CONDITIONS OF REIMBURSEMENT OF STUDY COSTS IN DEGREE STUDY

Adopted based on clause 133 (4) of the Universities Act and clause 10(6) of the Statutes of the University of Tartu.

I. General provisions

1. This regulation establishes the conditions of and procedure for reimbursement of study costs in degree study at the University of Tartu (‘university’).
2. The rate of reimbursement of study costs is called the tuition fee.
3. The following persons have the obligation to reimburse their study costs:
   3.1. students matriculated as of the academic year 2013/2014 who:
      3.1.1. study full time in an Estonian-taught curriculum and fail to complete the study load per semester prescribed by the curriculum (does not apply to doctoral students);
      3.1.2. study part time in an Estonian-taught curriculum;
      3.1.3. study in a non-Estonian curriculum (does not apply to full-time doctoral students).
   3.2. students matriculated to student-funded student places before the academic year 2013/2014 (does not apply to doctoral students);
   3.3. external students;
   3.4. visiting students, except for visiting students who pursue doctoral studies or study on the basis of agreements between universities or states (provided that the agreement releases them from the reimbursement of study costs), cooperation projects between universities and research institutions and agreements between the university and the Republic of Estonia.
4. The tuition fee is established by the council of the university for each academic year by 1 December of the preceding academic year, taking into account the opinions of the councils of the faculties and colleges.
5. The tuition fee is established to:
   5.1. students matriculated as of the academic year 2013/2014 and external students who take up studies as of the academic year 2013/2014:
      5.1.1. as a credit point price in Estonian-taught curricula (except for doctoral curricula);
      5.1.2. as a credit point price and semester fee in non-Estonian curricula (except for doctoral curricula);
      5.1.3. as the semester fee in doctoral curricula;
   5.2. students matriculated before the academic year 2013/2014:
      5.2.1. as a separate semester fee in the regular study and in the open university study;
      5.2.2. as a credit point price, whereby the credit point price may exceed the price of
one credit point calculated on the basis of the semester fee.

6. Citizens of the member states of the European Union and aliens holding a long-term residence permit of such states are subject to the same tuition fee. The council of the university may establish a higher tuition fee for students who are not EU citizens and do not hold a long-term resident permit of any EU member state.

II. Payment of tuition fee

7. The tuition fee is paid on the basis of an invoice that the university issues to the person paying the tuition fee electronically at least 14 days before the due date. The faculty or college submits to the Finance Office a directive of the dean or the college director, or an invoice proposal on the basis of a contract for provision of study service, a contract for reimbursement of study costs, a directive extending studies or an application of (an international) visiting student at least 21 days before the due date.

II.1. Students matriculated as of the academic year 2013/2014

II.1.1. General provisions

8. The tuition fee must be paid by the due date: 15 October in the autumn semester and 15 March in the spring semester. A student studying in a non-Estonian or doctoral curriculum has the right to pay the tuition fee in a lump sum for the entire academic year. In that case the due date of the tuition fee is 15 October.

9. In full-time studies, the tuition fee is paid on the basis of a directive of the dean or the college director. In part-time studies, in a non-Estonian curriculum and when re-commencing studies according to clauses 41 and 42, the tuition fee is paid on the basis of a contract for reimbursement of study costs concluded between the university and the student. The contract is concluded within three weeks after the student has been matriculated or transferred to part-time studies.

10. If the student quits studies before the due date, the student is not required to pay the tuition fee. If the student quits studies after the due date, the student must pay the tuition fee of the current semester.

[effective as of 03.02.2014]

11. The student does not have to pay the tuition fee during academic leave, except in cases stipulated in this regulation. [effective as of 03.02.2014]

II.1.2. Full-time students of Estonian-taught curricula (except for doctoral students)

12. A student must pay the tuition fee if, by the start of the semester, the student is more than 6 credit points (ECTS) short of the study load of the previous semesters prescribed by the curriculum. The tuition fee is paid in the current semester for each missing credit point exceeding the threshold of 6 ECTS, taking into account that the study load is 30 ECTS per semester and 60 ECTS per academic year and credit points are calculated cumulatively.

