring semester</li> </ul>
Semester fee	3 before the beginning of the academic semester <ul style="list-style-type: none"> <li>- Till 28<sup>th</sup> August for the autumn semester</li> <li>- Till 1<sup>st</sup> February for the spring semester</li> </ul>
Monthly fee (starting with Semester 2)	till 30 <sup>th</sup> day of the current month for the next month of study
For International Students and Participants	
Payment	Term
Annual fee	14 days before the beginning of the academic year <ul style="list-style-type: none"> <li>- Till 17<sup>th</sup> August, if the study year starts in the autumn semester</li> <li>- Till 17<sup>th</sup> January, if the study year starts in the spring semester</li> </ul>
Semester fee for distance learning students only	14 days before the beginning of the academic semester <ul style="list-style-type: none"> <li>- Till 17<sup>th</sup> August for the autumn semester</li> <li>- Till 17<sup>th</sup> January for the spring semester</li> </ul>

3.5 Starting with the second academic semester, EU Students (given that they have submitted an application addressed to the head of TSI Student Support Service and concluded an agreement to the Contract) shall have the right to split the Tuition Fee across months and pay it in five instalments, with the payment due date until the 30<sup>th</sup> day of the current month for the next month of study. By splitting the semester fee across months, the Tuition Fee shall be increased by the amount determined by TSI Rector's order.

3.6 Foreign students in the form of distance learning, by submitting an application addressed to the Head of the TSI Study Department and entering into the agreement to the Contract, are entitled to distribute payment of the Tuition Fee by semesters by paying in two parts, with the deadline for payment of 14 days before the beginning of the study semester, but not later than till 17<sup>th</sup> August for the autumn semester and 17<sup>th</sup> January for the spring semester.

- 3.7 Upon resuming studies after academic leave or ex-matriculation, or when starting repeated studies, the Tuition Fee for the student is determined according to the Tuition Fee set at the time of the resumption or commencement of studies.
- 3.8 If the EU student / applicant before starting studies and the Foreign student / applicant / participant before starting studies in accordance with Article 3.4 of these Regulations makes payment of the tuition fee for the acquisition of the entire study program, the Student / Applicant / participant is not subject to the changes in the Tuition Fee referred to in Sub-paragraph 3.3 of these Regulations.
- 3.9 The day when the tuition fee is paid in full is received in the TSI current account.
- 3.10 International Students, before applying for a temporary residence permit (the 'TRP'), if documents for the repeated request of TRP are submitted by TSI, shall pay the full Tuition Fee for the current academic year. Otherwise, TSI shall not initiate the repeated TRP requesting process

#### ***4. Other Payments***

- 4.1 When submitting documents for admission to TSI, the Applicant shall pay for the document processing service. The document processing fee shall be determined by TSI Rector's order and not refunded.
- 4.2 International Applicants who have applied for full-time studies shall pay a Tuition Fee deposit. The amount of the Tuition Fee deposit shall be determined by TSI Rector's order. The Tuition Fee deposit paid by International Students shall be used in the last year of study to cover part of the Tuition Fee.
- 4.3 TSI has the right to use the Tuition Fee deposit or part of it to cover the financial debts of the international applicants / student / participant or to cover losses caused by TSI as a result of the actions / inaction of the foreign applicant / student / participant, including within the framework of the ERASMUS + exchange program. In the event that the accrued deposit or part of it was used to cover losses, the obligation of the foreign applicant / student / participant is within 10 (ten) working days from the date of using the student deposit or part of it to pay the missing amount to the TSI account.
- 4.4 Students with academic debts shall be charged an additional fee for re-testing, re-examinations and repeated defence of the thesis, practical training, as well as repeated state and final examinations. The amount of the fee shall be determined by TSI Rector's order.
- 4.5 Tuition fees do not include paid TSI services. The volume of paid services is determined by order of the TSI rector.
- 4.6 Payment for paid services (except for tuition fees and study deposits) specified by the order of the Rector of TSI can be performed in the following ways:
  - 4.6.1 by bank transfer to the TSI current account (bank fees, including transit bank fees are covered by the payer);
  - 4.6.2 with bank payment cards using the TSI website (bank fees, including transit bank fees are covered by the payer);
  - 4.6.3 with bank payment cards using POS terminals (bank fees, including transit bank fees are covered by the payer).

