

(Codified - Codified with changes/additions: *BSU*

Representative Council Resolution N 07-01/60 , 17.12.2019;

N07-01/20, 02.06.2021წ; N07-01/01, 10.02.2022წ.; N07-01/26, 14.06.2023)

Tuition Fee Payment Rule for the Studies at the BSU Educational Program Instructed in English

Chapter 1. General Provisions

1. The present rule defines the grounds and dates of the tuition fee payment for the students (hereafter referred to as “the student”) of the educational program (instructed in English) (hereafter referred to as “program”) at the Legal Entity of Public Law-Batumi Shota Rustaveli State University and legal outcomes in case of nonpayment;
2. The annual tuition fee amount (tariff) for studies at the BSU educational program (instructed in English) is defined by the BSU Representative Council Resolution and reflected in the agreement signed with the entity rightful to get enrolled at the BSU educational program;
3. The dates of the study process (starting, completion, etc.) (hereafter referred to as “Academic Calendar”) for the BSU educational program instructed in English is defined by the BSU Academic Council Decree or the Order of the BSU Rector published on the BSU web-site (www.bsu.edu.ge);
4. The BSU Rector and the Administration Head, within their competences) are rightful to issue legal acts on the suspension, termination and restoration (returning to the study process) of the student status, conclude the agreement/contract with the student, make changes in the agreements, sign memorandum of understanding in the field of education pursuant to the Law of Georgia the BSU Statute, the BSU Study Process Regulatory Rule and the present rule.

Chapter 2. Ground and Form of the Tuition Fee Payment

1. The ground for the annual tuition fee payment is the Agreement concluded with the entity who obtained the right of enrollment at the BSU program and the BSU Rector’s Order on enrollment of this entity at the relevant BSU educational program (origination of the BSU student status);

2. Tuition fee payment (completion of the administrative registration by the student) is done through non-cash payment form on the BSU bank account (published on the BSU official web-site in contact details);
3. Pursuant to the Resolution of the BSU Representative Council, the tuition fee amount defined in the foreign currency may be paid in foreign as well as the national currencies within the national currency rate active on the day of payment;
4. The tuition fee amount (the amount for accomplishment of additional study course/retaken courses) is charged: *(change- N07-01/ 20 02.06.2021§)*
 - a) In the first academic year-within the national currency rate valid on the day of the relevant academic year commencement;
 - b) From the 3rd semester (the second academic year) and every next semester-within the national currency rate valid on the day of the relevant semester commencement”;

Chapter 3. Tuition Fee Payment (administrative registration) Dates

1. The tuition fee for the first year studies at the educational program shall be paid immediately after concluding the agreement between the entity and the BSU, no later than in 10 month -period after issuance of the Order of the Minister of Education, Science, Culture and Sport of Georgia on awarding the right to the international school-leavers on enrollment at the BSU program without passing the Unified National Exams.
2. From the 3rd semester of studies at BSU and every next semester, the half of the tuition fee annual amount, as a rule, shall be paid (administrative registration shall be completed) no later than 2 weeks prior to commencement of the new semester (unless it is stipulated otherwise by the BSU Rector’s Order pursuant to Memorandum of Attracting the Students concluded with the company or the Agreement concluded with the student).
(Change - N07-01/20, 02.06.2021§;)

Chapter 4. Student’s Academic Registration and the Tuition Fee for the Study Course

1. The student, as a rule, registers the study courses (goes through the academic registration) for the following semester upon completion of the academic year/semester. Changes in the registered data are allowed within 2 weeks prior to starting date of the new academic year/semester;
2. The student’s academic registration process is regulated by the present Chapter, BSU Study Process Regulating Rule or/and BSU Rector’s Order on the Academic/Administrative Registration.