13. When calculating the student’s tuition fee, the number of credit points to be obtained is calculated only on the basis of the courses of the curriculum (and the modules chosen in the curriculum) and optional courses to the maximum extent allowed by the curriculum. Credit points obtained by the recognition of prior learning and work experience are also counted towards the number of credit points obtained when calculating a student’s tuition fee.

[effective as of 03.02.2014]
14. The requirement to complete the curriculum specified in clause 12 is not applied in semesters in which the student studies at a foreign university for at least three months and in the semester following studies abroad, if the university takes at least 15 ECTS of the courses completed there into account towards the completion of the student’s curriculum.
15. The student transferred from part-time studies to full-time studies does not have to pay the tuition fee in the first semester of full-time studies, but must pay the tuition fee in accordance with clause 12 as of the second semester of full-time studies.
16. If academic leave starts during the semester, the student must pay the tuition fee for the current semester on the basis of the credit points short of the study load prescribed by the curriculum in accordance with clause 12. After the end of the academic leave, the student does not have to pay the tuition fee for the current semester if the student already paid the tuition fee for the semester of study preceding the start of the academic leave. If the student has been on academic leave for more than 10 study weeks of a semester, the student does not have to pay the tuition fee for this semester. [effective as of 03.02.2014]

II.1.3. Part-time students of Estonian-taught curricula (except for doctoral students)

17. The student pays the tuition fee based on the credit point price according to the number of credit points to be obtained for the courses registered for at the beginning of the semester. If the student earns more credit points during the semester, the university adds the missing amount to the invoice to be issued in the next semester. If the student graduates in the meantime, the university issue a new invoice before the defence the graduation thesis (or the final exam).
18. The student transferred from full-time studies to part-time studies pays the tuition fee in accordance with clause 17 as of the semester in which the student was transferred to part-time studies and the student is not required to pay the tuition fee on the basis of the number of credit points that the student failed to obtain in the preceding semester under the curriculum.
19. If academic leave starts before the due date, the student is not required to pay the tuition fee for the current semester. If academic leave starts after the due date, the student must pay the tuition fee for the entire current semester. If academic leave ends before the due date, the student must pay the tuition fee for the current semester, while no tuition fee must be paid for the current semester if the academic leave ends after the due date. The student does not have to pay the tuition fee during academic leave, unless the student participates in studies and/or takes exams and pass/fail evaluations. If the student participates in studies and/or takes exams and pass/fail evaluations during academic leave, the student pays the tuition fee on the basis of the credit point price according to the number of credit points to be obtained for the courses registered for. [effective as of 03.02.2014]
20. Thirty percent of the contractual tuition fee must be paid for the time spent studying abroad. The basis for invoicing is the number of transferred credit points (30 percent of the price of the credit points). The student is released from the tuition fee if the student is charged a tuition fee at the foreign university. If the student pursues studies at the university while having the status of a student studying abroad, the student pays the tuition fee on the basis of the full price of a credit point based on the number of credit points to be obtained for the courses registered for at the university.

II.1.4. Students of non-Estonian curricula (except for doctoral students)

21. A full-time student pays the tuition fee as the semester fee for the current semester. A part-time student pays the tuition fee either on the basis of the credit point price or as the semester fee, except in cases specified in the regulation. If the student pays on the basis of the
credit point price, the tuition fee is calculated as provided for in clause 17. A part-time student must inform the university of the preferred manner of payment in writing by 20 September in the autumn semester and 20 February in the spring semester.

22. [repealed as of 03.02.2014]

23. If academic leave starts before the due date, the student does not have to pay the tuition fee for the current semester. If academic leave starts after the due date, the student must pay the tuition fee for the entire current semester. If academic leave ends before the due date, the student must pay the tuition fee for the current semester, while no tuition fee must be paid for the current semester if academic leave ends after the due date. The student does not have to pay the tuition fee during academic leave, unless the student is allowed to participate in studies and/or takes exams and pass/fail evaluations. If the student participates in studies and/or takes exams and pass/fail evaluations during academic leave, the student must pay the tuition fee on the basis of the credit point price or the semester fee, depending on the student’s choice. The student must inform the university of the preferred manner of payment when taking the academic leave and, from then on, by 20 September in the autumn semester and 20 February in the spring semester. If the academic leave starts during the semester, the student pays tuition fee for the current semester on the basis of the time of starting the academic leave. If academic leave starts before the due date, the student pays tuition fee for the entire semester; if academic leave starts after the due date, the student does not have to pay any more tuition fee for the current semester. [effective as of 03.02.2014]