#### ***5. Late Tuition Fee Payment***

- 5.1 TSI shall apply a penalty for non-compliance with the payment terms specified in Contract.
- 5.2 The amount of the penalty is set at 0.3% of the delayed amount for each day of delay. The maximum term for calculating penalties is one month (30 days).
- 5.3 Payments made by the Student having financial debts shall first be directed to pay the penalty and only then – the financial debt. After the penalty and the financial debt have been paid, the payment

- shall be forwarded to pay the current Tuition Fee. The difference that in this case arises between the amount of the current payment and the amount to be redeemed for the financial debt shall be paid by the Student within 10 (ten) days.
- 5.4 The EU Student shall have the right, by submitting a written application to the head of the Finance Department, to request that the financial debt, including the amount of the penalty, be split into instalments by due dates by entering into an agreement on debt collection according to the debt repayment schedule (*Application Form – Annex No. 1 and Annex to the Entrolment Contract – Annex No. 2*). The debt repayment period may not exceed 6 (six) months.
- 5.5 The Student having a financial debt, including a penalty debt, of more than EUR 20.00 shall not be admitted to examinations, tests, defence of the thesis and practical training, as well as state and final examinations.

## ***6. Early Termination of the Contract and Financial Debt Recovery***

- 6.1 The EU Student shall have the right to unilaterally terminate the Contract and request his or her exmatriculation by notifying TSI of that in writing no later than 3 (three) business days before the beginning of the respective semester of the academic year. International Students shall have the right to unilaterally terminate the Contract and request their exmatriculation by notifying TSI of that in writing no later than 2 (two) weeks before the beginning of the academic year. Subject to the set time limit, the Student is entitled to get back the Tuition Fee paid for the next semester(s). If the Student has paid for several study years based on which a discount was applied to the Tuition Fee according to the Regulations, the applied discount shall be cancelled from the moment of granting it, and the difference resulting from cancellation of the applied discount shall be deducted from the Tuition Fee paid by the Student; whereas, if the Tuition Fee for the next semester(s) has not been paid, the Student is obliged to pay said difference resulting from the cancellation of the discount applied to the Tuition Fee within 10 (ten) days from the day of submission of the written Contract termination notice. The notice period for the termination of the Contract specified in this paragraph is deemed to have been complied with if TSI has received the Student's application for the early termination of the Contract therein.
- 6.2 If the Contract is terminated after the beginning of the academic semester (for International Students – academic year) or Paragraph 6.1 of these Regulations is not complied with, TSI shall have the right to withhold the amount of the Tuition Fee paid by the Student for the current semester (for International Students – for the current academic year) and/or demand full payment of the Tuition Fee for the current semester which the Student is obliged to pay under the procedures specified in TSI's invoice.
- 6.3 TSI shall have the right to unilaterally exmatriculate the Student without notice and to immediately terminate the Contract before its term if the Student has failed to pay the Tuition Fee in full and within the terms set in the Contract and request payment for the current study period.
- 6.4 To the Student who has delayed the payment terms set in these Regulations for more than 10 (ten) days, TSI's eSystem shall automatically assign the inactive status (IS) and impose restrictions on TSI services, including denial of Access to:
- 6.4.1 TSI's internal information network e.tsi;
  - 6.4.2 the library.
- 6.5 If the Student delays the fulfilment of payment obligations for more than 30 (thirty) days, TSI shall have the right, without giving separate notice to the Student, to transfer the Student's personal data to a third party for debt collection, as well as for publishing and placing of such data in public debtor credit history databases, also natural person data processing systems, including the Student's contact information registered in TSI's eSystem in the list.

## **7. Tuition Fee Benefits**

- 7.1 The Tuition Fee may be reduced according to TSI Rector's order.
- 7.2 If the Student has academic and/or financial debts, the discounts granted shall be cancelled with the first day of the next semester. In such a case, the Student is obliged to pay, within 10 days, the difference in the Tuition Fee resulting from the cancellation of the discount applied to the Tuition Fee.
- 7.3 If the Student pays the Tuition Fee for several years of study, the discounts shall be determined as follows:
  - 7.3.1 if payment is made for four years of study, the discount shall be 10% of the Tuition Fee for the period paid;
  - 7.3.2 if payment is made for three years of study, the discount shall be 7.5% of the Tuition Fee for the period paid;
  - 7.3.3 if payment is made for two years of study, the discount shall be 5% of the Tuition Fee for the period paid.
- 7.4 In the event of matriculation in later stages of studies, repeated studies, resumption of studies after ex-matriculation, change of study programme or study form, if the expected amount of study courses of the semester does not exceed 10 credits in the full-time study programme and 8 credits in the part-time study programme, the EU Student is granted a 50% discount from the Tuition Fee for the study semester concerned, and a Foreign Student is granted a 50% discount from the Tuition Fee for the study year concerned.
- 7.5 If the Student has no academic debts and he/she repeatedly studies only to develop and defend the final examination work, the EU Student may be granted a 50% discount from the Tuition Fee for the semester and a Foreign Student may be granted a 50% discount from the annual Tuition Fee.
- 7.6 Cases of repeated studies, resumption of studies after exmatriculation, change of the study programme or study mode are possible if the Student does not have a financial debt, including penalties.

