

Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies

This Regulation is established pursuant to Subsection 8 of Section 16 of Higher Education Act and Clause 2 of Subsection 2 of Section 9 of Tallinn University Statutes.

§ 1. General Provisions

- (1) Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies shall establish the requirements and procedure for the reimbursement of study costs of Tallinn University degree students.
- (2) For the purpose of this Regulation, the rate of reimbursement of study costs described in Higher Education Act shall be referred to as tuition fee.
- (3) Tuition fees shall be established for each academic year by the decision of the Senate. The tuition fee of students who have already started their studies can be raised by up to 10% as compared to the previous academic year.
- (4) The tuition fees for study programmes where the language of instruction is not Estonian shall be confirmed no later than 1 January, tuition fees for study programmes where the language of instruction is Estonian shall be confirmed no later than four months before the beginning of the next academic year.
- (5) The types of tuition fees are:
 - 1) Reimbursement of study costs charged for registered credit points in the students' study plan but left uncompleted;
 - 2) Credit point fee charged on the basis of the volume of registered credit points in the students' study plan. The fee shall be valid for one semester whereas academic leave shall not extend the period of validity. Students who have failed to obtain a positive result during the first time they had the right to take the course can retake the course once at no charge. If they fail to obtain a positive result when retaking the course at no charge, they can retake the course as a continuing education student by way of open learning;
 - 3) Fee charged for graduation from students who have been assigned a supervisor for the final thesis or who register for the defence of the final thesis. The fees shall be valid for two semesters whereas academic leave shall not extend the period of validity. Students who have paid the fee for graduation but fail to obtain a positive result for the final thesis or final exam shall have the right to redefend their final thesis or retake the final exam within the period the fees charged for graduation is valid;
 - 4) Semester fee charged from students on study programmes where the language of instruction is not Estonian.
- (6) Tuition fees shall be charged from students (except for doctoral students), external students (except for external students on a doctoral study programme) and continuing

education students in accordance with the requirements and procedure established in this Regulation.

(7) Tuition fees shall be charged based on the principle that students are charged the fees which applied during the academic year they were matriculated.

(8) Failure to pay tuition fees shall result in restrictions applied to studies by the University and deletion from the matriculation register.

§ 2. Full-time students studying on study programmes where the language of instruction is Estonian

(1) The reimbursement of study costs is required from students who, by the end of the semester, have more than 6 ECTS credits uncompleted of the total required study volume. The reimbursement of study costs shall not be required for the volume of credits for final theses or final exams that have not been completed after the end of the students' nominal period of studies.

(2) Students studying abroad whose passed courses are taken into account for the completion of the study programme in the amount of at least 15 ECTS shall not pay the fee referred to in Subsection 1 of this Section for the semester they spent abroad and for the following semester.

(3) Students transferred from full-time studies to part-time studies shall be required to reimburse the study costs within the first semester of part-time studies. The credit point fee and/or for graduation required to be paid for the first semester of part-time studies shall be reduced by the amount of reimbursement of study costs for the last semester of full-time studies.

(4) Students who have started their studies as full-time students but have been transferred to part-time studies and thereafter transferred again to full-time studies shall not be required to reimburse the study costs during their first semester of full-time studies for the last semester of studies taken as a part-time student.

(5) Students who complete the study programme in full within the nominal duration of the study programme and a year following it (within the two following years in case of a study programme with the nominal duration of at least four years) shall be reimbursed the already paid tuition fee on the basis of an application. Students shall submit the application form in the Study Information System (hereinafter *SIS*) within 30 calendar days the order for graduation was issued.

(6) When taking academic leave, students shall reimburse the study costs for the volume of studies left uncompleted during the previous semesters. For the following semesters of academic leave students shall not be required to pay the tuition fee.