2¹. The student who has fully paid the tuition fees of the first academic year and whose status has been suspended due to the lack of academic registration (failure to appear in the university space due to an obstacle created in connection with visa procedures or another objective reason) is permitted to return to the educational process (return)

from the autumn or spring semester in the first semester of the first academic year for internal mobility. Even in the absence of procedures, the student's substantiated application and the faculty dean's service card may be considered (provided that the relevant semester's teaching for first-semester students does not necessitate the invitation of additional staff or the incurring of additional expenses). (*addendum - N07-01/26, 14.06.2023*)

3. In case the volume of the study courses registered by the student in the relevant semester exceeds 30 credits, he/she is obliged to pay the tuition fee in compliance with the volume (credits) of the study courses. (*Change - N07-01/ 20, 02.06.2021f;*)
4. The number of the registered study courses (volume in ECTS Credits) can be different from the number of the study courses considered by the program for the current semester in the following cases:
 - a. if the prerequisite of the study course of the current semester, pursuant to the program study plan, is any other study course in which the student did not manage to get positive assessment ("F-fail"), due to what the student needs to do the study course again (so called "Retake");
 - b. the student has no obligation to do the current study courses in the semester of the restoration of the suspended student status;
 - c. In other cases, defined by the Law of Georgia and the BSU Study Process Regulating Rule. (*„g“ (change - N07-01/ 20, 02.06.2021f;)*)
5. The processed information on the students' academic registration, is provided to the BSU Rector/Administration Head by the Faculty Dean within 5 working days upon completion of the academic registration (or/and registration of changes) in case the students' tuition fee charging process is needed, with the aim to administer the BSU student status suspension procedure for the entities with financial debts;
6. The fee for the study course retake/taking additional study course envisaged by the present Chapter, is calculated based on the number of the credits relevant to the study course, proportionally to the annual tuition fee for the relevant educational program (for example, if the annual tuition fee equals to 4 000 US dollars, the fee for one ECTS credit will be (4000:60 credits=) 66, 66 US dollars.

Chapter 5. Suspension, Termination of the Student Status and Financial Liabilities

1. The grounds for the suspension and termination of the student status are defined by the BSU Statute, BSU Study Process Regulating Rule, the present Rule and the agreement concluded with the student;
2. The student will get the BSU Student's status suspended and will not be charged for the tuition fee for the relevant semester is case: (*change - N07-01/ 20, 02.06.2021f;*)
 - a) The student presents the written statement on suspension of the BSU student's status no later than before the dates for the academic registration of the relevant semester are expired or before the expire date defined by the BSU Statute;

b) Will not go through the academic registration of the relevant semester within the defined deadline and rule.

3. **The student will get the BSU student's status suspended from the 2nd year (3rd semester)** due to non-payment of the tuition fee in case within the defined deadline goes through the academic registration of the given semester but does not pay the full tuition fee amount (does not go through the administrative registration). *(Change- N07-01/ 20, 02.06.2021)*

4. **The student who will get the BSU student's status terminated, will not get back:** *(change N07-01/ 20, 02.06.2021)*

a) The tuition fee paid (paid by himself/herself or the third person) for the past academic years/semesters as well as the tuition fee for the current semester (including the fee paid for the study courses the student registered additionally), if the academic registration of the current semester was completed within the dates and rule defined by the BSU legal acts and presented the application on termination of the student's status after expire of the academic registration date;

b) First academic year tuition fee independently from the semester in which the student gets the BSU student's status terminated. The entity who gets the student's status suspended pursuant to the personal application or incompleteness of the academic registration, has the right, after getting back to the study process, use the tuition fee amount paid already for the first academic year.