## **8. Academic Leave**

- 8.1 Academic leave shall not be granted to the Student if he or she has a financial debt, including a penalty debt. If the EU Student has entered into a debt settlement agreement with TSI and fulfils the obligations assumed, the EU Student does not have a financial debt within the meaning of Paragraph 8.1.
- 8.2 If the EU Student pays the Tuition Fee by months, the EU Student is obliged to pay the Tuition Fee for the whole relevant study semester.
- 8.3 Upon returning from academic leave, the Student shall be charged the Tuition Fee in accordance with the amount of the Tuition Fee specified in TSI Rector's order and the conditions applicable at the time of resuming the studies. If the Student resumes studies from the period when the academic leave was granted, the Student shall, within 10 (ten) days, pay the Tuition Fee difference should there be any as a result changes in the Tuition Fee. In other cases, the Tuition Fee payment terms specified in Paragraph 3.4 of the Regulations shall apply, simultaneously paying the Tuition Fee difference should there be any as a result changes in the Tuition Fee.
- 8.4 If the Student does not resume studies after academic leave, TSI shall have the right to terminate the Contract and withhold the Tuition Fee paid by the Student. Termination of the Contract shall not release the Student from the obligation to repay the financial debt.

## **9. Refund of the Tuition Fee**

- 9.1 **The Student** is entitled to receive overpayment of the Tuition Fee if the overpayment is due to:
  - 9.1.1 Granting a study loan;

- 9.1.2 Granting a Tuition Fee discount;
- 9.1.3 Early termination of the Agreement if the procedure and deadlines specified in Paragraph 6.1 of the Terms and Conditions are met;
- 9.1.4 transferring the amount of money to the TSI current account without a reason.
- 9.2 **The Applicant** is entitled to receive a refund of the Tuition Fee when terminating the Agreement prematurely by meeting the procedure and deadlines specified in Paragraph 6.1 of the Terms and Conditions.
- 9.3 **A Foreign Applicant** is entitled to receive a refund of the Tuition Fee in the following events:
  - 9.3.1 A Foreign Applicant receives a statement from the Academic Information Centre that the academic degree or educational document obtained abroad does not meet the requirements for any academic degree or diploma awarded in Latvia;
  - 9.3.2 The Foreign Applicant is refused a visa or a temporary residence permit before the start of studies;
  - 9.3.3 Early termination of the Agreement if the procedure and deadlines specified in Paragraph 6.1 of the Terms and Conditions are met.
- 9.4 **A Participant** has the right to receive back the Tuition Fee in the following cases and in the following amounts:
  - 9.4.1 If the Participant is refused in issuing visa or temporary residence permit, the Participant has the right to receive back the paid Tuition Fee for the next study periods, withholding the Tuition Fee for the study periods in which the Participant has studied or started to study (including remote studies);
  - 9.4.2 Early termination of the Agreement, if the procedure and terms specified in Sub-clause 6.1 of the Regulations have been observed.
- 9.5 In order to receive the Tuition Fee and/or the overpayment of the Tuition Fee, the Student/applicant shall submit the application to the TSI Study Department (*application form in Annex 3*) for a refund of the Tuition Fee/overpayment of the Tuition Fee.
- 9.6 The EU Student / EU participant has the right to submit the application referred to in Sub-paragraph 9.5 of the Regulations within 1 (one) year from the moment of overpayment of the Tuition Fee, except for Foreign students, in accordance with Sub-paragraph 10 of the Regulations. The foreign student has overpaid the tuition fee in the last study year, the foreign student can request a refund of this overpayment after the successful completion of the Final Examination Papers and before receiving the diploma
- 9.7 For the first transfer of the refund of the overpaid Tuition Fee to the Student, the commission fee set by the bank shall be covered by TSI. If due to the Student's fault (the bank details indicated in the application are incorrect or similar) the transferred overpayment of the Tuition Fee is returned to the TSI bank account, then for each subsequent transfer of this amount TSI deducts from the Student all fees set by the bank (incl. Transit bank) fees.
- 9.8 Reimbursement of the Tuition Fee or overpayment of the Tuition Fee shall take place by transferring the relevant amount to the current account of the tuition fee payer's bank or by directing the overpayment to full or partial coverage of other paid services.

