



**CEVROINSTITUT**

[ vysoká škola ]

## **DIRECTOR´S GUIDELINE**

**ref.no. CEVRO-IS/1605/2022/2004-1**

***from September 21st, 2022 which stipulates the amount and form of payment for administrative fees related to studies at CEVRO, z.ú. University.***

This Guideline stipulates new amount and form of payment for administrative fees related to studies at CEVRO, z. ú. University. At the same time, this Guideline cancels the Director´ s Guideline no. 04/19 from December 11<sup>th</sup>, 2019.

**Mgr. Ludmila Habadová**  
University Director

**CEVROINSTITUT**

Jungmannova 17 / 110 00 Praha 1 / Czech Republic  
tel.: +420 221 506 700 / fax: +420 221 506 709  
email: [info@vsci.cz](mailto:info@vsci.cz) / [www.cevroinstitut.cz](http://www.cevroinstitut.cz)



**Article I.**

**Rates for Administrative Fees**

Rates for administrative fees related to studies at Cevro, z.ú. University are stipulated as follows:

**1. Admission procedure fee:**

- Flat fee for filing application for studies..... **500,- CZK**

**2. Fee for issuing an electronic student card - student's ID:**

- First ISIC issuance (students of full-time study), or ALIVE Student (students of combined learning) ..... **400,- CZK**
- Revalidation stamp issuance..... **300,- CZK**

**3. Fees for acknowledging grades of assessment from subjects from previous studies according to paragraph 13 of The Code of Study and Examination:**

- The fee for the request to acknowledge grades of assessment from subjects from previous studies: for every subject which is requested to be acknowledged within one month after the beginning of the academic year ..... **300,- CZK**
- The fee for the request to acknowledge grades of assessment from subjects from previous studies requested later than one month after the beginning of the academic year ..... **1.500,- CZK** and at the same time for acknowledging the grade of assessment of each individual subject ..... **200,- CZK**

**4. Fees prescribed in the course of studies:**

- Fee for changing the field of study..... **3.000,- CZK**
- Fee for changing the form of study..... **2.000,- CZK**
- Fee for changing the place of study..... **1.000,- CZK**
- Fee for requesting study interruption according to Article 15, Paragraph 1, The Code of Study and Examination ..... **1.000,- CZK**
- Fee for enrolling to another year of study according to Article 8, Paragraph 3, The Code of Study and Examination..... **2.500,- CZK**



- Fee for requesting an individual study plan according to Article 9, The Code of Study and Examination ..... **3.000,- CZK**  
And at the same time, for each subject which was not accomplished accordingly when prolonging the deadline for passing an exam or receiving credits is requested  
..... **1.000,- CZK**  
(note: the student who came back from ERASMUS program or any other foreign study stay does not pay the fee)

**5. Fees Related to State Final Exams:**

- Fee for repeating the state final exam or any of its parts..... **3.000,- CZK**  
For each individual part of the state final exam
- Fee for prolonging the studies for each commenced term after fulfilling all study duties..... **10.000,-CZK**

*The fee is due for every term always on October 1<sup>st</sup> and February 15<sup>th</sup> of given calendar year. The fee is prescribed even when the final state exam or a part of it is repeated in following term after the first due term.*

**6. Other Administrative Fees:**

- Fee for requesting a copy of the diploma ..... **500,- CZK**
- Fee for requesting a copy of diploma supplement ..... **500,- CZK**
- Fee for changing the amendment to the Study Agreement regarding terms of paying tuition fee..... **500,- CZK**
- Flat rate for covering administrative costs related to the student´s withdrawal from the Study Agreement – in the amount of a monthly instalment for given study program, form and place of study.
- 

**Article II.**

**Form of Payment for the Fees**



1. Administrative fees stated in Article I. of this Guideline are paid by the student in advance in the form of a cashless payment on the University's bank account **2261283036/5500** at Raiffeisenbank, a.s.

The variable symbol is student's personal number stated in the Study Agreement.

2. The fee may also be paid in cash or by a payment card at the University management secretariat, always prior to the act which the fee is related to.

### **Article III.**

This Guideline becomes legally effective on October 1<sup>st</sup>, 2022. This Guideline also cancels the Director's Guideline number 04/19.

Mgr. Ludmila Habadová  
University Director