Internal regulation
of the University of Ss. Cyril and Methodius in Trnava
20/2020

Directive on tuition fees and fees associated with UCM studies

§ 1
General Provisions

1. Rector of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "UCM") is issued in accordance with § 92 and related provisions of Act No. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as the "Act on Higher Education") and the framework provisions on tuition fees and fees associated with studies in § 33 of the UCM Statute, this Directive on tuition fees and fees associated with studies (hereinafter only "directive").
2. UCM is authorized to request tuition fees and fees associated with study only from university students, applicants for university studies at the university, university graduates, participants, or applicants for recognition of documents on university education in the scope and for actions according to this directive.
3. The student's obligation is:
    a) to pay the tuition fees and fees associated with the study, determined by this directive (Section 71 paragraph 2 and paragraph 3 letter b) of the Act on Higher Education),
    b) truthfully state the facts decisive for their determination (Section 71 paragraph 3 letter b) of the Act on Higher Education).
    c) to notify the university in writing of the decision pursuant to § 70 par. 1 letter k) of the Act on Higher Education until September 30 of the relevant academic year (§ 71 paragraph 3 letter e) of the Act on Higher Education).
4. The amounts of tuition and fees associated with the study are adjusted for each academic year separately in the document "Tuition and fees associated with study for the academic year (specific academic year)" published on the website www.ucm.sk. This document regulates tuition fees for the following academic year. The fees associated with the study are intended for the given academic year except for September of the given year, i.e. valid from October 1st of the given calendar year until September 30th of the following calendar year.

§ 2
Tuition fees for exceeding the standard length of study, concurrent studies, for studies in a foreign language, and tuition fees in study programs in a part-time form of study

1. The UCM student who studies a UCM study program longer than the standard length of the study program is obliged to pay the university the annual tuition fee in full for each additional year of study beyond its standard length (Section 92 par. 6 of the Act on Higher Education).
2. The student who studies two or more study programs provided by a public university at the same level simultaneously in one academic year is obliged to pay the annual tuition fees in full in the second and subsequent study programs for studies in the relevant academic year (92 par. 5 of the Act on Higher Education).

3. The student studying a study program in a part-time form of study is obliged to pay the annual tuition fee in full (Section 92 paragraphs 3, 4, and 16 of the Act on Higher Education).
4. The annual tuition fee in study programs in the full-time form of higher education may not exceed 5 times the base (§ 92 paragraph 3 of the Act on Higher Education). The basis for each calendar year is determined and published by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MŠVVaŠ SR").
5. The annual tuition fee in study programs in the part-time form of study may not exceed the amount of the maximum annual tuition fee determined for the relevant academic year by the measure of the MŠVVaŠ SR (§ 92 paragraph 3 of the Act on Higher Education).
6. Annual school fees according to § 92 par. 3 of the Act on Higher Education is determined by the rector of UCM.
7. For study programs carried out at the faculty, the rector of UCM determines the annual tuition fees at the proposal of the faculty.
8. The proposal for the amount of the annual tuition fee (Annex No. 1 to the directive) for the following academic year is submitted by the dean of the faculty to the rector of UCM no later than September 5 of the relevant calendar year.
9. The amount of the annual tuition fee for the following academic year will be determined by the rector of the UCM in a written notification on the determination of the amount of the annual tuition fee (Annex No. 2 to the directive) no later than September 30 of the relevant calendar year.
10. It is the student's duty to truthfully state the facts decisive for determining the amount of the annual tuition fee (Section 71, paragraph 3, letter b) of the Act on Higher Education.
11. Every student is obliged to fill out an affidavit about their previous studies (Annex No. 3 to the directive).
12. If the student is studying two or more study programs at the same time, he/she shall notify the university in writing of his decision in the matter of § 71 par. 3 of the Act on Higher Education (Annex No. 4 to the Directive) by September 30 of the calendar year at the latest.
13. The university will notify a student who has exceeded the standard length of study, or who is studying two or more study programs provided by a public university at the same level simultaneously in one academic year, that the amount of the annual tuition fee determined in this way will be stated in the decision in the relevant academic year and will determine the terms of its repayment. This decision will be in writing and on the prescribed form and will be delivered to the student personally at the address provided to the university according to § 4 par. 4 letters d) UCM Study Regulations (Annex No. 5 to the Directive). This does not apply in the sense of § 92 par. 6 of the Act on Higher Education, if a study program is studied longer than its standard length of study, due to participation in academic mobility within the framework of an exchange program while observing the conditions of this exchange program, or if in the last year of study during the standard length of study of the respective study program social scholarship was provided, the obligation to pay school fees does not arise in the next year of study, which follows after exceeding the standard length of study.
14. A student of a study program in the full-time form of study is obliged to pay the annual tuition fee in full in each academic year if the study program is conducted exclusively in a language other than the state language. The obligation to pay the tuition fees will only arise if any public higher education institution in the academic year in which he/she started studying this study program accepted students for studies in the same study field and a degree in the study program, which is also conducted in the state language; this does not

