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ESTONIAN AVIATION ACADEMY CONDITIONS AND PROCEDURE FOR THE COMPENSATION OF STUDY EXPENSES

Established based on section 16 of the Higher Education Act and clause 14 17) of the Statutes of the Estonian Aviation Academy.

1. General provisions

- 1.1 These regulations set out the conditions and procedure for the compensation of the study expenses of students and external students at the Estonian Aviation Academy (hereinafter *Academy*).
- 1.2 Pursuant to subsection 16 (8) of the Higher Education Act and clause 14 17) of the Statutes of the Academy, the Council of the Academy establishes the rates of compensation of the study expenses of students and external students for each academic year no later than 1 May of the preceding academic year by fixing the semester fee of a study programme and/or the fee charged for one credit of the study programme (incl. theoretical instruction, internship, simulator training, defence of final paper/research project, final examination).
- 1.3 The Academy can increase the tuition fee of a student who has already enrolled by up to ten per cent in comparison with the preceding academic year.
- 1.4 In this regulation, the rate of compensation of the study expenses is referred to as the tuition fee.
- 1.5 As per content of paragraph 5.3, the requirement to compensate their own study expenses applies to students who (*Valid from 10.04.2024*):
 - 1.5.1 study full-time pursuing an Estonian study programme, but have not obtained the required level of credits by the end of the semester;
 - 1.5.2 study part-time pursuing an Estonian study programme;
 - 1.5.3 have already pursued tuition-free studies in professional higher education to the extent of at least half of the standard duration of the study programme and the time that has passed from the admission to the studies is shorter than the triple standard duration of the programme (void as of 10.04.2024);
 - 1.5.4 have been excluded from and readmitted to the same study programme in a two-year period;
 - 1.5.5 are not studying based on an Estonian study programme;
 - 1.5.6 cancel their studies after 70 calendar days from the beginning of the term in the amount of the subject credits chosen by the student for this semester;

- 1.5.7 are enrolled to free study in the beginning of their studies;
 - 1.5.8 have already studied for free on the 1st or 2nd tier of the higher education for at least 365 calendar days and for whom less than ten years have passed since exmatriculation from the same level of higher education;
 - 1.5.9 have been matriculated twice at the same level of higher education for free and the time from the last exmatriculation is less than ten years. *(Valid from 01.08.2024)*
- 1.6 Obligation to compensate tuition fees to external students.

2. Tuition fee payment principles

- 2.1 The Academy will send the student and external student an invoice for the compensation of study expenses by e-mail at least 14 days before the payment deadline.
- 2.2 The tuition fee is to be paid no later than on the due date, which is 15 October in the fall semester, and 15 March in the spring semester. In the semester of matriculation to a non-Estonian study programme, the candidates have to pay the tuition fees after the positive enrolment decision has been announced and before the payment date marked on the invoice for matriculation to a non-Estonian study program. *(Valid from 15.02.2023)*
- 2.3 If the student or external student resigns their place before the invoice issue date, they are not required to pay the tuition fee. If the student or external student resigns their place after the invoice issue date, they are required to pay the tuition fee based on the invoice issued.
- 2.4 Paying the tuition fee is not required during an academic leave of absence, except when studying part-time pursuing a non-Estonian study programme, studying on the basis of a foreign-language study programme and when recommencing studies.
- 2.5 The conditions and procedures for disputing the decisions regarding study are described in the study rules and regulations. *(Valid from 30.05.2023)*