5. **The student will get back the tuition fee amount paid in advance for the 2nd or the following years of the study period in the following cases:** *(change - N07-01/20, 02.06.2021f)*

a) If the student paid the tuition fee for the relevant academic year, went through the academic registration of the first semester of this academic year, however got the BSU student's status terminated pursuant to the personal application (written) letter presented before expire of the deadline of the academic registration of the first semester of the same academic year (in this case the tuition fee amount for the whole academic year as well as the fee for the additionally registered study courses registered by the student in the first semester of the current year (study courses counted as debt/so called "course retake" or registered again with the purpose to improve the evaluation) are the subject to pay back));

b) In case the student paid the tuition fee for the relevant year, went through the academic registration of this academic year second semester, however got the BSU student's status terminated pursuant to the personal application (written) present before the expire date of the academic registration of the second semester of the same academic year (in this case the subject to paying back is the amount paid for the 2nd semester of the current academic year as well as the amount paid for the additionally registered study courses by the student in the same semester (including so called debt/"study course retake" or study courses registered again with the purpose to improve evaluation;

c) Does not go through the academic registration of the relevant semester within the deadline defined by the BSU legal acts and rules and gets the SBU student's status terminated without charging the tuition fee for the same semester (free from the financial liability) pursuant to the BSU Rector's Order;

6. During uninterrupted study within the dates defined by the educational program, the student maintains the amount of the tuition fee (tariff) given in the agreement. After mitigation of the ground for the suspension of the student's status and the student's return to the study process, the student signs the new agreement with possibly increased annual tuition fee (tariff);
7. It is possible to restore the suspended status (annulation of the act on the student's status suspension) for the entity with the financial debt (the entity charged for the tuition fee) after the financial debt is covered upon the rule defined by the BSU Rector's Order;
8. Restoration of the status of the student (annulation of the Order on the Suspension of the Student Status), for the student of the finishing semester, who fully complied with the requirements of the relevant program, is possible even without the internal mobility procedures in case the student covers the financial debt and provides a written request on the decision on awarding the qualification to him;
9. After completion of the educational program, the student with the financial debt for the last academic year or/and additional academic year/semester, is subject to the suspension of the student status and he is obliged to pay the charged fee within the dates defined by the BSU Rector's Order.

Chapter 6. Consequences of Non-payment of the Tuition Fee

1. The BSU student's status is terminated in case the student does not go through the administrative registration –does not pay the tuition fee–within the dates defined by the agreement signed with the student, the Rector's Order or/and Resolution of the Academic Council;
2. The issuance of the act on the BSU student's status termination can be suspended by the BSU Rector's Order endorsed by the BSU Administration Head. The ground for the issuance of this Order is the "agreement" on the several-installment-based payment of the tuition fee, concluded between the student and the university (signed by the Rector and the Administration Head). In order to make a request on concluding this type of agreement, the student is rightful to present a Written Request Letter within maximum 5 working days after issuance of the Order on Starting the Administrative Process for Issuance of the BSU Rector's Act on Termination of the Status of the Student;
3. The student with financial debt is submitted with the information (reference letter/student card as well as the documentation in the personal records) in case he assets readiness for fulfillment of the financial obligation and the "agreement" is concluded between the student and the university.
4. The entity with the terminated BSU Student's status/the graduate with financial debt will not be able to get the information/document (reference/academic records/diploma as well as the documentation enclosed in the personal records). The exceptions will be considered only in case of existence of the relevant ground/special circumstances, based on the Resolution of the BSU Representative Council. *(addendum - N07-01/ 20, 02.06.2021г)*

5. The legislative acts related to the BSU student's status suspension in accordance with the student's academic or/and administrative registration results, can be issued within the dates different from the present rule in accordance with the BSU Academic Council Resolution or the Rector's Order, based on the consideration of the relevant factual circumstances or/and specifics of the study process. *(addendum - N07-01/ 20, 02.06.2021წ)*
6. Exemptions from the Tuition Fees can be spread only pursuant to the Resolution of the Representative Council. *(addendum - N07-01/ 20, 02.06.2021წ)*
7. The BSU student (except the student of the concluding grade or the student of the additional semester) in case of having the tuition fee debt **including 100 US dollars in the academic semester**, will not get the BSU student's status suspended (the mentioned financial debt will be covered from the money transferred to the university account by the student); *(addendum - N07-01/01, 10.02.2022წ)*