apply if it is a student who is not a citizen of a member state, nor does he/she has a permanent residence in a member state.

15. The student who, after interruption of studies, re-enrols for studies and at the same time exceeds the standard length of study by the number of enrolments for a specific level of study, is obliged to pay the annual tuition fee determined for exceeding the standard length of study in the case of full-time study or the annual tuition fee for paid part-time studies in the case of a part-time form of study established for the current academic year.
16. Pursuant to § 92, § 113a and § 71 par. 3 of the Act on Higher Education, the student is obliged to pay the annual tuition fees and fees associated with studies in full at a public university and, upon request by the Organizational Department of UCM and the Study Department of UCM, to prove payment of tuition fees and fees associated with studies in a credible manner.
17. Failure to pay school fees and fees associated with the study will be considered a violation of the student's obligation according to § 71 par. 3 letters b) Act on Higher Education and Section 72 of the Act on Higher Education.
18. The amount of tuition and fees associated with study for each academic year will be determined by the rector of the UCM after discussion in the Rector's Board (§ 33, paragraph 2 of the Statute of the UCM).
19. A notice of the obligation to pay tuition fees will be sent to the student after enrolment after interruption of studies, who did not exceed the standard length of study, within 15 days from the delivery of this notice.

§ 3
Tuition fees in doctoral study programs

1. Full-time students in doctoral study programs are required to pay tuition in case of exceeding the standard length of study, in the case of concurrent studies, and in the case of studies exclusively in a language other than the state language.
2. Students in the external form of study in doctoral study programs are obliged to pay tuition fees in cases according to §2 par. 3 of this directive.
3. A notice of the obligation to pay tuition fees will be sent to a student after enrolment after interruption of studies who has not exceeded the standard length of study within 15 days of receiving this notice.

§ 4
Special provisions on the payment of tuition fees

1. The student's obligation to pay tuition fees according to § 2 par. 14 of the directive does not arise if the study program in the full-time form of study is also conducted in the language of the national minority.
2. Tuition fees and fees associated with the study of students who study on the basis of international agreements are governed by the provisions of these agreements.

3. The amount of tuition fees for students who are not citizens of a member state, nor do they have permanent residence in a member state and do not study on the basis of interstate agreements is determined by the procedure specified in § 2 of this directive.

§ 5
Fees associated with the study

The university is entitled to demand from study applicants, students, its graduates, and applicants for recognition of the equivalence of documents, and the applicant is obliged to pay the following fees to UCM:

a) fee for material security of the admission procedure,

b) fee for issuing study documents,

c) fee for issuance of copies of study documents,

d) fee for issuance of documents on completion of studies in a foreign language (except English),

e) fee for copies of documents on completion of studies,

f) fee for a rigorous procedure,

g) fee for issuance of a rigorous diploma.

§ 6
Fee for material security of the admission procedure

1. The amount of the fee for the material security of the admission procedure will be determined by the rector of UCM on the proposal of the dean of the faculty in the case of study programs of the faculty.
2. In the case of university study programs, the stated competence rests with the rector of UCM.
3. The amount of the fee is determined according to the range of actual costs, but not more than 25% of the basis for determining tuition fees and fees associated with the study according to § 92 par. 1 of the Act on Higher Education. The basis applies to the academic year that begins in the given calendar year. The fee for the material security of the admission procedure is determined per applicant, for the relevant degree and form of study.
4. The proposal of the fee for the material security of the admission procedure is approved by the academic senate of the faculty, in the case of university study programs, by the academic senate of the university no later than June 30 of the relevant year.
5. The approved amount of the fee will be notified by the faculty to the vice-rector for educational activities and accreditation no later than 15 calendar days after its approval.
6. The fee for the material security of the admission procedure will be determined by the rector of the university on the proposal of the deans no later than January 10 of the calendar year.

