

# HOTEL SCHOOL



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Rīga

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No 1-15/3

## **DISCOUNT APPLICATION PROCEDURE** **Ltd “HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE**

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

- 1.1. The terms and conditions of “Discount Application Procedures at HOTEL SCHOOL ”Hotel Management College” (hereinafter - Regulations) states the discount types of tuition and training fees 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", and sets the requirements for students and learners (including applicants) who wish to qualify for the discount as well as regulates the student and learner (including applicants) discount application procedure.
- 1.2. Discounts are not applicable to a one-time admission fee, i.e., the registration fee for the *Edexcel Online* system in the UK, other study and administration service fees, or study or training-related expenses listed in the current HOTEL SCHOOL pricelist.
- 1.3. All HOTEL SCHOOL students and learners (also applicants) can claim a discount.
- 1.4. The discounts are summarized, i.e., one person can qualify for different types of discounts at the same time.
- 1.5. The discount is awarded on a competitive basis.
- 1.6. HOTEL SCHOOL Admission Commission is responsible for the first semester discount application process.
- 1.7. HOTEL SCHOOL College Council is responsible for the following semester discount application process.

### **2. Discount types**

- 2.1. Good academic performance - 5% of tuition or training fees per semester.
- 2.2. Excellent academic performance - 10% of tuition or training fees per semester.
- 2.3. Active participation in HOTEL SCHOOL’s social life - 5% -10% of tuition or training fees per semester.
- 2.4. Family member discount - 20% of the full price of the tuition or training programme fees.
- 2.5. Discount as per agreement - 5% -50% of tuition or training fees for the first semester.

2.6. Annual fee discount - according to the rates set by the HOTEL SCHOOL Board.

### **3. Candidate Requirements**

- 3.1. Only citizens and non-citizens of Latvia whose secondary education certificate states grades of 7 (seven) and above in all subjects can apply for the discount referred to in Clause 2.1 of the Regulations. The discount is applied only to the first (since the beginning of the studies or training) semester study fee.
- 3.2. Starting from the second semester (since the commencement of studies or training), all students and learners (including foreign nationals) of HOTEL SCHOOL, who have received grades of no lower than 7 (seven) or M (Merit) and above in all study courses or subjects of the current semester, may qualify for the discount referred to in Clause 2.1. The discount is applied to the tuition or training fee of the following semester, provided that the requirements referred to in Paragraph 3.9 of the Regulations are met.
- 3.3. The students and learners of the final (since the commencement of studies or training) semester cannot apply for the discount mentioned in Clause 2.1.
- 3.4. Only citizens and non-citizens of Latvia whose secondary education certificate states grades of 9 (nine) and above in all subjects can apply for first semester discount referred to in Clause 2.2 of these Regulations. The discount is applied only to the tuition or training fee of the first (since the beginning of the studies or training) semester.
- 3.5. Starting from the second semester (since the commencement of studies or training), all students and learners (including foreign nationals) of HOTEL SCHOOL who have received grades of no lower than 9 (nine) or D (Distinction) in all study courses or subjects of the current semester may qualify for the discount referred to in Clause 2.2. The discount is applied to the tuition or training fee of the following semester, provided that the requirements referred to in Paragraph 3.9 of the Regulations are met.
- 3.6. The students and learners of the final (since the commencement of studies or training) semester cannot apply for the discount mentioned in Clause 2.2.
- 3.7. The elected HOTEL SCHOOL student parliament members and activists, i.e., students and learners, who are not elected but who help the Student Parliament to fulfil its functions and engage in the public and cultural event organization process, may apply for the discount referred to in Clause 2.3 of these Regulations. The discount is applied to the tuition or training fee of the following semester, starting with the second semester (since the commencement of the studies or training), provided that the requirements referred to in Paragraph 3.9 of the Regulations are met.
- 3.8. The relatives of the first degree, i.e., parents, siblings, and children may apply for the discount referred to in Clause 2.4 of the Regulations. The discount is applied to the tuition or training fee of the first semester (since the commencement of the studies or training) and onwards throughout the studies, provided that the requirements referred to in Paragraph 3.9 of the Regulations are met.
- 3.9. Only the students and learners who do not possess any academic or financial obligations towards HOTEL SCHOOL may apply for the discount referred to in Clauses 2.1., 2.2., 2.3. and 2.4.
- 3.10. Only the applicants who have signed the HOTEL SCHOOL enrolment agreement by a pre-set date and have fulfilled all the necessary requirements may apply for the discount referred to in Clause 2.5 of the Regulations. The discount is applied to the tuition or training fee of the first (since the commencement of the studies or training) semester only.