(7) The reimbursement of study costs referred to in Subsection 1 of this Section shall not be required from students who do not meet the requirements set out for the volume of study load but continue studies on the same study programme and who:

- 1) have a moderate, severe or profound disability or;
- 2) have no or partial work ability or;
- 3) are parents or legal guardians of a child under 7 years of age;
- 4) study on Master's study programme of Teacher Education, after the graduation of which the qualification of Basic School and/or Secondary School Subject Teacher is acquired;
- 5) [Repealed 17.06.2024]
- 6) have been elected to the executive board of the Student Union or to the Student Council during that period or because he/she has been working in the office of the Student

Union during the semester (up to five students per academic year and on the basis of the proposal of the Chairperson of the Board).

(8) Students shall submit an application form in SIS by the deadline established in the Academic Calendar to request for release from the reimbursement of study costs referred to in Subsection 7 of this Section. Students are not required to reimburse study costs for the semesters in which the basis for exemption was valid during the semesters in which the basis for exemption was valid.

§ 3. Part-time students studying on a programme where the language of instruction is Estonian

(1) Part-time students shall be charged a credit point fee on the basis of volume of courses they have registered for in the study plan and a fee for graduation when they have been assigned a supervisor of the final thesis or when they have registered for the final exam.

(2) Students in block mode study who are in a group of fee-paying part-time studies, shall reimburse the study costs during the entire time of studies regardless of their study load.

(3) Students on academic leave shall pay the tuition fee on the basis of the volume of credit points registered in the study plan. If the student goes on academic leave and changes the study plan before paying the invoice, a new invoice shall be issued based on the actual study plan. If the student goes on academic leave after paying the invoice, and partly or fully revokes the study plan, the overpaid fee shall remain as an advance payment.

(4) The reimbursement of study costs referred to in Subsection 1 of this Section shall not be required from students who started their studies free of charge as full-time students and were transferred to part-time studies but continue studies on the same study programme and who:

- 1) have a moderate, severe or profound disability or;
- 2) have no or partial work ability or;
- 3) are parents or legal guardians of a child under 7 years of age.

(5) The reimbursement of tuition fee referred to in Subsection 1 of this Section shall not be required from students who study free of charge on the study programme of Teacher Education in a group of part-time students.

(6) Students shall submit an application form in SIS by the deadline established in the Academic Calendar to request for release from the reimbursement of tuition fees referred to in Subsection 4 of this Section. Students are not required to reimburse tuition fees for the semesters in which the basis for exemption was valid during the semesters in which the basis for exemption was valid.

§ 4. Students studying on a programme where the language of instruction is not Estonian

(1) Students shall pay the tuition fee for the current semester on the basis of the semester fee. Semester fee shall be charged for the semesters equivalent to the nominal duration of the study programme, including a semester of studies abroad.

(2) Students shall not pay the tuition fee within two semesters following the end of the nominal period of studies in case they have paid the tuition fee in the amount referred to in Subsection 1 of this Section. The time spent on academic leave does not postpone the beginning of the recovery of reimbursement of the tuition fee.

(3) After the end of the nominal period of studies and of the following two semesters students shall pay the tuition fee on the basis of the volume of courses students have

registered for in their study plan for the semester and on the basis of the credit point fee and fee charged for graduation established by the Senate.

(4) During academic leave students shall pay a semester fee in case they register for courses in their study plan or are compiling their final thesis.

§ 5. Students starting their studies on a study programme where the language of instruction is Estonian and who have previously studied in higher education free of charge

(1) The reimbursement of tuition fee is required from students who start their studies on a study programme where the language of instruction is Estonian and who:

1) have been matriculated to higher education studies free of charge in another Estonian higher education institution;

2) have previously studied free of charge on the same level of higher education at least for 365 calendar days and less than ten years have passed from their deletion from the matriculation register, with the exception of students referred to in Subsection 3 of this Section;

3) when starting their studies on Bachelor and Master's integrated study programme, have already studied free of charge on a Bachelor and Master's integrated study programme or on the first level of higher education at least for 365 calendar days and less than ten years have passed from their deletion from the matriculation register, with the exception of students referred to in Subsection 3 of this Section;

4) have been matriculated to tuition-free studies twice before on the same level of higher education and less than ten years have passed from their deletion from the matriculation register, with the exception of students referred to in Subsection 3 of this Section;

5) have been deleted from the matriculation register and rematriculated to the same study programme within two years.

