

APPROVED

during the meeting of the Senate of RISEBA of 11.11.2009, Minutes No. 04/09  
With amendments of 12.02.2020, Minutes No. 20/1.1-7/2

## **TUITION FEE DISCOUNT APPLICATION PROVISIONS**

### **PURPOSE**

These Provisions are developed, in order to determine clear and understandable criteria for procedure on the application of RISEBA tuition fee discounts and describe the procedure for granting of discounts.

### **DESCRIPTION**

#### **1. General Provisions**

- 1.1. Tuition Fee Discount Application Provisions (hereinafter referred to as - the Provisions) are drawn up in accordance with the Regulation On Tuition Fee Discounts (hereinafter referred to as - the Regulation) and explains the procedure for application of budget places and tuition fee discounts;
- 1.2. Budget places being in force, types of discounts and volumes thereof, conditions and criteria for granting are determined in Appendix No.1;
- 1.3. All documents related to granting of tuition fee discounts and budget places are available in the public use folder (*N:\Public\ATLAIDES\_Kopsavilkums*).

#### **2. Procedure, according to which candidates and students are informed about the possibility to apply for receipt of tuition fee discount**

- 2.1. After approval of Provisions by the Senate of the university the secretary of the Commission shall ensure translation of Provisions into the languages of implementation of study programmes within 10 working days;
- 2.2. The secretary of the Commission shall deliver the Provisions to the Head of Marketing and Communications in languages of implementation of study programmes for publishing on the website;
- 2.3. Study Programme Administrators shall inform students until 15 August (1st semester) and 15 January (2nd semester) of each year that applications regarding receipt of the discount may be submitted until 5 September (1st semester) and 5 February (2nd semester) of each year;
- 2.4. Admissions Committee shall inform candidates during the process of application regarding the possibility to apply for obtaining a discount.

#### **3. Procedure, according to which applications regarding granting of discounts are accepted and registered**

- 3.1. A student shall submit an application to the relevant Study Programme Administrator. A candidate shall submit an application to Admissions Committee (except regarding discounts, which are granted at the moment of conclusion of the agreement);
- 3.2. An employee of the Admissions Committee shall deliver the application of the candidate to the relevant Study Programme Administrator;

- 3.3. The relevant Study Programme Administrator shall do the following until 10 September (1st semester) and 10 February (2nd semester) of each year:
  - 3.3.1. accept and register the application of the candidate or student regarding granting of the discount, in accordance with classification of his/her department;
  - 3.3.2. endorse the application, specifying whether the student has any academic debts at the moment of verification;
  - 3.3.3. enter data on the candidate in the total discount table;
  - 3.3.4. If the application regarding granting a discount refers to several study programmes, then it shall be endorsed by all relevant study programme administrators;
  - 3.3.5. deliver applications to the relevant employee of the accounting.
- 3.4. The employee of the accounting shall perform the following until 12 September (1st semester) and 12 February (2nd semester) of each year:
  - 3.4.1. endorse the application, specifying, whether the applicant for the discount has any financial debts on 1 September (1st semester) and 1 February (2nd semester);
  - 3.4.2. enters data on the applicant in the total discount table.
- 3.5. Study administrators shall submit original applications with appendixes to the Head of the Study Department for verification;
- 3.6. The Head of the Study Department delivers the original applications with appendixes to the Secretary of the Commission before meeting of the Commission.

#### **4. Procedure, according to which the Commission examines applications and adopts decisions**

- 4.1. Until 15 September (1st semester) and 15 February (2nd semester) of each year the Commission shall assess the summary of applications of candidates and shall adopt a decision regarding granting of tuition fee discounts and budget places, in accordance with criteria determined by the university;
- 4.2. In case of need the Commission shall be entitled to request from the candidate for additional documents;
- 4.3. Meeting of the Commission shall be recorded.

#### **5. Procedure according to which the granted discounts and budget places are executed**

- 5.1. Within two working days after the meeting of the Commission the Secretary of the Commission shall:
  - 5.1.1. endorse the original applications and return to the Head of the Study Department, who shall deliver to the relevant Study Programme Administrators;
  - 5.1.2. enter into the total discount table the decisions adopted - the amounts of applied tuition fee discounts;
  - 5.1.3. prepare the order of the Rector regarding granting of tuition fee discounts, which shall be placed into the public use folder.
- 5.2. The relevant Study Programme Administrator shall notify the candidate or student on the decision of the Commission within two working days;
- 5.3. The employee of the accounting shall make the necessary entries in the information system within two working days;

5.4. The employee of the Customer Service Centre shall prepare a covenant to the study agreement with a new payment schedule and shall ensure signing thereof.

**RELATED DOCUMENTS**

- 1) Regulation On Tuition Fee Discounts NL 0026;
- 2) RISEBA Admission Requirements NT 0002.

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