24. Thirty percent of the contractual tuition fee must be paid for the time spent studying abroad. If the tuition fee is paid on the basis of the credit point price, invoicing is based on the number of transferred credit points (30 percent of the price of the credit points). The student is released from the tuition fee if the student is charged a tuition fee at the foreign university. If the student pursues studies at the university while having the status of a student studying abroad, the student must pay the tuition fee on the basis of the full price of a credit point based on the number of credit points to be obtained from the courses registered for at the university.

II.1.5. Doctoral students

25. A part-time doctoral student pays the tuition fee as the semester fee for the current semester.

26. If academic leave starts before the due date, the student is not required to pay the tuition fee for the current semester. If academic leave starts after the due date, the student must pay the tuition fee for the entire current semester. If academic leave ends before the due date, the student must pay the tuition fee for the current semester, while no tuition fee must be paid for the current semester if the academic leave ends after the due date.

27. A part-time doctoral student also has to pay the semester fee while having the status of a student studying abroad as well as upon extension of studies.

II.2. Students matriculated before the academic year 2013/2014

28. The tuition fee is paid as the semester fee for the current semester, except in cases specified in the regulation.

29. The tuition fee is paid in four parts: by 15 October (the first due date) and 15 November (the second due date) for the autumn semester and by 15 March (the first due date) and 15 April (the second due date) for the spring semester. The tuition fee may be paid in a lump sum for the semester or academic year. When paying the tuition fee in a lump sum for the semester, the due dates are 15 October (for the autumn semester) and 15 March (for the
spring semester). When paying in a lump sum for the academic year, the due date is 15 October.

30. In part-time studies it is possible to pay the tuition fee on the basis of the credit point price, informing the university of the wish in writing by 20 September in the autumn semester and 20 February in the spring semester. In that case, the tuition fee is paid as a total amount of the price of the credit points to be obtained for the courses registered for at the beginning of the semester. [effective as of 03.02.2014]

31. The tuition fee is paid on the basis of a contract for provision of study service between the university and the student. The contract is concluded upon the transfer of the student from a state-funded student place to a student-funded student place in cases specified in the Study Regulations or upon the rematriculation of the student to a student-funded student place. Upon rematriculation of a student to a student-funded student place, the tuition fee is calculated on the basis of the tuition fee applicable to the students admitted to the same curriculum of the university in the same academic year.

32. Thirty percent of the contractual tuition fee must be paid for the time spent studying abroad. If the tuition fee is paid on the basis of the credit point price, invoicing is based on the number of transferred credit points (30 percent of the price of the credit points). The student is released from the tuition fee if the student is charged tuition fee at the foreign university.

33. If the student pursues studies at the university while having the status of a student studying abroad, the student must, in addition to the fee specified in clause 32, pay the tuition fee on the basis of the full price of a credit point based on the number of credit points to be obtained from the courses registered for at the university.

34. If, as of the second semester of study, the student is transferred to a student-funded student place or quits studies before the first due date of the semester, the student does not have to pay the tuition fee. If the student quits studies after the first due date of the semester, the student must pay half of the tuition fee of the current semester. If the student quits studies after the second due date of the semester, the student must pay the full tuition fee of the semester.

35. If the student takes academic leave during the semester, the tuition fee is paid by the due dates specified in clause 29: if academic leave starts before the first due date, the tuition fee is not paid; if academic leave starts after the first due date, a half of the semester’s tuition fee is paid; if academic leave starts after the second due date, the full tuition fee of the semester is paid. If the student is on academic leave for more than 14 study weeks in a semester, the student is not obliged to pay the tuition fee. [effective as of 03.02.2014]

36. If the student returns from academic leave during the semester, the tuition fee is paid by the due dates specified in clause 29: if academic leave ends before the first due date, the full tuition fee of the semester is paid; if academic leave ends after the first due date, a half of the semester’s tuition fee is paid; if academic leave ends after the second due date, the tuition fee is not paid.

37. The student does not have to pay the tuition fee during academic leave, unless the student participates in studies and/or takes exams or pass/fail evaluations. If the student participates in studies and/or takes exams or pass/fail evaluations during academic leave, the student must pay the tuition fee on the basis of the credit point price or the semester fee. The student must inform the university of the preferred manner of payment in writing when taking academic leave and, from then on, by 20 September (autumn semester) and 20 February (spring semester). If the academic leave starts during the semester, the tuition fee for the current semester is paid depending on the time the academic leave starts. If academic leave starts before the first due date, the tuition fee for the entire semester is paid. If academic leave starts between the first and second due date, a half of the semester’s tuition fee is paid in addition to
the fee specified in clause 35. If academic leave starts after the second due date, no additional tuition fee is paid for the current semester.

37¹. If a student paying the tuition fee based on the credit point price earns more credit points during the semester compared to the number of credit points registered for at the beginning of the semester, the university adds the missing amount to the invoice to be issued next semester. If the student graduates in the meantime, the university issues an additional invoice before the student defends the graduation thesis (or takes the final exam). [effective as of 03.02.2014]

II.3. External students and (international) visiting students

38. An external student pays the tuition fee based on the credit point price on the basis of a contract for reimbursement of study costs concluded between the university and the external student, according to the number of credit points to be obtained for the courses indicated in the application and registered for in the Study Information System; in doctoral studies, an external student pays the tuition fee as the semester fee.

39. A visiting student pays the tuition fee on the basis of the credit point price. If a visiting student completes courses of a continuing learning programme, the student pays for them on the basis of the tuition fee established by the vice rector for academic affairs, dean or college director.

40. For visiting students, the basis for payment is the price of one credit point applicable to regular (matriculated) students in the academic year in the faculty or college where the visiting student is registered for studies. For external students, the basis for payment is the price of one credit point applicable to regular (matriculated) students at the university in the year when they are registered as external students in the curriculum for which the student has been registered. [effective as of 03.02.2014]

II.4. Payment of tuition fee upon recommencement of studies

41. A student who has been deleted from the matriculation register and is, within two years, matriculated to the same

   41.1. Estonian-taught curriculum pays the tuition fee in full-time and part-time studies on the same grounds as part-time students of Estonian-taught curricula;
   41.2. non-Estonian curriculum pays the tuition fee on the same grounds as students of non-Estonian curricula;
   41.3. doctoral curriculum pays the tuition fee on the same grounds as doctoral students.

42. If a student recommences studies at the same level of higher education before the triple (double in case of integrated bachelor’s and master’s curriculum) standard period of study of the curriculum in which the student studied before has passed since taking up studies at the same level of higher education and the student has not reimbursed the study costs at the same level of higher education to the extent of at least a half of the standard period of study of the curriculum, the student must:

   42.1. in an Estonian-taught curriculum, pay the tuition fee in full-time and part-time studies on the same grounds as part-time students of Estonian-taught curricula;
   42.2. in a non-Estonian curriculum, pay the tuition fee on the same grounds as students of non-Estonian curricula;
   42.3. in a doctoral curriculum, pay the tuition fee on the same grounds as doctoral students.
43. In cases specified in clauses 41 and 42, the student cannot apply for release from the tuition fee on the basis of clauses 52.1 and 52.2 and for the tuition-waiver scholarship specified in clause 56, and the release from tuition specified in clause 53¹ does not apply. [effective as of 01.07.2013]

**II.5. Payment of tuition fee upon extension of studies**

**II.5.1 Students matriculated as of the academic year 2013/2014**

44. In the first extension semester, the full-time student studying in an Estonian-taught curriculum pays the tuition fee for each missing credit point exceeding the threshold of 6 ECTS short of the prescribed number of credit points to be obtained in previous semesters. From the second extension semester, the tuition fee is paid for each credit point missing from the number of credit points to be obtained under the curriculum in the previous semesters.  
45. Upon extension of studies, the part-time student studying in an Estonian-taught curriculum pays the tuition fee on the basis of the number of credit points to be obtained for courses for which the student has registered.  
46. Upon extension of studies, the student studying in a non-Estonian curriculum pays the tuition fee as the semester fee or on the basis of the number of credit points to be obtained for courses for which the student has registered, depending on the student’s choice. The preferred manner of payment of the tuition fee must be submitted in writing along with the application for extension of studies. The full-time student studying in a non-Estonian curriculum and getting the tuition-waiver scholarship specified in clause 56 pays the tuition fee for extension of studies in accordance with the procedure provided for in clause 44.  

**II.5.2 Students matriculated as of the academic year 2003/2004**

47. If the student studies part time or full time in the regular study form on a student-funded student place and has applied for the extension of studies or studies part time in the open university, the student pays the tuition fee for the term of the extension at the rate established by the council of the university either as the semester fee or on the basis of the credit point price, informing the university of the choice in writing before the expiry of the standard period of study.  
48. If a full-time student studies in a student-funded student place in the open university, the student pays the semester fee during the period of study planned for completing the curriculum. The planned period of study may be up to one academic year longer than the standard period of study and it is specified in the contract for provision of study service concluded between the university and the student. After the end of the planned period of study the student pays the tuition fee for the term of the extension at the rate established by the council of the university either as the semester fee or on the basis of the credit point price, informing the university of the choice in writing before the expiry of the period of study. [effective as of 03.02.2014]  
49. During the term of extension, a student studying in a student-funded student place and released from the reimbursement of study costs pays for the third and each consecutive extension semester either as the semester fee or on the basis of the credit point price, depending on the student’s choice. The basis for payment is the tuition fee established to the students matriculated in the same year as the student.
50. The amount of the tuition fee payable for the extension term by a student studying in a student-funded student place is specified in the contract for provision of study service concluded with the student. If the contract does not contain such an agreement, the tuition fee is, depending on the student’s choice, paid either on the basis of the credit point price or as the semester fee, in accordance with the tuition fee established to students matriculated in the same year as the student. The student must inform the university of the preferred manner of payment in writing upon applying for the extension and from then on by 20 September (autumn semester) and 20 February (spring semester).

III. Release from tuition fee

51. Students can apply for a release from the tuition fee until 20 September (autumn semester) and 20 February (spring semester).

III.1. Students and external students matriculated as of the academic year 2013/2014

52. On the basis of an application, a full-time or part-time student is released from the tuition fee if the student commences full-time studies in an Estonian-taught curriculum and:

52.1. has a moderate, severe or profound disability;
52.2. is a parent or caregiver of a child under the age of seven years or of a child with a disability; [effective as of 03.02.2014]
52.3. studies in the teacher training curriculum and works as a teacher.

53. Full-time and part-time students of the master’s curriculum of nursing are released from the tuition fee.

531. A full-time student of an integrated Estonian-language curriculum of bachelor’s and master’s studies of the Faculty of Medicine is released from the tuition fee during the standard period of study of the curriculum. [effective as of 01.07.2013]

54. When applying for a release from the tuition fee specified in clause 52, a document certifying the incentive must be presented: the employer’s certificate of working as a teacher (must be submitted again by the start of each academic year), the birth certificate of the child, or a valid document certifying the disability.

55. Based on the person’s application, the dean or college director may issue a directive to:

55.1. release the external student in part or in full from the tuition fee payable for defending a graduation thesis or a taking a final exam;
55.2. during the extension term, release the full-time student in part or in full from the tuition fee payable for defending a graduation thesis or a taking a final exam. [effective as of 03.02.2014]

56. The university may award a tuition-waiver scholarship to a student studying in a non-Estonian curriculum to release the student from paying the tuition fee on the same grounds as full-time students of Estonian-taught curricula. The holder of the tuition-waiver scholarship must pay the tuition fee in full-time studies in accordance with clauses 12–16 and in part-time studies in accordance with clauses 21–24. The division of tuition-waiver scholarships by curricula is approved by the council. The tuition-waiver scholarship is awarded to the best admitted students according to the ranking list drawn up per curriculum on the basis of the points earned upon fulfilment of the admission criteria.