(2) Tuition fees shall be charged on the basis of the volume of registered credit points in the students' study plan of the semester and on the credit point fee and fee charged for graduation established by the Senate.

(3) Tuition fees shall be not be charged from students who have previously studied free of charge on the same level of higher education but:

1) they study on Master's study programme of Teacher Education, after the graduation of which the qualification of Basic School and/or Secondary School Subject Teacher is acquired,

2) they study on a study programme, after the graduation of which the qualification of Teacher or Special Education Teacher is acquired, they work as teachers or special education teachers but do not have the necessary academic degree or qualification for working as a teacher or special education teacher.

§ 6. Paying the tuition fee upon deletion from the matriculation register

(1) Upon deletion from the matriculation register, full-time students studying on a study programme where the language of instruction is Estonian, shall be charged:

1) for the volume of credit points registered in the study plan for which the students have failed to receive a positive result in case the students apply for deletion from the matriculation register at their own request after 70 calendar days have passed from the beginning of the period of contact learning of the semester;

2) on the basis of Subsection 1 of Section 2, tuition fee for the missing credit points from previous semesters in case the grounds for deletion from the matriculation register arises after the end of the semester.

(2) In case of deletion from the matriculation register of part-time students studying on a programme where the language of instruction is Estonian or of students studying on a programme where the language of instruction is not Estonian, the reimbursement of the tuition fee is required in proportion to the period of study. The tuition fee is calculated on the basis of the number of days in the semester from the beginning of contact studies to the end of the semester and the sum of the study costs to be reimbursed. The study period is calculated from the beginning of contact studies of the semester until the date of the application submitted by the student (deletion from the matriculation register at the request of the student) or until the payment deadline of the invoice issued to the student or, in case of extension of the payment deadline / payment in instalments, until the new payment deadline (deletion from the matriculation register at the request of the university).

(3) Overpaid tuition fee shall be recovered to the student on the basis of an application. The deadline for submitting the application is 30 calendar days as of the student's deletion from the matriculation register.

§ 7. External students and continuing education students

(1) External students (with the exception of external doctoral students) shall be charged the credit point fee on the basis of the volume of registered credit points in the students' study plan and/or fee charged for graduation. The tuition fee shall be calculated on the basis of tuition fees valid during the year the external student concluded the agreement for external studies.

(2) Continuing education students shall pay the tuition fee on the basis of the volume of credit points chosen for studies and the credit point fee established for the academic year of studies.

§ 8. Payment of tuition fees

(1) Tuition fees shall be paid on the basis of an invoice issued to the payer electronically through SIS no later than seven days before the payment due date.

(2) Explanations as to the invoices of tuition fees shall be provided by the staff member who has issued the invoice of the academic unit.

(3) For the extension of the tuition fee payment due date or for payment in instalments the students or external students (hereinafter *learners*) shall submit a relevant application in SIS in the form referred to as other applications no later than the payment due date indicated on the invoice.

(4) The application shall include reason for requesting extension of the tuition fee payment due date or payment in instalments, and:

1) in case of application for extension, proposal for establishing a new due date, indicating the new due date. The due date shall be extended by the maximum of 30 calendar days;

2) in case of payment in instalments, proposal for creating a schedule for payments, indicating the instalments and payment due dates.

(5) Payment in instalments can be spread over the 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. Learners can apply for payment in instalments if they have 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.

(6) 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 University 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.

(7) 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.

(8) The decision referred to in Subsection 3 of this section shall be made known to the learner in the Study Information System. If the application for the extension of the due date 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.

(9) 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 responsible staff member of 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.

(10) 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 student's deletion from the Matriculation Register due to failure to reimburse the study costs by the due date; and in case of an external student, termination of the study agreement concluded with the external student.

§ 9. Procedure for granting discounts

(1) In case of significant circumstances, discounts for tuition fees may be granted to full-time and part-time students on study programmes where the language of instruction is Estonian by the member of the Rectorate managing academic affairs, appointed by the Rector. In order to apply for the discount, students shall submit an application form in SIS no later than 15 September in autumn semester or 15 February in spring semester.

