

# HOTEL SCHOOL

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**VIESNĪCU BIZNESĀ KOLEDŽA**

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## **REGULATIONS ON TUITION FEE AND OTHER SERVICE PAYMENT PROCEDURE AT “HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE**

### **1. General terms and conditions**

1.1. The terms and conditions of “Service Payment Procedure at HOTEL SCHOOL” Hotel Management College” (hereinafter - Regulations) regulates the service payment procedure at “HOTEL SCHOOL” Hotel Management College and its structural units - Professional Further Education and Development Institution, the School of Hotel Business Organization and "BTEC Approved Centre "HOTEL SCHOOL" Hotel Management College", hereinafter referred to as the "HOTEL SCHOOL".

### **2. Tuition fee and other service fees**

2.1. The tuition fee and other service fees (hereinafter – Pricelist) are determined by the Board of Ltd “HOTEL SCHOOL” Hotel Management College. **The latest version of the Pricelist is published on [www.hotelschool.lv](http://www.hotelschool.lv).**

2.2. One-time **admission fee** is applied only to the UK accredited study programmes (“BTEC” programmes) and includes all expenses associated with the registration process on “*Edexcel Online*” system in the UK and the external audit process of “BTEC” programmes.

2.3. The **tuition fee** includes the provisioned lectures and practical classes, tests and examinations (including final examination), qualification practice, individual lecturer consultations in accordance with the consultation schedule, individual administration consultations during the official reception hours, reading rooms and subscription services of the HOTEL SCHOOL library, handouts, internet access at HOTEL SCHOOL premises. The tuition fee does not include the purchase of study literature, the purchase of the student uniform and the name badge and the student identification card, as well as expenses related to the purchase of a personal computer, accommodation costs in a student residence or travel expenses to HOTEL SCHOOL.

2.4. The **training fee** includes the provisioned lectures and practical classes, tests and examinations (including final examination), qualification practice, individual lecturer consultations in accordance with the consultation schedule, individual administration consultations during the official reception hours, reading rooms and subscription services of the HOTEL SCHOOL library, handouts, internet access at HOTEL SCHOOL premises. The tuition fee does not include the purchase of study literature, the purchase of the student uniform and the name badge and the student identification card, as well as expenses related to the purchase of a personal computer, accommodation costs in a student residence or travel expenses to HOTEL SCHOOL.

- 2.5. In case the student begins his/her studies at a later stage in accordance with the Study commencement procedure at a later stage at "HOTEL SCHOOL" Hotel Management College, he/she must pay a fee for the assessment or recognition of prior education documents or professional experience in accordance with the Pricelist. The actual amount is calculated by the HOTEL SCHOOL Study Department by summing up the number of received credit points. The student settles the payment according to the invoice issued by HOTEL SCHOOL.
- 2.6. In case the student or learner **changes the study programme or the study form in the middle of the semester**, the new programme price is applied only starting from the following semester, except if the price of the new programme is higher than the price of the previous programme. In this case, the HOTEL SCHOOL Admission Commission recalculates the price and applies amendments to the contract by adjusting the individual payment plan.
- 2.7. An opportunity to attend open public lectures or classes at the HOTEL SCHOOL is available only to the citizens and non-citizens of Republic of Latvia and persons with a valid residence permit of the Republic of Latvia
- 2.8. **All-inclusive service** for non-EU citizens with a purpose of obtaining a residence permit include consultations on the document preparation, the submission of the foreign documents for legalization in Latvia, submission of foreign education documents for recognition in Latvia, submission of residence permit application and other supporting documents to the OCMA. All-inclusive service for non-EU citizens does not include the residence permit associated state fees. The student or learner makes the payment according to the invoice issued by HOTEL SCHOOL.
- 2.9. **Guardian services** are provided only to underage students and students from abroad. The total amount is calculated by the HOTEL SCHOOL Admission Commission. The student or learner settles the payment according to the invoice issued by HOTEL SCHOOL.

### 3. Payment Procedure

- 3.1. The one-time admission fee must be paid in full by students and learners according to the invoice issued by HOTEL SCHOOL within 2 (two) weeks of the announcement of the competition results. Extension of the payment deadline should be agreed with the HOTEL SCHOOL Admission Commission.
- 3.2. Upon the enrolment at HOTEL SCHOOL full-time education programme or distance learning programme, **the students and learners from EU countries** may pay tuition and training fees as follows:
  - 3.2.1. per year – in this case annual payment discount is applied;
  - 3.2.2. per semester;
  - 3.2.3. in instalments, by dividing the semester fee in 5 (five) equal payments – in this case an extra instalment commission fee is applied - 10,00 EUR (ten euros, 00 cents) for each payment.
- 3.3. Upon the enrolment at HOTEL SCHOOL full time study programmes, the **non-EU students and learners** must pay annual tuition and training fees.
- 3.4. Upon the enrolment at HOTEL SCHOOL distance learning programmes, the **non-EU students and learners** may pay tuition and training fees as follows:
  - 3.4.1. per year – in this case annual payment discount is applied;
  - 3.4.2. per semester;
  - 3.4.3. in instalments, by dividing the semester fee in 5 (five) equal payments – in this case an extra instalment commission fee is applied - 10,00 EUR (ten euros, 00 cents) for each payment.

