



**THE LIST OF FEES FOR SERVICES RENDERED BY THE INTERNATIONAL
SCHOOL FOR SOCIAL AND BUSINESS STUDIES IN THE ACADEMIC YEAR
2009/2010**

UNDERGRADUATE AND POSTGRADUATE STUDIES

A) TUITION FEES	EUR
1) Undergraduate (first level) study programmes	
Business in Modern Society, higher education professionally oriented study programme	
Tuition fee for each academic year – 60 ECTS	1,950
Price of 1 ECTS for a course price calculation ⁽¹⁾	40
Economy in Modern Society, university study programme	
Tuition fee for each academic year – 60 ECTS	1,950
Price of 1 ECTS for a course price calculation ⁽¹⁾	40
2) Postgraduate (second level) study programmes	
Knowledge Management, masters study programme	
Tuition fee for each academic year – 60 ECTS	2,500
Price of 1 ECTS for a course price calculation ⁽¹⁾	50
Management and Quality in Education, masters study programme	
Tuition fee for each academic year – 60 ECTS	2,500
Price of 1 ECTS for a course price calculation ⁽¹⁾	50
3) Full-time studies for foreign students (citizens from non-EU countries) and Slovenes without EU citizenship ⁽²⁾	(2)
B) ADMINISTRATIVE FEES	EUR
Annual registration fees for full-time and part-time students of undergraduate and postgraduate study programmes	
1) Administrative fees in total	49
a) Student card	4
b) Contribution for information system Novis	5
c) Contribution for extra-curricular activities	15
d) Annual library membership fee	5
e) Material costs	20
2) Administrative fees in total for third-year full-time students of the undergraduate study programme Business in Modern Society	58
The above fees (a-e)	49
f) Contribution for special insurance – professional practical work ⁽³⁾	8.79
3) Annual contributions for individuals without student status	25
C) SERVICES	EUR
1) EXAMS	
Fourth and further sittings of an exam (full-time and part-time students)	30
Fourth and further sittings of an exam in front of a commission (full-time and part-time students)	70
Each exam sitting of a person without student status	30
Bridging and other course of undergraduate and postgraduate study programme ⁽¹⁾	(1)
Price of 1 ECTS for a course price calculation ⁽¹⁾	(1)



2) DOCUMENTS, RESOLUTIONS, APPLICATIONS, etc.	
Duplicate of a diploma certificate	50
Duplicate of a diploma supplement (in Slovene and in English)	70
Duplicate of a student card	4.08
Application for formal education recognition ⁽⁴⁾	35 + (*)
Application for informal education, knowledge and skills recognition ⁽⁵⁾	150 + (*)
Application for enrolment on the basis of the Criteria for transfers from study programmes of other higher education institutions	55
Application for a decision on bridging exams needed for enrolment at ISSBS	35
Decision on conditions for resumption of studies after a period of more than 2 years	55
Application for recognition of professional practical work	25
3) FOREIGN STUDENTS	
Decision on recognition of education abroad for the purposes of further education ⁽⁶⁾	350
An opinion on equivalence of professional or scientific title gained abroad for employment purposes ⁽⁷⁾	350
4) ELECTION INTO TITLE (for people who aren't employed at ISSBS)	
Higher education teacher (first election)	2,300
Higher education teacher (re-election)	1,800
Higher education associates and other titles	900

NOTES:

(1) A bridging exam or course fee is calculated in proportion to the number of ECTS. The fee for each ECTS of first level study programmes is 40 euro and for each ECTS of second level study programmes 50 euro. ISSBS students who take a course outside the framework of the programme and individuals taking bridging courses needed for enrolment at the ISSBS are entitled to a 50% discount.

(2) A tuition fee is calculated in accordance with the 3rd article of the Regulations on tuition fees and accommodation in students' dormitories for Slovene nationals without Slovene citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, no. 70/2008, 11. 07. 2008) and is the same as a tuition fee for part-time students of the same study programme.

(3) The price can change during an academic year in accordance with the Resolution on defining contributions for special insurance.

(4) The application is payable if an ISSBS student requests recognition of exams taken at other higher education institutions.

(5) Informal education includes seminars, courses, workshops, training, round tables, discussions, etc. which are not recognised by a relevant institution.

* In addition to the cost of the application (35 or 150 euro) candidates also have to pay a product of the number of recognised ECTS where the cost of each ECTS represents 50% of the cost of one ECTS defined by ISSBS's valid list of fees.



(6) A decision is issued on the basis of the 8th article of the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, no. 73/04).

(7) An expert opinion is issued on the basis of the 11th article of the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, no. 73/04).

Value-added tax is not applicable to these fees in accordance with the Value Added Tax Act (Official Gazette of the Republic of Slovenia, no. 117/06, with amendments).

The means of payment of tuition fees:

Tuition fees for enrolment in first and second level study programmes can be paid in 5 instalments.

1st instalment: 10. 10. 2009

2nd instalment: 1. 12. 2009

3rd instalment: 1. 2. 2010

4th instalment: 1. 4. 2010

5th instalment: 1. 6. 2010

In the even of non-payment of tuition fees students will not be allowed to register for exams.

REFUND OF ENROLMENT AND TUITION FEES

In the event of discontinuation of studies at the ISSBS enrolment fees are non-refundable.

In the event of discontinuation of studies at the ISSBS before 15 October students are entitled to a refund of 50% of the first instalment of the tuition fee.

In the even of discontinuation of studies after 15 October the first instalment of the tuition fee is non-refundable.

The 2009/2010 list of fees was adopted at the 15th meeting of ISSBS's Administrative Board on 25 September 2009.

mag. Matjaž Pajk
President of ISSBS's Administrative Board

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