Procedure for establishing, invoicing and exempting from tuition fees for continuing education

Based on clause 8 of the Rules of continuing education, adopted by the senate regulation no. 21 of 27 November 2015, I approve the procedure for establishing, invoicing and exempting from tuition fees for continuing education of the University of Tartu (hereinafter the university).

I. Tuition fees and invoicing of continuing education

1. The basis of establishing the tuition fee of a continuing education programme is the budget drawn up by the programme director and approved by the dean of the faculty or head of the institute, college, non-faculty institution, or support unit organising the respective continuing education course.

2. In case of training courses open for registration by anyone, the tuition fee for continuing education and the conditions of granting discounts are approved by the dean of the faculty or head of the institute, college, or non-faculty institution organising the respective continuing education course or the vice rector for academic affairs on the proposal of the head of the support unit organising the respective continuing education course.

3. If a continuing education learner takes single courses of degree studies, the tuition fee is based on the price of a credit point in the respective structural unit. The dean has the right to establish a different credit point price for continuing education learners taking degree-study courses compared to the credit point price in force in degree studies. In case of a course taught by a non-faculty institution, the tuition fee of continuing education is approved by the vice rector for academic affairs on the basis of the proposal of the head of the non-faculty institution organising the respective continuing education course. In justified cases, the dean or the vice rector for academic affairs, with their directive, have the right to fully exempt continuing education learners from payment of the tuition fee. [effective as of 26 February 2018]

4. If a training course is ordered from the university, the university makes a price quote. Price quotes are based on the market price of the continuing education programme, taking into account the cost price of the service. The continuing education programme director obtains an approval to the price quote from the dean of the faculty or head of the institute, college, non-faculty institution, or support unit organising the respective continuing education course and sends the price quote to the customer on behalf of the university. [effective as of 26 February 2018]

5. The fee for documents issued on paper for completing massive open online courses is approved by the dean of the faculty or head of the institute, college, or non-faculty institution organising the respective continuing education course or the vice rector for academic affairs on the proposal of the head of the support unit organising the respective continuing education course. The fee for documents issued on paper includes value added tax in accordance with the rates established in national legislation.
6. When a university employee participates in a professional continuing education course, the cost price of the training course applies in accordance with the rules of the establishment of the prices of the university, provided that internal settlement procedure is used for payment. [effective as of 26 February 2018]

7. The basis of payment for continuing education is an invoice issued by the university.

8. Continuing education invoices are issued and paid pursuant to the procedure in force at the university.

9. Value added tax is added to the tuition fee of continuing education courses, excluding cases specified in legislation. Value added tax is not added and the business purpose for organising continuing education in the university is excluded when:
   9.1. the continuing education programme is intended for students or pupils;
   9.2. the continuing education programme is intended for educational workers and health care workers for maintaining vocational, occupational or professional competence;
   9.3. a continuing education programme of social nature is ordered from the university, which is intended for the unemployed, disabled, etc.;
   9.4. the aim of the continuing education programme is to prepare learners for entering degree studies or for state examinations;
   9.5. the continuing education learner takes courses of degree studies.

10. To withdraw from a continuing education course, the person who ordered continuing education submits an application to the university in a format which can be reproduced in writing. If the person who ordered continuing education withdraws from a continuing education course, the university has the right to claim
   10.1. in case of a continuing education programme defined as an international continuing education programme in the Study Information System of the university, 10% of the tuition fee, if the person notifies of their withdrawal at least 30 days before the start of the continuing education course;
   10.2. in case of other types of continuing education,
      10.2.1. 30% of the tuition fee if the person notifies of their withdrawal at least five working days before the start of the continuing education course;
      10.2.2. 50% of the tuition fee if the person notifies of their withdrawal less than five, but at least two working days before the start of the continuing education course.

11. If the participant fails to notify the university of their withdrawal or notifies the university after the time limit specified in clause 10, the university has the right to claim the full tuition fee.

12. To reclaim overpaid tuition fees, the person who ordered continuing education or paid the tuition fee must submit an application to the university in a format which can be reproduced in writing. The overpaid tuition fee will be refunded to the person who paid it.

13. If a continuing education course is cancelled, the tuition fee does not have to be paid. Paid tuition fee will be refunded to the person who paid it.

14. Disputes arising from paying the tuition fee are resolved by negotiations. If an agreement cannot be reached, the dispute is resolved in accordance with the legislation of the Republic of Estonia. The university is entitled to assign debt-claims arising from unpaid tuition fees to a company that collects debts.
II. Fee for review of request for recognition of prior learning and professional experience in continuing education

15. The fee for reviewing a request for the recognition of prior learning and professional experience in continuing education is 70 euros plus 7 euros for each credit point applied for, based on the volume of the application.

16. The fee for reviewing a request for the recognition of prior learning and professional experience includes value added tax pursuant to the rates established in national legislation.

17. The dean of the faculty or head of the institute, college, non-faculty institution, or support unit organising continuing education has the right to exempt the person applying for the recognition of prior learning and professional experience from the fee for reviewing the request, if the person applies for the recognition of prior learning and professional experience as a part of completing a continuing education programme with no tuition fee.

III. Implementing provisions

18. I repeal the Rector’s Decree no. 19 of 31 January 2014 “Procedure for Establishing and Invoicing of Fees for Continuing Education” (amended by the Rector’s Decree no. 39 of 27 November 2014 and the Rector’s Decree no. 6 of 13 March 2015), and the Rector’s Decree no. 8 of 23 February 2006 “Determining the Purpose of Continuing Education”.

19. This decree takes effect on 1 January 2016.