- 3.11. The applicants, students and learners from other EU countries, who opt to settle the payment of 2 (two) study semesters or the whole study fee at once may apply for the discount referred to in Clause 2.6 of the Regulations. The discount is applied starting from the first (since the commencement of the studies or training) semester.

#### 4. Competition Procedure

- 4.1. Discount recipients can be nominated by HOTEL SCHOOL Admission Commission, Director, Student Parliament, Board, as well as by applicants, students, and learners by submitting a written application to the HOTEL SCHOOL Director.
- 4.2. The discounts referred to in Clauses 2.1 and 2.2 of the first (since the commencement of studies or training) semester are awarded based on the decision of the HOTEL SCHOOL Admission Commission who assess the applicant's education certificates. The discount is reflected in the HOTEL SCHOOL study contract.
- 4.3. The discount mentioned in Clause 2.4 of the first (since the commencement of studies or training) semester is awarded based on the decision of the HOTEL SCHOOL Admission Commission who assess the documents providing the evidence of the kinship submitted by the applicant. The discount is reflected in the HOTEL SCHOOL study contract
- 4.4. The discount mentioned in Clause 2.5 of the first (since the commencement of studies or training) semester is awarded based on the decision of the HOTEL SCHOOL Admission Commission who assess the agreement submitted by the applicant. The discount is reflected in the HOTEL SCHOOL study contract
- 4.5. The discount mentioned in Clause 2.6 of the first (since the commencement of studies or training) semester is awarded based on the decision of the HOTEL SCHOOL Admission Commission who assess the document providing the evidence of intent of settling an annual fee payment. The discount is reflected in the HOTEL SCHOOL study contract.
- 4.6. Starting from the second (since the commencement of studies or training) semester, the discount mentioned in Clause 2.6 is awarded based on the decision of the HOTEL SCHOOL Director who assesses the document that indicated the intent of changing the chosen study fee payment method and furthermore opts to settle the annual fee payment at once. The student or learner must sign corresponding contract amendments.
- 4.7. In case the discount mentioned in the Clause 2.6 is granted in combination with other discounts, the amount of the annual study fee, that comprises all discounts, is calculated according to a following formula:

$$A=B-(B/2*(C+D+E+F))$$

:

**A** - an annual study fee together with the discount, or 2 semester study fee that is settled in one-time advanced payment including other discounts;

**B** - the annual study fee set by the Board of the HOTEL SCHOOL

**C** - discount coefficient based on good and excellent study performance (5%-10%)

**D** - discount coefficient based on active participation in HOTEL SCHOOL's social life (5%-10%)

**E** - family member discount coefficient (20%)

**F** - discount coefficient based on the agreement (5%-10%)

- 4.8. Starting from the second (since the commencement of studies or training) semester, the discount mentioned in Clauses 2.1. and 2.2. of the Regulations are applied based on the decision

of the HOTEL SCHOOL College Council who assess the information provided by HOTEL SCHOOL Study Department on student and learner academic performance in the current semester and information provided by HOTEL SCHOOL Accounts Department regarding fulfilment of requirements referred to in Clause 3.9 of the Regulations.

- 4.9. The discount mentioned in Clause 2.3. shall be granted based on the decision of the HOTEL SCHOOL College Council who assess the information provided by the HOTEL SCHOOL Student Parliament on the candidates eligibility to obtain a discount, which shall include a detailed list of the work done by each applicant in the current semester and a reasoned proposal for a discount of 5% or 10% applicable to each candidate starting from the following academic semester study fees. When taking a decision, the HOTEL SCHOOL College Council also considers the information provided by HOTEL SCHOOL Study Department and HOTEL SCHOOL Accounts Department regarding the fulfilment of the requirements referred to in Paragraph 3.9 of the Regulations.
- 4.10. Starting from the second (since the commencement of studies or training) semester, the discount transfer to other study semester, mentioned in Clause 2.4. of the Regulations is applied based on the decision of the HOTEL SCHOOL College Council who assess the information provided by HOTEL SCHOOL Academic Department and HOTEL SCHOOL Accounts Department regarding fulfilment of requirements referred to in Clause 3.9 of the Regulations.
- 4.11. The issues mentioned in Clauses 4.7., 4.8. un 4.9 of the Regulations, the HOTEL SCHOOL College Council reviews twice a year – in January and in June, by communicating the information of the final decision to the candidates by e-mail. The confirmation of the discount application is attached to the student or learner’s personal file.

## **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 Discount Application 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