2.6 Payment of tuition fee for full-time students pursuing an Estonian study programme

- 2.6.1 A full-time student pursuing an Estonian study programme must pay tuition fee if, by the end of the semester, the student is more than 6 ECTS credits short of the full volume of credits required under the study programme. The tuition fee is calculated as of 31st of August. The tuition fee of the fall semester covers the fee for each credit short of the full study load of previous semesters that exceeds the allowed deficit of 6 credits, considering that the study load per semester is 30 credits. Credits are calculated cumulatively over semester. *(Valid from 10.04.2024)*
- 2.6.2 When calculating the tuition fee, only the subjects prescribed in the study programme and the optional subjects to the maximum extent prescribed by the study programme are counted towards the study load to be completed under the study programme. Credits obtained through the Recognition of Prior Learning (RPL) also count towards the completed volume of the study programme when calculating the tuition fee.
- 2.6.3 When calculating the tuition fee, the Academy may exclude from the uncompleted study load the credits for subjects that due to a change in the Academy's organisation of study can no longer be completed.
- 2.6.4 The student does not have to pay a tuition fee for the semesters studied abroad, provided that the Academy takes into account the courses completed there to the extent of at least 15 credits as part of completion of their study programme regarding the semester of studies abroad, and the following semester.
- 2.6.5 *(Void as of 10.04.2024).*
- 2.6.6 A student transferred from part-time to full-time studies during the standard period of study does not have to pay tuition fee in the first full-time semester for the uncompleted credits of the previous semesters under the study programme.
- 2.6.7 The Office of Academic Affairs submits the invoice to the student no later than 24 September in the fall semester and gives the student at least 3 (three) working days to review the invoice before forwarding it to the financial manager. *(Valid from 10.04.2024)*

- 2.6.8 In the semester of re-matriculation and change of study programme, the student does not have to compensate the study expenses. Completion of the study programme is checked in the semester following the semester of re-matriculation or change of study programme. *(Valid from 10.04.2024)*
- 2.6.9 *(Void from 30.05.2023)*

2.7 Payment of tuition fee for part-time students pursuing an Estonian study programme

- 2.7.1 *(Void from 10.04.2024)*
- 2.7.2 A part-time student pursuing an Estonian study programme is required to pay tuition fee for the credits declared in the study information system at the beginning of the semester. If the student earns more credits during the semester, the Academy adds the missing amount to the invoice to be billed in the following semester. If the student is graduating, the Academy will issue the invoice before the defence of the final paper or the final examination..
- 2.7.3 A student transferred from a full time Estonian study programme to a part time Estonian study programme pays tuition fee according to clause 2.6.2, starting from the semester of transfer and the student is not required to pay the tuition fee for the preceding semester's study load that fell short of the load required under the study programme.
- 2.7.4 If a student who is studying part-time under the Estonian study programme is participating in learning activities during the academic leave, the student is obliged to pay tuition fees based on the price of a credit for the subjects declared in the Academy's student info system.

2.8 Payment of tuition fee for students pursuing a non-Estonian study programme

- 2.8.1 A student pursuing a non-Estonian study programme pays the tuition fee based on an agreement concluded between the Academy and the student on the basis of an invoice. *(Valid from 10.04.2024)*
- 2.8.2 A student pursuing a non-Estonian study programme is required to pay the tuition fee for the credits declared in the study information system at the beginning of the semester. If a student pursuing a foreign-language study programme declares 30 ECTS credits or more of theoretical subjects in a semester, the tuition fee is calculated as a semester fee, the amount of which does not exceed the total tuition fee for 30 ECTS credits. *(Valid from 10.04.2024)*
- 2.8.3 If a student pursuing a non-Estonian study programme participates in studies during an academic leave of absence, they must pay tuition fee for the subjects declared in the Academy's study information system based on the fee charged for a credit. *(Valid from 10.04.2024)*.
- 2.8.4 A student pursuing a non-Estonian study programme pays 30% of the price of transferred credits for the time spent studying at a foreign university. If a student pursuing a foreign-language study programme participates in studies at the Academy while they are considered as a student studying abroad, they will additionally pay the tuition fee for the subjects declared in the Academy's study information system based on the fee charged for a credit. *(Valid from 10.04.2024)*.

2.9 Payment of tuition fee for external students

- 2.9.1 An external student is required to pay a tuition fee for the credits declared in the study information system at the beginning of the semester based on an agreement for the provision of educational services concluded between the external student and the Academy.