## **10. Refund of other payments**

- 10.1 **A Foreign Applicant** is entitled to receive a refund of the study deposit in the following events:
  - 10.1.1 A statement has been received from the Academic Information Centre regarding non-compliance of the academic degree or educational document obtained abroad with the requirements for any academic degree or diploma awarded in Latvia;

- 10.1.2 A refusal of visa or a temporary residence permit has been received *before starting the studies*;
- 10.1.3 The Agreement has been terminated in accordance with the procedure and terms set forth in Paragraph 6.1 of the Regulations *before starting the studies*.
- 10.2 **The participant** has the right to receive back the study deposit in the following cases:
  - 10.2.1 A refusal to issue a temporary residence permit has been received, in accordance with Paragraph 9.4.1 of the Regulations;
  - 10.2.2 The Agreement has been terminated in accordance with the procedure and deadlines specified in paragraph 6.1 of the Regulations prior to the start of studies.
- 10.3 In cases where a foreign student has paid the last study year in full without using the paid study deposit, the student may request to repay this unused study deposit after successful completion of the Final Examination papers and before receiving the diploma.
- 10.4 Refund of other payments is made by transferring the corresponding amount to the current account of the payer's credit institution.

### ***11. Final Provisions***

- 11.1 The requirements described in the Regulations shall remain unchanged in the event of changes in the names and functions of the structural units. If changes occur in the structural units mentioned in the Regulations, the functions shall be taken over by the structural unit to which the respective functions have been delegated.

### ***12. Related Forms***

- 12.1 Tuition Fee Debt Payment Application – Annex No. 1
- 12.2 Debt Repayment Schedule – Annex No. 2 to the Enrolment Contract of Transport and Telecommunication Institute
- 12.3 Application for the entry into the state guaranteed study loan or student loan contract with a credit institution – Annex No. 3.
- 12.4 Tuition Fee Refund Application – Annex No. 4.

Riga, \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
*Year \_\_\_\_\_, Group \_\_\_\_\_,*  
*student of the study programme*

*Student code \_\_\_\_\_, identity number \_\_\_\_\_*

*Enrolment Contract No. \_\_\_\_\_ of \_\_\_\_\_*

*Email: \_\_\_\_\_*

*Telephone: \_\_\_\_\_*

### APPLICATION

Dear Mrs/Mr \_\_\_\_\_,

I am writing to respectfully ask you to allow me to pay the Tuition Fee and the penalty arising from Enrolment Contract No. \_\_\_\_\_ of \_\_\_\_\_ in the manner as follows:

Payment term	Outstanding portion of the Tuition Fee and penalty, EUR
____.____.20__	
____.____.20__	
____.____.20__	
____.____.20__	
____.____.20__	
____.____.20__	
<b>Total:</b>	

\_\_\_\_\_  
*/Student's First name Surname /*

\_\_\_\_\_  
*/signature/*

Position	Resolution/Commentary	Signature/Date
Student Support Service:		
Finance Department:		



ANNEX No. \_\_\_\_\_  
TO TSI ENROLLMENT CONTRACT No. \_\_\_\_\_  
of \_\_\_\_\_

Riga, \_\_\_\_\_ .20 \_\_\_\_\_

**JSC Transport and Telecommunication Institute**, Educational Institution Registration Certificate No. 3343801782, accredited for an unlimited period, Accreditation Certificate No. 032 granted by the Ministry of Education and Science of the Republic of Latvia on 25 January 2002 ('TSI'), **represented by Acting Rector Juris Kanels who acts on the basis of the Articles of Association and Power of Attorney No. 01-24,2/4 given on 04 January 2016**, on the one hand, and \_\_\_\_\_, **identity number** \_\_\_\_\_, (the 'STUDENT'), on the other hand, hereinafter referred to as the Parties, without fraud, coercion and misrepresentation, signed this Annex No. \_\_\_ to the Enrolment Contract on debt payment (the 'Annex').