7. As part of the fee for the material security of the admission procedure, the UCM may demand payment of the costs for the material security of registrations for registered applicants for studies..

§ 7
Fee for issuing study documents

1. The amount of fees for issuing study documents for the following academic year will be determined by the rector of the university on the proposal of the deans no later than January 10 of the calendar year.
2. The amount of fees for issuing study documents is determined by an internal regulation according to § 92 par. 1 and 15 of the Act on Higher Education.
3. The university issues the following study documents to students:
    a) full-time student card,
    b) part-time student card,
    c) foreign language study documents,
    d) study report (only doctoral studies),
    e) statement of study results,
    f) ISIC extension stamp with external functionality.
4. Each of the fees listed in paragraph 3 has its own set fee amount.

§ 8
Fee for issuing copies of study documents

1. The amount of the fee for issuing copies of study documents, i.e. the study report, student card, is determined by an internal regulation according to § 92 par. 1 and 15 of the Act on Higher Education.
2. The amount of fees for issuing copies of study documents for the following academic year will be determined by the UCM rector on the proposal of the deans no later than January 10 of the calendar year.
3. In the case of university study programs, the UCM rector has the stated competence.
4. Each of the fees listed in paragraph 1 has its own set amount of the fee.

§ 9
Fee for issuing documents on completion of studies in a foreign language (except English language)

1. The amount of fee for issuing documents on the completion of studies in a foreign language will be determined up to 100% of the actual costs of the university associated with these

actions. Certificates of completion of studies in English are issued by the university to all graduates free of charge.

2. The fee for issuing documents on the completion of studies in a foreign language is charged for each issued document.
3. The amount of fees for the issuance of documents on the completion of studies in a foreign language for the following academic year will be determined by the UCM rector on the proposal of the deans no later than January 10 of the calendar year.
4. In the case of university study programs, the UCM rector has the stated competence.

§ 10
Fee for issuing copies of documents on completion of studies

1. The amount of fee for issuing copies of documents on the completion of studies will be determined up to 100% of the actual costs of the university associated with these actions.
2. The fee for issuing documents on the completion of studies in a foreign language is charged for each issued document.
3. The amount of each fee for issuing copies of documents on completion of studies for the following academic year will be determined by the UCM rector on the proposal of the deans no later than January 10 of the calendar year.
4. In the case of university study programs, the UCM rector has the stated competence.

§ 11
Fee for rigorous proceedings

1. The amount of the fee for rigorous proceedings is determined up to 150% of the base according to § 92 par. 1 and 13 of the Act on Higher Education.
2. The amount of each fee for rigorous proceedings for the following academic year will be determined by the rector of UCM on the proposal of the deans no later than January 10 of the calendar year.
3. In the case of university study programs, the UCM rector has the stated competence.
4. As part of the rigorous procedure fee in case of unsuccessful rigorous examinations, the UCM may demand a fee from the student for repeating the rigorous procedure.
5. The amount of the fee for repeating the rigorous procedure is determined up to 150% of the base according to § 92 par. 1 and 13 of the Act on Higher Education.
6. The amount of each fee for repeating the rigorous procedure for the following academic year will be determined by the UCM rector on the proposal of the deans no later than January 10 of the calendar year.

7. In the case of university study programs, the UCM rector has the stated competence.

§ 12
The fee for the issuance of a rigorous diploma

1. The amount of the fee for the issuance of a rigorous diploma shall be determined up to 30% of the base according to § 92 par. 1 and 14 of the Act.
2. The amount of each fee for issuing a rigorous diploma for the following academic year will be determined by the rector of the university on the proposal of the deans no later than January 10 of the calendar year.
3. In the case of university study programs, the rector has the stated competence.
4. As part of the fee for issuing a rigorous diploma, the UCM may request a fee for issuing a copy of the rigorous diploma from the graduate as a fee for issuing a copy of the proof of completion of studies.
5. The amount of fee for issuing a copy of a rigorous diploma is determined to be 30% of the base according to § 92 par. 1 and 14 of the Act on Higher Education.
6. The amount of each fee for the issuance of a rigorous diploma for the following academic year will be determined by the rector of UCM on the proposal of the deans no later than January 10 of the calendar year.
7. In the case of university study programs, the UCM rector has the stated competence.

