

Procedure for the Extension of Deadlines for the Reimbursement of Study Costs and Application for Payment in Instalments

1. In order to extend the deadline for the reimbursement of study costs or to apply for payment in instalments, a student or an external student (hereinafter *learner*) shall submit a relevant application on the form of other type of application in the Study Information System no later than the payment deadline indicated on the invoice.
2. The application shall include the reason for requesting extension of the deadline or payment in instalments, and:
 - 2.1. in case of application for extension, proposal for establishing a new deadline, indicating the new deadline. The deadline can be extended by the maximum of 30 calendar days;
 - 2.2. in case of payment in instalments, proposal for creating a schedule for payments, indicating the instalments and deadlines. Payment in instalments can be spread over a maximum period of 5 calendar months, whereas each calendar month at least one payment on the basis of the payment schedule shall be made. Payments are generally made in equal amounts, the minimum amount being 50 euros. A learner can apply for payment in instalments if he/she has reimbursed to the university at least 10 per cent of the amount indicated on the invoice for reimbursement of study costs, but not less than 50 euros.
3. A staff member appointed by the academic unit shall check the accuracy of the learner's application. In case of shortcomings, the application is returned to the learner for correction, accompanied by the correction deadline and an explanation that if the learner fails to correct the application by the deadline, the academic unit has the right not to review the application. If the shortcomings are removed by the established deadline, the application shall be considered as submitted by the required deadline.
4. Applications submitted as required shall be forwarded for decision making to the director of the academic unit or, based on the order of the director of the academic unit, head of studies or administrative head of the academic unit.
5. The decision referred to in Clause 4 shall be made known to the learner in the Study Information System. If the application for the extension of the deadline or for payment in instalments is not satisfied, the decision sent to the learner shall include reasons and considerations on which the decision has been based.
6. The academic unit shall have the right not to satisfy the application for the extension of the deadline or for payment in instalments in the case where during the current financial year the number of applications that have been satisfied in the academic unit exceed 5 per cent of the provision of education revenue of the academic unit's budget.

7. If the application for the extension of the deadline or for payment in instalments is satisfied, a staff member appointed by the academic unit shall forward information about the changes of conditions of paying the invoice to the financial manager of the academic unit. In case the application for the extension of the deadline is satisfied, a staff member appointed by the academic unit shall mark the extended deadline for the reimbursement of study costs in the Study Information System. In case the application for payment in instalments is satisfied, a staff member appointed by the academic unit shall mark the date of the last payment in the Study Information System.
8. In case of violation of conditions regarding the extension of the deadline for the reimbursement of study costs or payment in instalments, the academic unit shall initiate the student's deletion from the Matriculation Register due to failure to reimburse the study costs by the deadline requested; and in case of an external student, termination of the study agreement concluded with the external student. Upon initiation of deletion from the Matriculation Register or termination of the study agreement with an external student, the learner shall be required to reimburse the unpaid study costs pursuant to Subsection 8 of Section 10 of TU Study Regulations.