2.10 Payment of tuition fee upon recommencement of studies

- 2.10.1 A student who has already pursued tuition-free studies in professional higher education to the extent of at least half of the standard duration of the study programme and the time that has passed from the admission to the studies is shorter than the triple standard duration of the programme is required to pay the tuition fee on the same basis as the part-time students pursuing an Estonian study programme.
- 2.10.2 A student, who has already studied based on circumstances outlined in paragraphs 1.5.7, 1.5.8 or 1.5.9, is obliged to pay the tuition fees in the beginning of the semester as a fee for 30 *credits*. *(Valid from 10.04.2024)*

- 2.10.3 A student, who has already studied based on circumstances outlined in paragraphs 1.5.7, 1.5.8 or 1.5.9 and is studying while on academic leave, has an obligation to pay tuition fees based on the subject credit price for the subjects declared in the academic tuition system. *(Valid from 10.04.2024)*
- 2.10.4 A student, who has cancelled their studies according to the paragraph 1.5.6, has to pay tuition fees in the beginning of the semester in the amount of failed subject credits. The Academy will send an invoice for the tuition fees to the student as soon as possible and the payment date has been marked on the invoice.

3. Exemption from tuition fee and extension of payment deadline

- 3.1 Exemption from the payment of the tuition fee or, in reasoned cases, an extension of the payment deadline to the end of the current semester at most and/or payment in instalments can be requested in writing by 29 September in the fall semester, and by 27 February in the spring semester. *(Valid from 15.02.2023)*
- 3.2 The decision to extend the payment deadline is made by the Head of the Office of Academic Affairs together with the Head of Finance. *(Valid from 10.04.2024)*
- 3.3 On the basis of a written application by a student pursuing an Estonian study programme and supporting documents (child's birth certificate, document proving disability), a full-time and part-time student pursuing an Estonian study programme is exempt from paying the tuition fee if they:
- 3.3.1 have a moderate, severe or profound disability;
 - 3.3.2 are a parent or guardian of a child under the age of 7 years, or of a child with a disability.
- 3.4 The Council may exempt a student or external student pursuing an Estonian study programme from the tuition fee based on a reasoned request submitted to the Office of Academic Affairs and if budgetary funds are available. For this purpose, a student or external student pursuing an Estonian study programme submits a digitally signed reasoned request to the Office of Academic Affairs which forwards the corresponding request in its unchanged form and without adding their opinion to the Council for decision as soon as possible. The Office of Academic Affairs informs the applicant of the Council's decision in writing as soon as possible. *(Valid from 15.02.2023)*

4. Liability for non-payment of tuition fees

- 4.1 If the tuition fee is not paid on time, the Academy has the right to charge late interest.
- 4.2 The student will be exmatriculated upon non-payment of the tuition fee if the student has not paid the tuition fee for the fall semester by 15 December, and for the spring semester by 15 May. If the tuition fee payment deadline has been extended, the student will be exmatriculated if they have not paid the tuition fee by the end of the current semester at the latest.
- 4.3 The Academy has the right to transfer debt claims arising from an agreement for the compensation of study expenses or the provision of educational services to a debt collection company.

5. Implementing provisions

- 5.1 This regulation takes effect on 1 August 2022.
- 5.2 This regulation repeals the "Conditions and procedure for the compensation of study expenses" approved by the 14 October 2016 resolution (protocol no. 1-4/15) of the Council of the Academy (amendments approved by the 31 August 2017 resolution (protocol no. 1-4/10), 26 January 2018 resolution (protocol no. 1-4/9), 27 April 2018 resolution (protocol no. 1-4/19), 31 August 2019 resolution (protocol no. 1-4/30) of the Council).
- 5.3 From the start of the 2024/2025 academic year to the end of the 2026/2027 academic year, the tuition fees payment regulations outlined in the present document's paragraphs 1.5.6, 1.5.7, 1.5.8 and 1.5.9 can be applied to the student matriculated to the University, who has cancelled the studies before the 2024/2025 study year, only in case if the student has already studied on this education level for longer free for longer than the nominal duration of half of the curriculum.