



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY, LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

REGULATION FOR TUITION FEES

Approved on 22/09/2016 by Administrative Board - Decision №1 (Appendix №:1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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CONTENTS

Amendments3

List of Revisions4

Article 1. Aim and Scope.....6

Article 2. General Policy of Tuition Fee Payment.....6

Article 3. Study Grant6

Article 4. Tuition Fee for Extra/Failed Component(s) / Additional Semester(s)6

Article 5. Payment Policy for Students With Suspended Status.....6

Article 6. Payment Policy for Students With Terminated Status.....7

Article 7. Acknowledgement of Existence of the Debt7

Article 8. Fee for Issuing Duplicate Diploma.....7

Article 9. Final Provisions7

Article 10. Date of Effect.....8

Article 11. Implementation8



Amendments

#	Decision taken by	Decision №	Date
1.			

Primary version: 22.09.2016



List of Revisions

#	Date	Article	Remarks
01			

Article 1. Aim and Scope

- 1.1. This regulation aims at defining the policy and procedure for payment of tuition fee and other related fees for the educational service rendered by International Black Sea University LLC (hereinafter “IBSU”). The regulation covers financial issues related to Bachelor’s, Master’s and Doctoral students enrolled in all educational programs of IBSU.

Article 2. General Policy of Tuition Fee Payment

- 2.1. The annual tuition fee is normally paid in two installments, during the registration period (as defined by IBSU academic calendar) at the beginning of each semester.
- 2.2. Payment of tuition fee may be performed in more than two installments, if it is defined by the contract (R01F14, R01F30, R01F34) between a student and IBSU (hereinafter “contract”).
- 2.3. Tuition fee is paid non – cash, as defined by contract.

Article 3. Study Grant

- 3.1. Those students, who have successfully passed Unified National Examinations / Unified Master’s Examinations and have received State Study Grant / Master’s State Grant in accordance with the Law, are obliged to pay only a proportional part of the remaining tuition amount.

Article 4. Tuition Fee for Extra/Failed Component(s) / Additional Semester(s)

- 4.1. The tuition fee defined by the contract is valid for 8 active semesters for the students enrolled at Bachelor’s level, for 4 active semesters for the students enrolled on Master’s level and for 6 active semesters for the students enrolled on the Doctoral level at IBSU. The time of validity period is calculated from the date of conducting the contract.
- 4.2. If a student is unable to finish the educational program in due time, he/she has to pay an additional tuition fee for each extra course/ study component. The amount of the tuition fee for extra course/ study component is equal to the tuition fee that freshman students pay for the corresponding program that year.
- 4.3. If a student takes an extra/failed/component within the 75 ECTS credit limit, but outside 30 ECTS credits for the corresponding semester, he/she has to pay an additional tuition fee for each extra ECTS as defined by the terms and conditions of his/her contract.

Article 5. Payment Policy for Students with Suspended Status

- 5.1. The suspension (R03F05) of student’s status is the ground for suspension of tuition fee payment for the corresponding semester(s).

- 5.2. If the ground for suspension of students' status is financial debt, student's obligation of debt payment is in force. Student's status will not restore unless all debts are paid (unless the existence of a different agreement between the student and IBSU).
- 5.3. If the student's status was suspended (upon the student's application) during the 7 weeks period from the beginning of the semester, he/she is exempt from paying the tuition fee left for the current semester.
- 5.4. If the student's status was suspended (upon the student's application) after the 7 weeks period from the beginning of the semester, he/she is obliged to pay the tuition fee left for the current semester (exceptions from this rule can be made by the Chancellor's Office decision).

Article 6. Payment Policy for Students with Terminated Status

- 6.1. When the student status is terminated (R03F58), IBSU is entitled to claim for the unpaid tuition fee for the previous semesters from the student. Herewith, IBSU is entitled to detain the personal files (original versions) of a student, before paying the debt.
- 6.2. IBSU is entitled to detain the relevant Higher Education State Document - diploma of a student, who's status is terminated due to completion of the educational program and he/she is in financial debt to IBSU, before paying the debt.
- 6.3. The case of tuition fee payment for the current semester is defined in accordance with paragraphs 5.3 and 5.4 of this regulation, if the student's status was terminated (upon the student's application).

Article 7. Acknowledgement of Existence of the Debt

- 7.1. On the grounds of the Rector's/Chancellor's decision, a special agreement concerning the acknowledgement of existence of the debt payment (R09F01), as well as the schedule for payment may be concluded with a student with financial debt.

Article 8. Fee for Issuing Duplicate Diploma

- 8.1 Fee for issuing duplicate diploma upon student's request is 35 GEL.

Article 9. Final Provisions

- 9.1. All the issues concerning scholarships, discounts, and tuition fee waivers are defined by "Regulation for Scholarships and Tuition Fee Waivers" - R33.
- 9.2. Those points which are not defined within this document will be regulated according to the contract between a student and IBSU as well as the related Georgian legislation and other regulations of International Black Sea University.
- 9.3. The case of any changes, amendments and / or additions to this regulation is decided by the Administrative Board of IBSU.

Article 10. Date of Effect

10.1 This regulation is valid from the approval from the date of the Administrative Board.

Article 11. Implementation

11.1 The rules in this regulation are carried out by the Chancellor.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarise themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its
community on the basis of gender, race, nationality, ancestry, creed, marital or parental status, or
physical, mental, emotional, or learning disabilities in its educational programmes and activities.*

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