1. The Student hereby confirms the payment debt to TSI in the amount of EUR \_\_\_\_\_ (\_\_\_\_\_ euro \_\_\_\_\_ cents), hereinafter referred to as the 'Debt', which arose as a result of non-fulfilment of TSI Enrolment Contract No. \_\_\_\_\_.
2. The Student undertakes to pay the Debt to TSI according to the payment Schedule as follows:

Payment period	Outstanding portion of the Tuition Fee, EUR	Penalty calculated, EUR	Total payment, EUR	Outstanding Tuition Fee and penalty balance, EUR
<b>Total:</b>				

3. For a failure to meet the Debt payment terms set in Paragraph of the Annex, the Student shall pay to TSI a penalty of 0.5% (but not more than 10%) of the outstanding amount for each day of delay. If the payment is delayed for more than 3 (three) days, the Student after the first TSI's request shall pay to TSI the outstanding amount of the Student's Debt, including the penalty, not later than within 7 (seven) days from the moment TSI has sent a written request to repay the Debt to the Student's address specified in this Annex. If the Student has changed the address specified in this Annex but has not in writing informed TSI about that, it shall be deemed that the Student has received TSI's request to repay the Debt.
4. If the Student fails to make any of the above payments or pays an amount less than specified in Paragraph 2 of this Annex, TSI is entitled, without separately informing the Student, to transfer the Student's personal data to a third party for debt collection, as well as for data publication and for placement in public debtor credit history databases, including personal data processing systems, with the purpose of providing information to third parties.
5. This Annex has been drawn up and signed in two identical copies, one for each Party. The Annex enters into force upon its signature and shall be valid until the Student will have fulfilled his or her obligations in full.

**TSI:**  
JSC Transport and Telecommunication Institute  
Registration No. LV40003458903  
Legal address: 1 Lomonosova Street, Riga, LV-1019, Latvia  
Fax +37167100660, Telephone +37167100661  
EUR current account SWEDBANK  
LV42HABA0551002570731  
SWIFT: HABALV22

**STUDENT:**  
Identity number  
Declared residential address:  
Telephone:  
Email:

\_\_\_\_\_  
J. Kanels /Acting Rector/

Riga, \_\_\_\_\_ 20\_\_  
Year \_\_\_\_\_, Group \_\_\_\_\_,  
student of the study programme \_\_\_\_\_

Student code \_\_\_\_\_, identity number \_\_\_\_\_  
Enrolment Contract No. \_\_\_\_\_ of \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Dear Mrs/Mr \_\_\_\_\_,  
Please refund the Tuition Fee paid in the amount of EUR \_\_\_\_\_.

<b>TUITION FEE REFUND</b>							
<b>Due to:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 60%;">Academic year</th> <th style="width: 40%;">Semester</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">201__/201__</td> <td></td> </tr> <tr> <td style="text-align: center;">201__/201__</td> <td></td> </tr> </tbody> </table>	Academic year	Semester	201__/201__		201__/201__	
Academic year	Semester						
201__/201__							
201__/201__							
<input type="checkbox"/> termination of the Contract, please refund the Tuition Fee for <input type="checkbox"/> granting of the study loan, please refund the Tuition Fee for <input type="checkbox"/> overpayment of the Tuition Fee <input type="checkbox"/> Granting of the ___% discount on the Tuition Fee <input type="checkbox"/> other _____							
<b>Please refund the Tuition Fee to the below account:</b>							
First name, surname *							
Account No.							
SWIFT code							
Bank							
Bank's address							
Bank branch							
Bank branch code							
IFSC code							
Recipient's address**							
<small>* Also the identity number if the account holder is another person.  **If the account holder is another person and the bank account is in a foreign bank.</small>							

/Student's First name Surname /

/signature/

<b>APPROVED:</b>
<b>In accordance with:</b> <input type="checkbox"/> Paragraph ____ of the Enrolment Contract (copy of the Contract is attached): <input type="checkbox"/> TRP was cancelled on ____ . ____ . 20__ (copy of the Decision is attached), <input type="checkbox"/> Agency fee has/has not been transferred (strike out whichever is not applicable). <input type="checkbox"/> Regulations on _____; <input type="checkbox"/> other _____ (Rector's decision, OCMA's refusal, visa refusal, etc (copy of the certifying document is attached)).
<b>Student Support Service:</b>
Comments, date, signature, printed name:
<b>Marketing and Sales Division:</b>
Comments, date, signature, printed name:
<b>Finance Department:</b>
Comments, date, signature, printed name: