

METHODICAL INSTRUCTION
ON REDUCTION, REMISSION, DEFERMENT OF DUE DATE OR REFUND OF TUITION FEES
AT THE TECHNICAL UNIVERSITY OF KOŠICE
(supplementing and explaining the provisions of Article 12 (7) of the Statute
of the Technical University of Košice)

Methodical instruction
on reduction, remission, deferment of due date or refund of tuition fees
at the Technical University of Košice
(supplementing and explaining the provisions of Article 12 (7) of the Statute
of the Technical University of Košice)

1. According to Article 92 (18) of the Act, the Rector may reduce or remit the tuition fees or defer their due date taking into account the study results, social and health situation of the student or other facts worthy of special consideration according to the cases specified in Article 12 (7) of the Statute of the Technical University of Košice (hereinafter referred to as "TUKE") and in the cases referred to in sections 3 to 6 of this Instruction.
2. The student submits the application for reduction, remission, refund of tuition fees or deferment of their due date to the study department of the respective faculty in writing on the prescribed form. The application form is Annex 28 of the Organizational directive Education (OS Vzdelávanie).
 - a) If the student decides to apply for a reduction, remission, refund of tuition fees or deferment of their due date, he will do so until October 7. The Deans shall present applications to the Rector in order to decide by October 15.
3. A student who studies a study programme provided by the faculty for longer than its standard length of study is obliged to pay the faculty tuition fees for each additional year of study. The total period of study shall take into account the period during which the student has been enrolled at the university in one of the study programmes of the respective higher education level; if the student has been concurrently enrolled in more than one study programme in one academic year, only one year shall be counted towards the total period of study. Tuition fees due to study longer than the standard length of study of the relevant full-time study programme shall be determined as a pro rata part of the annual tuition fee depending on the number of credits to be earned by the student in the academic year in question in relation to the student's standard workload. The Rector may decide to **reduce** tuition fees in the following cases and to the following extent:
 - a) Student's difficult social situation:
 - if the student is a half-orphan, and if he or she is entitled to an orphan's pension; in this case it is possible to **reduce tuition fees to 50%**,
 - if the student was affected by an unpredictable life event which does not allow him or her to pay the tuition fees in full in the academic year preceding the academic year in which he or she was obliged to pay tuition fees(e.g., natural disaster); in this case it is possible to **reduce tuition fees to 50%**,
 - if the student was, in the academic year preceding the academic year in which she was obliged to pay tuition fees, or if the student will be, in the academic year in which she was obliged to pay tuition fees, in maternity or parental leave; in this case it is possible to **reduce tuition fees to 40%**.
 - b) Student's medical grounds:
 - in the case of the student with a disability card; it is possible to **reduce tuition fees to 25%**,
 - in the case of the student with special needs according to Article 100 (2) of the Act, it is possible to **reduce tuition fees to 50%**,

- if the student had a serious deterioration of health (incapacity for work for more than 1 month) in the academic year preceding the academic year in which he or she was obliged to pay tuition fees; in this case it is possible to **reduce tuition fees to 50%**.
- c) Student's study results:
- if the student has achieved the weighted study average of 91% or more in the academic year preceding the academic year in which he or she was obliged to pay tuition fees; in this case it is possible to **reduce tuition fees to 75%**.
- d) Other facts worthy of special consideration:
- if the student of the study programme of the third level has met all the requirements for the completion of the studies, except for the defence of the dissertation, while submitting the dissertation during the standard length of the studies of the study programme; in this case it is possible **to reduce tuition fees to 25%**,
 - if the student is the current Slovakia national team member (Slovakia national team member at the World or European Championships, Olympic Games, World University Games) and achieves the weighted study average of 71% and more; in this case it is possible to **reduce tuition fees to 50%**.
4. The Rector may decide to **remit** tuition fees in the following cases and to the following extent:
- a) If the student is an orphan, and if he or she is entitled to an orphan's pension.
 - b) In the case of the student with specific needs, in justified cases, if his or her studies are longer than the standard length of the respective study programme.
5. The Rector may **defer the due date** of the tuition fees if the student applies for it in writing. The Rector shall assess the reasons of the application individually. The payment of instalments is set at 50% of the tuition fees by November 30 and the remaining 50% of the tuition fees by February 28/29 of the current academic year in which he or she was obliged to pay tuition fees.
6. The Rector may decide to **refund** tuition fees in the following cases and to the following extent:
- a) **In the amount of 100%**, if the student paid the tuition fees, he or she did not enrol for the studies and did not commence the studies.
 - b) **In the amount of 75%**, if the student paid the tuition fees, he or she enrolled for the studies and did not commence the studies.
 - c) **In the amount of 50%**, if the student paid the tuition fees, he or she enrolled for the studies, studied in the winter semester, and did not commence the studies in the summer semester for serious reasons.
 - d) **In the amount of reduction or remission of tuition fees granted by the Rector** according to sections 3 and 4 of this Instruction if the tuition fees have already been paid by the student.
7. The student must apply for a refund of the tuition fees according to section 6 in writing no later than the end of the teaching period of the summer semester according to the Academic Calendar of the current academic year.

8. In case of expulsion from studies, the tuition fees are not refunded.
9. The student must prove the reasons for the reduction, remission, deferment of due date or refund of tuition fees, depending on the reason, by submitting:
 - a) a copy of the disability card,
 - b) a medical certificate attesting to long-term health issues (not a medical report) from a medical specialist,
 - c) a confirmation of the start date and duration of maternity leave or a copy of the decision to grant parental allowance during parental leave,
 - d) a confirmation of the amount of maintenance provided (according to the judicial decision), if the parents are divorced,
 - e) a copy of the decision to grant an orphan's pension,
 - f) other documents proving the bad social situation,
 - g) a confirmation of completion of mobility by the respective faculty or university.
10. The student is obliged to attach documents proving the credibility of the reasons for reduction, remission, deferment of due date or refund of tuition fees to the written application for their reduction, remission, deferment of due date or refund.
11. The reasons for the reduction of tuition fees stated in section 3 of this Instruction cannot cumulate. The Rector shall always consider only the most serious of the reasons stated in the student's application.
12. In specific cases, the Rector may consider applications for reduction, remission, or refund of tuition fees individually.
13. The Rector shall issue the decision on reduction, remission, refund of tuition fees or deferment of their due date within 30 days of delivery of the application to the Rector through the respective study departments of TUKE.
14. The Rector shall examine the students' applications and decide on the reduction, remission, refund of tuition fees or deferment of their due date, or on the rejection of the application. The decision of the Rector is final, and it is not possible to appeal against it or request its review.