



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

Reģistrācijas Nr. 90000022223, Braslas iela 16, Rīga, LV-1084, tālrunis 67081400, e-pasts: brasla@kcrtk.lv

Internal rules Tuition fee payment procedure

Rīga

14.12.2023. No.1.1. – 2/31

Issued in accordance with
State Administration Structure Law,
Section 72, part one,
Paragraph 2, and Section 73,
Part one, Paragraph 4

I. General terms

1. “Tuition Fee Payment Procedure” (hereinafter - Regulations) establishes the tuition fee payment procedure at the Riga Technical College (hereinafter - RTC) in accordance with the agreement concluded by an applicant or a student (hereinafter - the Learner) for studies at RTC at the expense of natural or legal persons (hereinafter - the Agreement).
2. Each Student shall pay the tuition fee in accordance with the amount and procedure set out in the Regulations and the Agreement.

II. Tuition fee payment methods and deadlines

3. The learner shall choose one of the following tuition fee payment methods:
 - 3.1. the fee for the academic year is divided in two installments - one payment for each semester;
 - 3.2. the fee for the academic year are divided in eight installments - four payments per semester, comprising one payment for the first two months of the semester and three payments of one month's tuition fee each for each subsequent month of the semester.
4. The RTC Admissions Committee, when accepting documents from the Learner for studies at RTC at the expense of natural or legal persons, is obliged to inform the Learner about the amount of tuition fee and possible payment methods, as well as to inform about these Regulations before the conclusion of the Agreement.
5. The Agreement shall be signed by the Learner and an RTC authorized person.
6. Within three working days of the conclusion of the Agreement, RTC shall prepare an invoice for the Learner. After the conclusion of the Agreement, the Learner can obtain information on tuition fee payments from the RTC accounting office. Upon the Learner's request, the tuition fee invoice can be sent to the e-mail address specified in the Agreement.
7. If the Learner has chosen the tuition fee payment method provided for in Paragraph 3.1 of the Regulations, the Learner shall comply with the following tuition fee payment schedule:
 - 7.1. the tuition fee for the first study semester shall be paid by the date (by the 15th of the first month of the first semester) specified in the tuition fee invoice;
 - 7.2. for each subsequent semester - by the 15th day of the first month of the current semester.

8. If the Learner has chosen the tuition fee payment method provided for in Paragraph 3.2 of the Regulations, the Learner shall comply with the following tuition fee payment schedule:
 - 8.1. in the 1st year, a two months' tuition fee shall be paid by the date (by the 15th of the first month of the first semester) specified in the tuition fee invoice;
 - 8.2. the remaining three installments, each of one month's tuition fee, for the following semesters – one installment for the first two months of the semester by the 15th day of the first month of the current semester and three installments, each of one month's tuition fee, by the 15th day of the second month, 15th day of the third month and 15th day of the fourth month respectively.
9. The date of payment of tuition fee is the date on which the tuition fee is received in the RTC account.
10. Instructions by the Learner to a third party for the transfer of tuition fee and the transfer transaction shall not establish a tuition fee payment relationship.

III. Tuition fee recovery procedure

11. If the tuition fee has been paid for the Learner by the Learner or a third party and the Learner wishes to recover the tuition fee paid in the event of termination of the Agreement or overpayment of the tuition fee, the Learner shall submit a written application.
12. If the tuition fee has been paid by a third party, in the case referred to in Paragraph 12 of the Regulations, the tuition fee paid shall be refunded to the bank account of the Learner or the third party who has paid the tuition fee for the Learner indicated in the written application of the Learner.
13. If tuition fee is refunded to the Learner in accordance with the Learner's application, the Learner is obliged to disclose this to the third party who has paid the tuition fee and to refund the tuition fee to the third party if necessary, failing which the Learner assumes all liability for any third party claims of a pecuniary nature relating to the refund of tuition fee, to the exclusion of any liability of RTC.
14. If the Learner has passed the competition and is matriculated for studies at the expense of the state budget, the Learner may receive a refund of the tuition fee paid for subsequent periods within 10 (ten) working days from the receipt of the Learner's application to RTC.
15. If the Learner, not later than one month from the beginning of the first semester of studies, expresses in writing his/her wish not to start or continue studies in the chosen study program at RTC and to terminate the Agreement, then, with the consent of the Head of the relevant Department, the Learner may receive the tuition fee paid for the relevant semester, from which RTC shall deduct one month's tuition fee from one semester's tuition fee. The start of the first semester is the day on which the first class of the study program is scheduled.
16. If a Learner is granted an academic leave in accordance with the RTC Academic Leave Regulations, no tuition fees shall be payable for interruption of studies during the academic leave. Any part of the tuition fee paid but not used may be carried over to the next study period.
17. If the Learner has not paid the tuition fee for the whole semester, the Learner is obliged to pay the part of the semester's tuition fee for the period up to the date of commencement of the academic leave. The calculation is made by dividing the semester tuition fee by the number of weeks in the semester (20 weeks) and multiplying by the number of weeks for which the Learner has been approved for academic leave.

IV. Processing of Learner data

18. The Learner has been informed that RTC, in accordance with the laws and regulations governing the protection of natural persons' data, including Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of learner data and on the free movement of such data, is entitled to process the data

submitted by the Learner, i.e, collecting, recording, inputting, storing, organizing, modifying, using, transferring, disclosing or deleting the data of the Learner in order to ensure the fulfillment of the obligations under the Agreement.

19. In the event that the payment due under the Agreement is overdue for more than 90 (ninety) calendar days, RTC has the right to transfer the data of the Learner to third parties for debt collection from the Learner without the consent and notice of the Learner.

V. Closing provisions

20. The Regulations shall be available to all RTC's staff. It shall be published on RTC's website: www.rtk.lv.
21. The Regulations shall enter into force upon signature.

Agreed with _____ Acting Director K.Rūtiņa _____

Head of Study Department _____ I.Klotiņa

Bārdiņš 7081405