

# Chancellor's Directive No. 2/2021

## on fees at NEWTON University

### Article I. General provisions

1. This Directive, issued in accordance with the provisions of Articles 3 and 10 of the Statutes of NEWTON University, regulates the various types of fees charged in connection with studies at NEWTON University (Vysoká škola NEWTON, a.s., hereinafter referred to as "NEWTON University" or "NU"; until May 13, 2021, operating under the trade name NEWTON College, a.s., and the abbreviation NC) and other services provided by NU, as well as the methods of payment thereof.
2. The Directive applies to applicants for study at NU, to students of NU in full-time, combined and distance form of study in the Czech Republic and outside the Czech Republic, and to participants of lifelong learning programmes and continuing education courses organised by NU.
3. The fees levied at NU are defined in particular in the Statutes of NEWTON University, in the Study and Examination Regulations of NEWTON University, in this Directive, as well as in other internal standards of NU, as well as in contracts concluded between NU and students of NU or participants in lifelong or continuing education at NU.
4. The actual amount of fees charged by NU in connection with studies at NU and other services provided by NU is determined by the current measure of the Chancellor of NU in the form of the price list (fees) of NEWTON University (hereinafter referred to as the "NU price list"), and in the case of fees for studies by the relevant contract concluded between NU and a student of NU or a participant of lifelong or continuing education at NU.

### Article II. Fee types

1. NU sets the following types of fees:
  - A) admission fees,
  - B) administrative fees associated with studying,
  - C) other fees.
2. The fees associated with the admissions procedure (Article II, point 1(A)) include in particular:
  - a. fee for admissions held in the form of a full-time admission,
  - b. fee for distance admissions,
  - c. fee for the processing of an analysis of courses taken in previous studies for the purpose of their possible recognition.
3. The administrative fees associated with the study (Article II, point 1(B)) include in particular:

- a. fee for splitting the tuition fee payment into installments,
  - b. the tuition fee refund fee upon termination of studies during the first semester of the first year, no later than the specified deadline according to the wording of the study contract,
  - c. fee for enrolment in the studies after the deadline,
  - d. fee for the Chancellor's remedial examination in a course,
  - e. fee for re-enrolment in a course,
  - f. fee for enrolling in a course beyond the study plan,
  - g. fee for registration of the topic of the final thesis after the deadline,
  - h. fee for postponement of the deadline for submission of the final thesis,
  - i. fee for revision of the final thesis,
  - j. fee for changing the topic of the final thesis,
  - k. fee for registering for the state final examination after the deadline,
  - l. fee for postponement of the final state examination,
  - m. fee for taking the state final examination on the Chancellor's remedial date,
  - n. fees for changing the field of study, specialisation or professional focus, location, form or mode of study,
  - o. fee for enabling studies on the basis of an individual study plan.
4. Other fees (Article II, point 1(C)) include in particular:
- a. fees set by the NU Library Rules (their amount and method of payment is regulated by the NU Library Rules),
  - b. fees for the issuance of the NU student card (ISIC/ALIVE) (the amount of the fee is set according to the valid price list of the company GTS ALIVE, in cooperation with which NU issues these cards; the fee is payable once in cash or by payment via a payment terminal, no later than the end of the first semester of study),
  - c. fees for the renewal or reissue of the NU student card (the amount of the fee is set according to the valid GTS ALIVE price list; the fee is payable once in cash or by payment via a payment terminal),
  - d. fee for the production of a duplicate of a specific output document of graduation from a study programme at NU (university diploma, certificate of completion of study practice and management training, Diploma Supplement) at the request of a graduate of NU (the fee is payable once in cash, by payment via a payment terminal, or by transfer to the account referred to in Article III, paragraph 1 of this Directive upon prior agreement; the duplicate of the requested document will be produced after the payment of the fee),

### **Article III. Fee payment**

1. Fees in Czech crowns (CZK) shall be paid to an account maintained in Czech crowns (CZK) at Komerční banka, Na Příkopě, Praha 1, account number: 27-5832990257/0100 (in international format: account number IBAN: CZ0501000000275832990257; SWIFT: KOMBCZPPXXX), with the exceptions set out in paragraph 3 of this Article below. The currency of payment shall be exclusively Czech crowns (CZK), and any fees associated with the conversion and execution of payment from an account held in another currency shall be borne in their full amount by the payer.

2. With the exceptions set out in paragraph 3 of this Article below, fees calculated in euro (EUR) shall be paid into an account in euro (EUR) at Komerční banka, Na Příkopě, Praha 1, account number: 123-4803130237/0100 (in international format: account number IBAN: CZ1101000001234803130237; SWIFT: KOMBCZPPXXX) The currency of payment shall be exclusively in euro (EUR), and any charges associated with the conversion and execution of the payment from an account held in another currency shall be borne in full by the payer.
3. The fees referred to in Article II(1)(B) and (C) shall normally be paid directly to the NU Study Department in cash or by payment via a payment terminal in the currency used in the territory of the country in which the relevant NU Study Department is located. An exception to this is the administrative fees for repeating courses and for studying courses beyond the study plan (see Article II, point 4(e)-(h)), which are paid in the same way as the non-cash payment of tuition fees to an account as referred to in paragraphs 1 to 2 of this Article of the Directive.
4. In the case of a non-cash payment, the payer who is an NU student shall indicate the number generated on the study contract as the variable symbol. Other payers (applicants for studies, participants in courses or lifelong learning programmes) shall indicate their birth number as the variable symbol, or their passport number if they do not have a birth number.
5. Any overpayment of fees can only be refunded upon request to NU via the NU Contact Centre (students) or by e-mail (applicants, participants in courses and lifelong learning programmes).
6. Overpayments are refunded by wire transfer to the bank account specified in the application, with the costs of the transaction being borne by the payee.
7. In the event that a refund of the overpayment is requested to an account other than the one from which the original payment of the fee to NU's account was made, or a non-cash refund of a fee paid in cash or via a payment terminal is to be made, the fee may be refunded only on the condition that the identity of the applicant is verified (electronic submission of the application with a unique ID, personal verification of identity by the study department).
8. The procedure for resolving claims arising from unpaid fees referred to in this Directive is described in an internal standard issued by the Chancellor of NU regulating the procedures for collecting tuition fees and resolving NU's claims for unpaid tuition fees and fees associated with study at NU.

## **Article IV. Final provisions**

1. This Directive shall enter into force and take effect on September 1, 2021.

2. Directive 2/2020, NEWTON University Fee Policy, dated March 23, 2020, is repealed on the effective date of this directive.

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MUDr. Jan Mojžíš, MBA  
Chancellor  
NEWTON University  
(Vysoká škola NEWTON, a.s.)