561. The dean or college director may reduce the semester fee payable for a student studying in a non-Estonian curriculum if, during the standard period of study, an international project in which the university participates covers the semester fee of the student to a smaller extent than the tuition fee. [effective as of 03.02.2014]
III.2. Students matriculated before the academic year 2013/2014

57. A student who has studied in a state-funded student place and has been transferred to part-time studies in a student-funded student place on the grounds specified in the Study Regulations is released from the tuition fee on the basis of the student’s application and a respective certificate if the student continues the studies under the same curriculum and:
   57.1. has a moderate, severe or profound disability;
   57.2. is a parent or caregiver of a child under the age of seven years or of a child with a disability. [effective as of 03.02.2014]

58. Based on the person’s application, the dean or college director may issue a directive to:
   58.1. release the student studying in an extension term in part or in full from the tuition fee payable for defending a graduation thesis or a taking a final exam if the student has, during the standard period of study, paid the tuition fee as the semester fee in all semesters or paid for the graduation thesis or final exam on the basis of the credit point price;
   58.2. reduce the tuition fee payable for practical training to 30 percent of the price of the credit points if the student pays the tuition fee on the basis of the credit point price.

IV. Liability for failure to pay tuition fee

59. If the tuition fee is not paid by the due date, late interest is charged at the rate of 0.06% of the overdue amount per each day of delay. The Finance Office keeps account of late interest payable.

60. If a student matriculated before the academic year 2013/2014 fails to pay the tuition fee, the student is deleted from the matriculation register in accordance with the Study Regulations if the student has not paid the autumn semester’s tuition fee by 15 December and the spring semester’s tuition fee by 30 April.

61. If a student matriculated as of the academic year 2013/2014 fails to pay the tuition fee, the student is deleted from the matriculation register in accordance with the Study Regulations if the student has not paid the autumn semester’s tuition fee by 30 November and the spring semester’s tuition fee by 30 April.

62. If a third party reimbursing the study costs under a contract for reimbursement of study costs or a contract for provision of study service terminates the contract, the obligation to pay the tuition fee is transferred to the student who studies in the student place.

63. The Finance Office checks the accrual of tuition fees. The Finance Office sends lists of debtors to the faculties and colleges by the 15th of each month (except in July and August).

64. The university has the right to transfer debt claims arising from contracts for reimbursement of study costs and contracts for study service to a company engaged in debt collection.

65. If a student does not sign a contract for reimbursement of study costs within three weeks as of the transfer from full-time to part-time studies in an Estonian curriculum or as of matriculation to a non-Estonian curriculum, matriculation of a student specified in clause 41 or 42 or a part-time student and fails to submit an application for deletion from the matriculation register, the university charges the tuition fee from the student on the basis of the credit point price and the number of credit points to be obtained for the courses for which the student has registered by the start of the current semester. If a doctoral student matriculated to a doctoral curriculum as of the academic year 2013/2014 does not sign a contract for reimbursement of study costs within three weeks as of their matriculation or transfer to part-time studies and fails to submit an application for deletion from the matriculation register, the university charges the tuition fee from the student on the basis of the semester fee. If a student has not paid the autumn semester fee by 15 October or the
spring semester fee by 15 March, the student is deleted from the matriculation register in accordance with the Study Regulations.

66. The student has the right to contest the dean’s or college director’s directive regarding payment of the tuition fee in accordance with the procedure provided for in the Study Regulations of the university.

V. Implementing provisions

67. The regulation applies to students admitted before the academic year 2013/2014 as long as the contracts in force do not provide otherwise. If the regulation provides for more favourable conditions than the contracts in force, the regulation applies.

68. If the first matriculation of a student rematriculated to the same student place took place before the academic year 2013/2014, the conditions of reimbursement of study costs applicable to students matriculated before the academic year 2013/2014 apply to such student until the academic year 2016/2017.

69. As of the academic year 2016/2017, students matriculated before the academic year 2013/2014 pay the tuition fee on the same conditions as students matriculated as of the academic year 2013/2014.

70. The Conditions of Compensation of Study Expenses in Formal Education approved by Regulation no. 5 of the Council of the University of Tartu of 29 May 2009 and amended by Regulation no. 5 of the Council of the University of Tartu of 30 April 2010 is repealed.

71. This regulation enters into force on 1 July 2013.