§ 13
Reimbursement of costs for recognition of the equivalence of study documents

1. The amount of reimbursement for the recognition of the equivalence of study documents will be determined up to 100% of the actual costs of the university associated with these proceedings.
2. The amount of reimbursement of costs for the recognition of the equivalence of study documents for the following academic year will be determined by the UCM rector on the proposal of the deans no later than January 10 of the calendar year.
3. In the case of university study programs, the UCM rector has the stated competence.
4. Reimbursement of costs for the recognition of documents on the equivalence of studies includes:
    a) an administrative fee for the recognition of documents on education for purposes other than the purpose of performing a regulated profession, if the Slovak Republic has concluded an international agreement on the mutual recognition of documents on the equivalence of education with the state in which the document was acquired,

b) an administrative fee for the recognition of an education document for purposes other than the purpose of exercising a regulated profession, if the Slovak Republic does not have an international agreement on the mutual recognition of the equivalence of education documents with the state in which the document was acquired,

c) payment of costs associated with the procedure for the recognition of an education document.

5. Each of the reimbursement of costs mentioned in paragraph 4 has its own set fee amount.

§ 14
Reimbursement associated with habilitation or appointment proceedings

1. The amount of the fee for the payment of costs associated with the habilitation or appointment procedure is derived from the actual costs associated with the procedure in question.
2. The amount of the fee will be determined by the rector of UCM on the proposal of the dean of the relevant faculty.
3. The payment is due no later than one month from the approval of the relevant application to start the habilitation or inauguration procedure in the scientific board.
4. If the relevant fee is not paid within two months from the approval of the application, the procedure is stopped.

§ 15
Maturity of tuition fees and fees associated with the study

1. The student is obliged to pay the school for exceeding the standard length of study, concurrent studies, and studies in a foreign language by bank transfer or bank deposit within 15 days of the decision on the amount of tuition fees.
2. The student is obliged to pay tuition fees in external study programs within 15 days of receiving the decision on the amount of tuition fees. In the case of enrolling in a higher year of study, the student is obliged to pay the school for external study fees by September 2 of the relevant academic year at the latest.
3. Fees associated with the study for individual procedures or documents that require the applicant from the university to be paid once before the document is issued or the services are provided.
4. Payment of the fees associated with the study is an obligation for the required issuance of documents.

5. The specified amounts of school fees and fees associated with the study are transferred to the UCM current account designated for this purpose.
6. The obligation to pay tuition fees and fees associated with studies can be assumed by another person or a legal entity.

§ 16
Disclosure of tuition fees and fees associated with the study

1. The university will publish the tuition fees and fees associated with studies in the following academic year no later than two months before the last day for submitting applications for university education.
2. Publication means an announcement on the university's website www.ucm.sk.

§ 17
Use of income from tuition fees and study-related fees

1. Tuition and study-related fees are the revenue of UCM.
2. At least 20% of the income from tuition fees for exceeding the standard length of study and concurrent studies is the income of the scholarship fund of the UCM in Trnava (§ 92 paragraph 20 of the Act on Higher Education).
3. That part of the income from tuition fees, which is not the income of the scholarship fund, can only be used to fulfil the main tasks of the university in the field of higher education (Section 92, paragraph 20 of the Act on Higher Education).

§ 18
Obligation to pay tuition fees and fees related to the study

1. Pursuant to § 92, § 113a and § 71 par. 3 of the Act on Higher Education, the student is obliged to pay exclusively UCM tuition fees and fees associated with studying at UCM.
2. Failure to pay tuition and fees associated with the study will be considered a violation of the student's obligation according to § 71 par. 3 letters b) Act on Higher Education and Section 72 of the Act on Higher Education.

§ 19
Reimbursement of tuition fees and study-related fees

1. Tuition fees for exceeding the standard length of study, paid part-time studies, concurrent studies, for studies in a foreign language, and tuition fees for the studies of a student who is not a citizen of an EU member state, nor does he/she have permanent residence in a member state and does not study on the basis of international agreements in case of early termination/interruption of the student's studies, the rector of UCM does not refund.
2. The right of UCM to pay tuition fees arose at the beginning of the academic year, regardless of the method and time of completion of the student's studies, or the interruption of the student's studies.
3. Fees associated with studies within individual proceedings (admissions proceedings, rigorous proceedings, proceedings in the matter of issuing study documents and their copies also in foreign languages, proceedings in the matter of issuing documents on the completion of studies and their copies also in foreign languages, proceedings in the matter of assessment equivalence of study documents, proceedings regarding the recognition of educational documents issued outside member states for the purpose of performing regulated professions and regulated professional activities, habilitation and appointment proceedings) the rector of the UCM does not return.

