

Processes for students:

INVOICE REQUEST FORM

A student that needs an invoice has to fill out the electronic [Invoice Request form](#) with all required info and email it to accounting@unyp.cz.

Student

- needs an invoice for a bank transfer of the tuition payment
- sends an email to the Accounting Office with the Invoice Request form
- must state for which period of time (Fall, Spring, Summer, the whole academic year)
- must state what currency they plan to use for the transfer USD or CZK (USD or CZK bank account information will be on the invoice based on this request)
- must state what kind of payment they plan to make (deposit, early payment discount, full payment)

Accounting Office

- manually prepares the invoice either based on the pre-registered courses or standard number of credits if the tuition is unknown yet
- creates a scanned PDF version and emails it to the student

VALIDATING REGISTRATIONS

All active students must have a valid registration.

Accounting Office

- sends reminders before the semester starts to all pre-registered student with all important information regarding the registration and its validation

Students

- must pay the tuition in full or pay the minimal deposit of 25% and sign the payment calendar before the registration deadline

Accounting Office

- validates students' registration once the full payment or signed payment calendar is received
- informs the student about an invalid registration in case student changes his/her schedule and if possible re-validates the registration

Students

- if re-validation is impossible, the student needs to pay additional amount or sign a new payment calendar after changes in schedule were made in order to re-validate the registration

PAYMENT CALENDAR

If a student cannot pay the full amount of the tuition before the semester starts, they can create a payment calendar with usually three installments in order to have a valid registration.

Student

- pays the minimal deposit of 25% of the total tuition

Accounting Office

- informs the student about the received deposit, remaining total and the installment fee
- charges the installment fee
- creates installments either in a standard way or according to student's specifications
- requests the student to sign the payment calendar (in person or via email in PDF)

Student

- needs to sign the payment calendar as soon as possible in order to validate their registration

Accounting Office

- validates student's registration immediately after the signed payment calendar is received and informs the student

DROP/ADD PERIOD

Students can make changes to their schedules at the beginning of a semester, which might cause the registration to become invalid.

Students need to inform the Accounting Office in case they make changes after their registration became valid. The invalid registrations must be re-validated as soon as possible.

Students who paid in full:

The students who paid their tuition in full will have invalid registration only if they add a course. In such case, the Accounting Office will contact the student and ask the student to:

- pay the outstanding amount immediately OR
- sign a payment calendar and pay later

Students who signed the payment calendar:

The students who had a payment calendar will have invalid registration with every change but:

- if they add a course and the tuition is higher they will be asked to pay extra amount to cover the 25% again and sign a new payment calendar
- if the student dropped a course and the tuition is less than the original amount, the student will receive updated payment calendar with smaller amounts, this updated payment calendar needs to be signed and sent back to the Accounting Office
- if the student just switched two same courses the tuition is the same, the payment calendar stays valid and the registration will be re-validated automatically without any notification

PETITIONS

When a student needs to ask for a refund of unused funds, to ask for an extension of a payment deadline due to unforeseen circumstances or any fee waiver, the student needs to file a [Financial Petition](#).

Students

- fill out the form carefully – credentials, explanation and reason, bank details (if necessary) and signature with a date
- are responsible for filing the petition carefully – especially if the student claims unused funds, all bank information must be complete and clear
- need to explain exactly what is the request and briefly explain why
- deliver the signed petition to the Accounting Office or send a scanned copy via email

Accounting Office

- forwards the petition to the Administration Board to review
- informs the student about the Administration Board decision and proceeds with refund, changes in tuition etc. – depending on the subject of the petition
- in case of refunds via a wire transfer, Accounting Office also informs the student when the transaction is processed in the bank

Cases when the student needs to submit a financial petition:

- **Refund of overpayment** – possible only if all current tuition is covered in full
- **Refund of unused funds** e.g. when withdrawing or interrupting studies – possible only if the withdrawal/interruption procedure is officially finished
- **Refund of the awards** (Academic Achievement Award, Bring a Friend award)
- **Deposit reduction** – if a student cannot pay the minimal deposit of 25% of their tuition
- **Official deadline extension** – if a student is unable to pay for the tuition in time and needs extension even past the extended deadline
- **Medical withdrawal transfer of tuition to next semester** – possible only if a student's academic petition was approved and the student provided enough documents supporting the claim – if successful, no penalty will be charged and funds will be transferred to next term
- **Various tuition waivers** – e.g. a student who studies only first two months of a master program and decides not to continue can ask for a partial refund of their tuition
- **Other** – e.g. VA students deposit refund, accidental payment of Belgicka rent towards tuition...

CONFIRMATIONS

The Accounting Office has to confirm a form that the student brings; however, the student can get the confirmation only on certain circumstances, they are:

- **Confirmation of studies** – the student must not have any debt toward UNYP, the current tuition must be covered in full, in case of a year confirmation, the student should pay at least a minimal deposit for the next full semester (Fall & Spring) e.g. if a student needs a confirmation of study in June for the next academic year, Spring must be covered in full and there must also be minimal deposit for the upcoming Fall
- **Withdrawal/Interruption form** – The student's account must be clear, in case of overpayment the student files a petition and receives the overpayment to their bank account or in cash (up to 3 000 CZK), in case of unpaid balance on tuition, the student must pay and cannot get any document form UNYP until the debt is paid
- **Diploma pick-up form** – the student's account must be clear, in case of overpayment the student files a petition and receives the overpayment to their bank account or in cash (up to 3 000 CZK), in case of a balance, the student needs to pay any unpaid fees or penalties e.g. for a lost book, as soon as possible in order to get the confirmation and the diploma

LOST ID

If a student needs a new student ID card, he/she must:

- submit the [Lost ID form](#) (available in Library or the Accounting Office) at the Accounting Office
- either pay the lost ID fee of 200 CZK or provide a proof of theft (confirmation from the police)
- go to the Library with the confirmed form

LOST BOOK

If a student is leaving UNYP their account must be clear, both their library and tuition accounts.

Library

- Informs the Accounting office about the price of the lost book

Accounting Office

- receives a notification regarding the price
- charges the student

Student

- pays for the lost book at the Accounting Office or via a bank transfer
- gets the confirmation form the Accounting Office

Accounting Office

- informs the Library about the book being paid for