- 3.5. Students and learners choose the payment type of the tuition and training fee as referred to in Clause 3.2 and 3.4 and may be eligible for the tuition and training fee discount in accordance with "Discount Application Procedure at "HOTEL SCHOOL" Hotel Management College". Based on the choice made by students/learners and the results of the competition, the **HOTEL SCHOOL Admission Commission prepares an individual payment plan for each student and learner** which is amended to the contract.
- 3.6. Students and learners may change the method of payment of the selected tuition or training fee by submitting a written request to the HOTEL SCHOOL Admissions Commission and signing the contract amendments.
- 3.7. HOTEL SCHOOL Admission Commission prepares amendments to the contract by adjusting the individual payment plan even if the student or learner is granted an academic leave at his/ her own written request. If a student or learner returns to HOTEL SCHOOL, a new tuition or training fee may be applied that comes into force for that moment.
- 3.8. Tuition and training fees must be paid in full amount by the students and learners as per the individual payment schedule.
- 3.9. Tuition and training fees are payable **only via bank transfer** by students and learners. Students and learners are required to submit a payment confirmation approved by the bank for each payment to the HOTEL SCHOOL Study Department.
- 3.10. The tuition and training fee payment date is considered the day when the amount of the prepayment or monthly tuition or training fee has reached the account of HOTEL SCHOOL in full amount.
- 3.11. If a student or learner has not paid a tuition or training fee or its part as per the terms and amount specified in the contract, he/she shall pay a penalty of 0.3% per day of the unpaid amount for each calendar day to HOTEL SCHOOL.
- 3.12. If a student or learner **fails to meet the requirements of the programme within the time limits set in the study or training plan, new fees will be applied** in order to receive the services in an extended time frame that is agreed with HOTEL SCHOOL Study Department. The student or learner pays according to the Pricelist for the examinations, study internship report and diploma paper defence presentations, the final examination tests that take place apart from the approved study or training plan, as well as repeated study course or subject acquisition, repeated defence presentation of the internship report or diploma paper, or repeated completion of the final examination (hereinafter referred to as Academic Debts).
- 3.13. HOTEL SCHOOL Study Department is responsible for calculating the total academic debt fee by compiling an individual study or training plan, which specifies the type, due date and fee of the academic debt, except in the case referred to in Clause 3.14 of the Regulations.
- 3.14. In case the individual Academic debt study plan provisions the extension with a total duration of study programme acquisition by 1 (one) semester, the student or the learner must pay full semester study or training fee. In this case, HOTEL SCHOOL Admission Commission issue amendments to the contract by adjusting the individual payment plan.
- 3.15. Payment of academic debts should be made only via bank transfer by submitting a payment confirmation approved by the bank to the HOTEL SCHOOL Study Department.
- 3.16. The administrative services that **do not exceed 20 EUR** (twenty euros, 00 cents) may be paid also in cash by receiving a payment confirmation receipt in return.

#### **4. HOTEL SCHOOL service fee changes**

4.1. HOTEL SCHOOL is entitled to unilaterally increase the prices of its services in the following cases:

4.1.1. rising inflation rate in the country (according to data of Central Statistical Bureau);

4.1.2. increasing taxes and duties under the legislation of Republic of Latvia;

4.1.3. increasing HOTEL SCHOOL supplier service prices;

4.1.4. in other cases.

4.2. In case of increase in tuition and training fees, as well as in case HOTEL SCHOOL increases the prices for other services, HOTEL SCHOOL informs students and learners about such changes in advance by publishing the information on HOTEL SCHOOL website ([www.hotelschool.lv](http://www.hotelschool.lv)), as well as by amending the contract about the increase in tuition or training fees.

#### **5. Responsibility**

5.1. HOTEL SCHOOL Admission Commission, Study Department and Accounts Department are responsible for the execution of the Regulations.

#### **6. Transition Regulations**

6.1. To declare the Regulations on Service fees and Payment Procedure, issued May 25, 2016, at Ltd "HOTEL SCHOOL" Hotel Management College, as invalid. **The Regulations come into force on June 17, 2019.**

Ltd „HOTEL SCHOOL” Hotel Management College  
CEO

J. Pasnaka