§ 20
Reduction, remission, or postponement of the due date of tuition fees and fees associated with the study

1. On the basis of a student's written request, the rector of UCM can reduce, waive or postpone the due dates of tuition fees and fees associated with the study, taking into account the student's academic results, social and health situation or other facts worthy of special attention (Section 92, paragraph 18 of the Act on Higher Education).
2. In other cases, the rector of UCM can reduce the tuition fee for exceeding the standard length of study, but by no more than 50% of the set tuition fee, as follows:
    a) students on maternity and parental leave,
    b) representatives of the Slovak Republic,
    c) students with long-term health problems in the first year of exceeding the standard length of study,
    d) students who qualify for the award of a social scholarship and achieve a weighted academic average of up to 1.5,
    e) students who have exceeded the standard length of study by a second year, as a result of student mobility approved by the faculty or UCM,
    f) students applied for a loan from the Education Support Fund.

3. Tuition for concurrent studies according to § 92 par. 5 of the Act on Higher Education, the UCM rector does not reduce or forgive (except for paragraphs 5, 6, 20 of the directive).
4. The rector of UCM does not reduce or waive tuition fees for study in bachelor's and master's programs of part-time study (except for paragraphs 5, 6 of the directive).
5. In the case that a student who is not a citizen of a member state, does not have a permanent residence in a member state and does not study on the basis of an international agreement requests a reduction in tuition fees, the rector can proceed in a special way and take into account humanitarian reasons.
6. The rector of UCM can waive the tuition fees if it is a completely orphaned student under the age of 25 or a student with specific needs according to Section 100 of the Act in justifiable cases.
7. On the basis of a written request of a student studying in the full-time form of study, the rector of UCM can postpone the due date of school fees or establish a repayment schedule taking into account the student's academic results, and social and health situation.
8. The rector may, at the written request of the student, in justified cases, also reduce the fees associated with the study, but by no more than 50% of the set amount.
9. The decision of the rector of UCM is final and it is not possible to re-submit an application for adjustment of tuition fees.
10. A full-time student must submit a written request for a tuition fee adjustment to the UCM rector no later than 8 days after receiving the decision on the amount of tuition fees (Annex No. 6 to the directive).
11. A written request for adjustment of school fees (payment schedule, deferred payment) in accordance with § 20 par. 19) a student of a part-time form of study submits to the UCM rector only if:
    a) the student is unemployed,
    b) the student is on maternity or parental leave,
    c) the student has serious health problems,
    d) the student is an orphan.
12. A written request according to § 20 par. 11) of the directive is submitted by a student enrolled in a higher year of study no later than September 30 of the relevant academic year, and in the case of a student enrolled in the first year of study or after enrolment for studies after an interruption of studies no later than 8 days after delivery of the decision on the amount of tuition fees. It is necessary for the student to document all the stated reasons with the application.
13. The tuition fee of a student who is studying one of the study programs in a part-time form (bachelor's, master's, doctoral studies) or has exceeded the standard length of study (bachelor's, master's, doctoral) and is also employed at UCM is reduced by:

a) 30% if he/she has a university employment relationship for the established weekly working time for more than 1 year,

b) 50% if he/she has an employment relationship with the university for the established weekly working time for more than 3 years.

14. The fee for rigorous proceedings for a UCM employee is reduced:

    a) 50% if he/she has an employment relationship with the university for the established weekly working hours for more than 1 year;

    b) 75% if he/she has an employment relationship with the university for the established weekly working hours for more than 3 years.

15. The Rector of UCM may reduce or forgive tuition fees, on the basis of a written request of an employee of UCM, for reasons worthy of special consideration, according to par. 13, and the fee for rigorous proceedings according to par. 14.

16. Notification of the reduction, remission, or postponement of the due date of the tuition fee or rejection of the application will be delivered to the student at the address provided by the student to the university in accordance with § 4 par. 4 letters d) of UCM Study Regulations (Annex No. 7, 8, 9, 10 of the Directive).

17. In the case that the criteria of this tuition adjustment directive are not met, the request for tuition adjustment will be returned to the student.

18. In the case of submitting a request for adjustment of tuition fees after the deadline of this directive, the request for adjustment of tuition fees will be returned to the student.

19. A student of a part-time form of study in the bachelor's and master's degrees may, on the basis of a justified request, have the tuition fee adjusted in the form of a postponement of the due date of the tuition fee or adjustment of the tuition fee in instalments (max. 3).