Chapter 7. The Regulation of the Tuition Fee Payment for the Students Enrolled before the Fall Semester of 2019-2020

1. **To cover the students' financial debts, by data of the 2019-2020 academic year**, for the students enrolled at the one-cycle Medical Educational Program (instructed in English) at the Faculty of Natural Sciences and Health Care of BSU from 2015 until the fall semester of the 2019-2020 academic year (the entities enrolled through so called "seven streams") **the following measure were decided to be taken:**
 - a. to issue the BSU Rector's Order on starting the administrative procedures for issuance of the BSU Rector's Order on the BSU Student's Status Suspension for the students with the financial debt including those with the financial debts for the **2019-2020 academic year**, pursuant to the Report Letter of the Faculty of Natural Sciences and Health Care of BSU;
 - b. to conclude written agreement on several-installment-based payment of the tuition fee for the financial debt existed before the starting date of the 2019-2020 academic year (annual fee -3300 US dollars) between the student, with the financial debt, and the university (signed by the Rector and the Administration) in case of the student's Written Request in the course of the administrative procedure, what can be done only if, in the course of the administrative procedure-no later than December 15 2019-the tuition fee for this student, is paid, but the sum shall not be less than the amount in GEL equivalent to 3 300 UD dollars-tuition fee for the 2019-2020 academic year (the student shall be charged for 2019-2020 academic year tuition fee -3 300 US dollars with the rate of the Georgian national currency (GEL) by October 28 2019-start of the Fall semester;
 - c. in case the "agreement" mentioned in the sub-article "b" of the present Article is concluded, administrative procedure for this student is to be suspended until expiration of the date for the payment of the tuition fee, defined by the "agreement";

- d. to ensure payment of the tuition fee (regulation) for the students enrolled before the fall semester of the 2019-2020 academic year, **the BSU Rector** and the Administration Head, within their lawful rights, shall issue the Legislative Acts on the Student's Status (amongst them they shall define the dates of the administrative registration, conclude new agreements/contracts with the students, make changes in them, make rightful decisions, handle written communication/negotiations with the aim to attract the category of the students defined by the present Chapter in order to fulfill the rights and duties of the university pursuant to the educational memorandum of understanding concluded with the BSU in 2015-2017; as well as carry out other measures not envisaged by the present Rule, however allowed by Law that serve meeting the aim of the agreement concluded with the student);
 - e. the date for the administrative procedure for issuance of the BSU Rector's Order on the Students' Status Suspension for the students with the **financial debt for 2019-2020 academic year** can be suspended, by the Rector's Order, **until the latest January 16 2020** in case the student has covered at least half of the annual fee amount; (*addendum - N07-01/60, 17.12. 2019*);;
 - f. the BSU Rector's Order, on Suspension of the BSU Student' Status for the student with the **financial debt for the 2019-2020 academic year**, issued in the Autumn semester of the 2019- 2020 academic year, shall be annulled in the section for the student who covered the financial debt **within 10 calendar day after issuance of the BSU Rector's Order** (*addendum - N07-01/60, 17.12. 2019*);
2. The students of the one-cycle educational program of "Medical Doctor" (instructed in English) of the Faculty of Natural Sciences and Health Care of BSU, within 2 (two) weeks **prior to starting date of the Spring semester of 2020** (March 23 2020) **but no later than March 20 2020 shall:** (*addendum - N07-01/60, 17.12. 2019*);
 - a. **go through the academic** (registration of the study courses) and administrative **registration processes** (pay the annual tuition fee-in GEL in the amount equivalent to 3300 US dollars) valid for the entities enrolled at BSU through **II, V and VI streams** (for the students of the given stream I semester of the 2020-2021 academic year);
 - b. **go through only the academic registration** (registration of the study courses) at BSU –valid for the entities enrolled at BSU through I, III, IV and VII streams (for the students of the given stream **II semester-Spring semester-of the 2019-2020 academic year**).