(2) In accordance with the procedure established in the academic unit, the head of the academic unit may give discounts to students in block mode study who are in a group of fee-paying part-time studies, studying on a study programme where the language of instruction is Estonian, and to students studying on a study programme where the language of instruction is not Estonian.

(3) Students studying on a joint study programme where the language of instruction is not Estonian may be given a discount by the head of the academic unit for paying the tuition fee as established in the cooperation agreement of the joint study programme.

(4) When making discounts, the person entitled to make the discount shall avoid any conflicts of interest, taking the Anti-corruption Act as the basis.

§ 10. Students matriculated before Academic Year 2024/2025

(1) The fee for graduation referred to in Clause 3 of Subsection 5 of Section 1 of this Regulation shall not be charged from students matriculated before Academic Year 2024/2025

until the beginning of Academic Year 2027/2028. Instead of the fee charged for graduation, supervision fee and the fee for final thesis/final exam shall be used as types of fees.

(2) Principles for charging tuition fees referred to in Subsection 7 of Section 1 of this Regulation shall not apply to students matriculated before Academic Year 2024/2025. Charging tuition fees shall be based on tuition fees established for students matriculated before Academic Year 2024/2025.

(3) The calculation of the reimbursement of study costs established in Subsection 1 of Section 2 and the fee for changing the study load established in Subsection 3 of Section 2 of this Regulation shall not apply to students matriculated before Academic Year 2017/2018 until the beginning of Academic Year 2027/2028. The reimbursement of study costs shall be required in case by the beginning of the semester more than 6 ECTS credits of the required cumulative study volume of the previous semesters have been left uncompleted.

(4) Subsection 3 of Section 2 of this Regulation shall not apply to students matriculated from Academic Year 2017/2018 to Academic Year 2024/2025 until the beginning of Academic Year 2027/2028. Students transferred from full-time studies to part-time studies shall not be required to reimburse the study costs if they continue studies as part-time students and register for at least one course (except when retaking the course free of charge) or for the final exam or defence of final thesis or who have been assigned a topic of the final thesis and a supervisor by the order of the Director of the academic unit and who reimburse the study costs on the basis of credit point fee, supervision fee, fee for final thesis/final exam.

(5) Students matriculated before Academic Year 2024/2025 who have reimbursed the study costs on the basis of Subsection 1 of Section 2 and completed the study programme in full during the nominal period of studies shall be refunded the reimbursed study costs on the basis of an application submitted by the student. The deadline for submitting the application is 30 calendar days as of the student's graduation. The current provision shall apply until Academic Year 2027/2028.

(6) The procedure for payment during studies abroad referred to in Subsection 1 of Section 4 of this Regulation shall not apply to students matriculated before Academic Year 2022/2023 until the beginning of Academic Year 2027/2028. Students shall be required to reimburse 50% of the semester fee during studies abroad.

(7) Clauses 1-4 of Subsection 1 of Section 5 of the Regulation and Clause 1 of Subsection 1 of Section 6 shall apply to students matriculated from Academic Year 2024/2025; until Academic Year 2027/2028, they shall not apply to students who were matriculated before 1 August 2024.

§ 11. Contesting

Students shall have the right to contest decisions as regards this Regulation in accordance with the procedure established in TLU Study Regulations.

§ 12. Implementation provisions

(1) This Regulation shall enter into force on 26 August 2024.

(2) Upon entry into force of this Regulation, Section 10 of TLU Senate Regulation No. 15 on June 15, 2015 "Tallinn University Study Regulations" shall be repealed.

(3) Upon entry into force of this Regulation, Order No. 226 of the Vice-Rector for Academic Affairs of 7 October 2019 "Procedure for the Extension of Deadlines for the Reimbursement of Study Costs and Application for Payment in Instalments" shall be repealed.

(digitally signed)

Tõnu Viik

Rector

(digitally signed)

Hille Erik

Academic Secretary