20. On the basis of a written request of a student studying full-time or part-time for a doctoral degree, the rector of UCM can postpone the due date of tuition fees or establish a payment schedule taking into account the student's academic results, social and health situation.

21. On the basis of a written request of a student of a full-time or part-time form of doctoral studies, the rector of the UCM may reduce or waive tuition fees in exceptional cases.

§ 21
Final Provisions

1. The relevant provisions of the Act on Higher Education apply to relationships not regulated by this directive.

2. Any changes and additions to this directive can only be made by written amendments approved by the UCM Academic Senate.

3. The directive has university-wide scope.

4. The directive was discussed and approved by the UCM Academic Senate on 20 October 2020.
5. The directive enters into force on October 20, 2020 and into effect on November 1, 2020.
6. This directive also repeals the Directive on tuition fees and fees associated with studying at the University of St. Cyril and Methodius in Trnava, which entered into force on June 10, 2013 and effective from July 1, 2020.
7. Annexes 1 to 10 are an integral part of this directive.

PhDr. Jozef Lenč, PhD.
chair of UCM academic senate

prof. Ing. Roman Boča, DrSc.
rector of UCM

Directive on tuition fees and fees associated with UCM studies, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.

Annexes:
Annex no. 1: Proposal for the annual tuition fee
Annex no. 2: Determining the amount of the annual tuition fee
Annex no. 3: Affidavit of the student
Annex no. 4: Notification in the matter of § 71 par. 3 of the Act on Higher
Education Annex no. 5: Notice on determining the amount of tuition fees
Annex no. 6: Application for adjustment of school fees
Annex no. 7: Notice of tuition fee reduction
Annex no. 8: Notice of tuition waiver
Annex no. 9: Notice of postponement of the due date of school fees
Annex no. 10: Notification of application rejection

Annex no. 1

Faculty letterhead

Rector
University of Ss. Cyril and Methodius in Trnava

Proposal for the annual tuition fee for exceeding the standard length of study *
Proposal for the annual tuition fee for concurrent studies *
Proposal for the amount of the annual tuition fee in the external study program *

Faculty name:
Academic year:
Study programme:
Degree and form of study:
Proposal for tuition fees:

In Trnava, ... the dean of the faculty

*always state on a separate sheet according to the type of tuition fee

Annex no. 2

Dean
Faculty
University of Ss. Cyril and Methodius in Trnava

Subject: Determining the amount of the annual tuition fee in the academic year .....

Dear Ms. Dean / Dear Mr. Dean:

Following your proposal for the amount of the annual tuition fee in the academic year ...../..... for students of the faculty who have exceeded the standard length of study, or are studying multiple study programs of the same degree at the same time and in accordance with § 92 par. 3 of Act No. 131/2002 Coll. on universities and on the amendment of certain laws as amended, as well as in accordance with the Directive on tuition fees and fees associated with UCM studies

I designate

for study programs of the ..... (name of the faculty) UCM in the academic year ...../..... tuition fees in the amount .....EUR. Tuition fees will be collected in accordance with the Directive on tuition fees and fees associated with UCM studies.

In Trnava on ....
rector of UCM

Annex no. 3

Affidavit for the Central Register of Students

Academic year
Title, name, surname
Date of birth
Correspondence address
Telephone contact
E-mail
Faculty
Study program
Year of study .1. .2. .3. .4. .5.*
Degree of study - bachelor's / master's / doctorate*
Form of study – full-time/part-time*
Date of enrolment in the first year of the given degree
Study interruption - yes / no* - FROM.....TO.....

I honestly declare that in the academic year .....

I am not studying (I am not enrolled)*
I am studying (I am enrolled)*

concurrently in ANOTHER study program at a public or state university in the Slovak Republic (in the case of several study programs, state in a separate attachment).

University:
Faculty:
Study program:
I am studying in the study program from (academic year):
Current year of study: .1. 2. 3. 4. 5.*
Number of completed years of study: 0. 1. 2. 3. 4. 5*
Type of university: public/state/private*
Degree of study: Bc./Mgr./PhD.
Study form: full-time/part-time*
Paid study program: . Yes/No*
I pay school fees in the amount of ..... €

Based on the fact that in the academic year ..... I will be studying SIMULTANEOUSLY in several study programs of the same level of study and I am entitled to one free university study, I have decided, that:

1) My free study will be in stud. program:
   I will pay school fees in stud. program:

2) In the previous period, at a public or state university (in the case of several study programs, state in a separate appendix)
    a) I did not study (I was not enrolled)*
    b) I studied (I was enrolled)*

University:
Faculty:
Study program:
Type of university: public/state/private*
Form of study: full-time/part-time*
Degree of study: Bc./Mgr./Ing./joined first and second degree/PhD.*
Number of completed years of study: 1. 2. 3. 4. 5*
The study lasted FROM-TO: D....M....Y..... - D....M....Y.....
Number of completed years of study (also unfinished) 1. 2. 3. 4. 5*
Degree obtained:
Interrupted studies. Yes/No* From.....to.....
For this study I: paid/did not pay school fees*
I paid these school fees for ..... years.

I declare that I know:

my rights according to § 70 par. 1 letter k) Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as "the Act"), according to which, if I am subject to the obligation to pay school fees according to § 92 par. 5 of the Act, to decide in which study program I will study for free in the relevant academic year, if I am entitled to free university studies, my obligation according to § 71 par. 3 letters e) of the Act to notify the university or faculty in writing, if I am enrolled in a study program conducted at the faculty, the decision pursuant to § 70 par. 1 letter k) of the Act by September 30 of the relevant academic year.

I am aware that for exceeding the standard length of study, I will pay the financial amount specified in the Directive on tuition fees and fees associated with UCM studies by the deadline specified by the UCM rector, and I will immediately notify the UCM Study Department or the Organizational Department of UCM.

*select the appropriate option

In ..... on ....
handwritten signature of the student

Annex no. 4

University of Ss. Cyril and Methodius in Trnava

In ..... on .....
Subject: Notice in matters § 71 par. 3 of Act No. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as “the Act”)

In accordance with § 71, par. 3 letters e) of the Act, I inform you that in the academic year ...../..... I have decided to study the study program free of charge:

University
Faculty
Study program
Type of university: public/state
Form of study: full-time/part-time
Degree of study: Bc/Mgr/PhD

I will pay the tuition fees for the study of the following study programs: (in the case of several study programs, please indicate in a separate attachment)

University
Faculty
Study program
Type of university: public/state
Form of study: full-time/part-time
Degree of study: Bc/Mgr/PhD

.....
handwritten signature of the student

Annex no. 5 Notice on tuition fees

University letterhead

Student
Student address

Our number: Executed by: ...../..... place, date

Decision

According to the Directive on tuition fees and fees associated with studying at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "directive"), § 33 of the Statute of the University of Ss. Cyril and Methodius in Trnava, I inform you that in accordance with § 92, § 113 a) and § 71 par. 3, letter b) Act no. 131/2002 Coll. on higher education and on the amendment of certain laws as amended (hereinafter referred to as "the Act"), a student enrolled for studies in the academic year ...../..... is obliged to pay tuition fees for ..... .

You are obliged to pay the annual school fees in the amount of **.....,.. EUR** within **15 days** from the delivery of this decision. ....

IBAN - .....,
Constant symbol - .....,
Variable symbol - .....,
Specific symbol - .....
Tuition and other fees associated with studies are paid exclusively by <u>bank transfer</u>.

Justification:

The named student is a student of the Faculty of ....., University of Ss. Cyril and Methodius in Trnava in the study program ..... in ..... degree ..... of one-year university studies ..... forms of study. According to § 92, par. ... law student ..... .

Instruction:

Any failure to pay tuition fees by the specified deadline will be considered a violation of the student's obligations and will be assessed according to § 72 of the Act. In accordance with § 20 par. ..... of the Regulation ..... .

In accordance with § 20 par. ..... .

In accordance with § 20 par. ..... of the Regulation ..... .

Pursuant to § 25 par. 8 of the Study Regulations of the University of Ss. Cyril and Methodius in Trnava, the student can submit a request for review of the decision, which has a suspensive effect, within eight days from the day the decision was delivered to him. The application is submitted to the authority that issued the decision.

.....
dean of the ..... UCM

The decision is delivered:
1) to a participant in the proceedings
2) a/a

Annex no. 6

University of Ss. Cyril and Methodius in Trnava

REQUEST FOR ADJUSTMENT OF SCHOOL FEES
Faculty
Student (name, surname, title)
Home address
Correspondence address
Study program
Year of study in acad. year ...../..... 1. 2. 3. 4. 5.**
Degree of study: bachelor's/master's/doctorate**
Form of study: Part-time/full-time**

In accordance with § 92, par. 18 of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as "the Act"), as well as the UCM Statute, I address the rector of the UCM to**:

reduce tuition fees and fees associated with studies,
waiver of tuition fees and fees associated with studies,
postponement of the due date of tuition fees and fees associated with the study,
permission to pay tuition fees in ..... installments (max. in 3 installments)

for

paid part-time studies,
concurrent studies,
exceeding the standard length of study,
fee for studying a foreigner.

As a reason I state**:
excellent academic results - confirmation of weight. study average,
long-term ill health - original medical certificate,
social scholarship - confirmation of receipt of social scholarships,
other facts worthy of special attention in accordance with § 92, par. 18 of the Act stated in the affidavit, which is attached to this application.

.....
In Trnava on ..... signature of the applicant

OPINION OF THE DEAN OF THE FACULTY:
I recommend / do not recommend ** comply with the request.

.....
In Trnava on ..... signature of the dean

Rector's OPINION:
I comply / do not comply with the request**.

.....
In Trnava on ..... signature of the rector

** mark the alternative

Annex no. 7

University letterhead

Student
Student address

Our number: Executed by: ...../..... place, date

Subject: Notice of tuition fee reduction for ..... in the academic year ...../.....

In accordance with § 92 par. 18 of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as "the Act") and the Directive on tuition fees and fees associated with UCM studies and on the basis of the reasons you state in your application dated .....

I reduce

the amount of your annual tuition fees for ..... and I set you a new amount of tuition fees in the amount of ..... Eur (in words ..... Euro) with a maturity date of ..... .

I would like to point out that the student's obligation to pay tuition fees to the university follows from § 92, § 113 a) and § 71 of the Act.

Any failure to pay tuition fees by the specified deadline will be considered a violation of the student's obligations and will be assessed according to § 72 of the Act.

IBAN - .....,
Constant symbol - .....,
Variable symbol - .....,
Specific symbol - .....

Tuition and other fees associated with studies are paid exclusively by bank transfer.

Sincerely yours .....
Rector of UCM

Annex no. 8

University letterhead

Student
Student address

Our number: Executed by: ...../..... place, date

Subject: Notice on the tuition waiver in the academic year ...../.....

In accordance with § 92 par. 18 of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended and the Directive on tuition fees and fees associated with studying at UCM and on the basis of the reasons you state in your application dated .....

I waive

your tuition fees for ..... in the amount of ..... Eur (in the word ..... Euro).

Sincerely yours .....
Rector of UCM

Annex no. 9

University letterhead

Student
Student address

Our number: Executed by: ...../..... place, date

Subject: Notice on the postponement of the due date of school fees in acad. year ...../.....

In accordance with § 92 par. 18 of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as "the Act") and the Directive on tuition fees and fees associated with UCM studies and on the basis of the reasons you state in your application dated .....

I postpone

the payment of tuition fees in the amount of ..... Eur (in words ..... Euro) for ..... and I set the due date for you ..... .

I would like to point out that the student's obligation to pay tuition fees to the university follows from § 92, § 113 a) and § 71 of the Act.

Any failure to pay tuition fees by the set deadline will be considered a violation of the student's obligations and will be assessed according to § 72 of the Act.

IBAN - .....,
Constant symbol - .....,
Variable symbol - .....,
Specific symbol - .....

Tuition and other fees associated with studies are paid exclusively by bank transfer.

Sincerely yours .....
Rector of UCM

Annex no. 10

University letterhead

Student
Student address

Our number: Executed by: ...../..... place, date

Subject: Notice of rejection of the application for .....

In accordance with § 92 par. 18 of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as "the Act") and the Directive on tuition fees and fees associated with UCM studies and on the basis of the reasons you state in your application dated .....

I reject

your request for ..... . I did not consider the reasons you stated in your request from ..... to be worthy of special attention, and therefore I did not comply with your request.

According to § 92 par. ..... tuition for ..... you are obliged to pay by bank transfer in the amount of ..... Eur (in the word ..... Euro) to ..... .

I would like to point out that the student's obligation to pay tuition fees to the university follows from § 92, § 113a and § 71 par. 3 letters b) of the Act.

IBAN - .....,
Constant symbol - .....,
Variable symbol - .....,
Specific symbol - .....

Tuition and other fees associated with studies are paid exclusively by bank transfer.

Sincerely yours

.....
Rector of UCM