



**THE LIST OF FEES FOR SERVICES RENDERED BY THE INTERNATIONAL SCHOOL  
FOR SOCIAL AND BUSINESS STUDIES IN 2011/2012**

**UNDERGRADUATE AND POSTGRADUATE STUDIES**

<b>EDUCATIONAL ACTIVITIES</b>	
<b>A) TUITION FEES</b>	<b>In EUR</b>
<b>1) Undergraduate (first-cycle) study programmes<sup>1</sup></b>	
Business in Contemporary Society, professional higher education study programme – tuition fees per study year	1,950.00
Economy in Contemporary Society, academic higher education study programme – tuition fees per study year	1,950.00
Fees per 1 ECTS for the purpose of calculating fees per individual undergraduate study unit <sup>2</sup>	40.00
<b>2) Postgraduate (second-cycle) study programmes<sup>1</sup></b>	
Knowledge Management, Master study programme – tuition fees per study year	2,500.00
Management and Quality in Education, Master study programme – tuition fees per study year <sup>3</sup>	2,500.00
Lifelong Learning: Human Resource Management, Master study programme – tuition fees per study year	2,500.00
Fees per 1 ECTS for the purpose of calculating fees per individual postgraduate study unit <sup>2</sup>	50.00
<b>3) Tuition fees for foreign nationals (citizens of non-EU countries) and Slovene nationals without EU citizenship<sup>4</sup></b>	*
<b>B) ADMINISTRATIVE FEES</b>	
<b>For full-time and part-time undergraduate and postgraduate studies</b>	
<b>B1) REGISTRATION FEES</b>	
<b>1) Fees payable on first registration for a study programme<sup>5</sup></b>	
Fees in total, including the following:	<b>39.52</b>
a) Student card	4.00
b) Sticker for the student card	2.02
c) Contribution for the information system	6.20
d) Contribution for extra-curricular activities	7.00
e) Annual library membership	5.00
f) Other study-related fees	15.30
<b>2) Fees payable on registration for the following study years, for repeating a year, and for students who keep their student status for 12 months after completing their final year</b>	<b>35.52</b>
The above fees from b) to f)	
<b>3) Fees payable on registration for the 3<sup>rd</sup> year of the study programme Business in Modern Society</b>	<b>44.96</b>
The above fees from b) to f)	35.52
g) Special insurance fee – professional practical work <sup>6</sup>	9.44
<b>4) Fees for individuals without student status<sup>7</sup></b>	<b>0.00</b>



<b>B2) OTHER FEES</b>	
<b>1) Exams, study units</b>	
Fourth and further sittings of an exam of a study unit (full-time and part-time studies)	40.32
Fourth and further sittings of an exam of a study unit in front of a commission	110.90
<b>2) Various certificates, decisions, requests and other documents</b>	
Duplicate of a diploma certificate	62.00
Duplicate of a diploma supplement (in Slovene and in English)	23.00
Duplicate of a student card	4.00
Duplicate of a student card sticker	2.02
Exam transcripts for individuals without student status, graduates and drop-outs	12.10
Request for the recognition of formal education <sup>8</sup>	57.20
Request for the recognition of informal education, knowledge and skills acquired through work experience (achievements), self-teaching and non-formal education <sup>9</sup>	149.60
Request for enrolment in accordance with the Criteria for transitions from study programmes of other higher education institutions and vocational colleges <sup>10</sup>	57.20
Decision on bridging exams required upon the enrolment at the ISSBS <sup>11</sup>	34.10 + (ECTS)
Decision on conditions for the resumption of studies after a period of more than 2 years	45.10
Request for the recognition of professional practical work	57.20
Request for repeating a year <sup>12</sup>	0.00
<b>3) Lifelong learning</b>	
<b>3.1) Fees for participants in lifelong learning programmes</b>	
Fees payable on registration for an individual study unit or informal education <sup>13</sup>	0.00
Fees payable on registration for parts of study programmes	9.30
<b>3.1) From the faculty's study programmes</b>	
Sitting exams of undergraduate or postgraduate study programmes	(1)
<b>3.2) Informal education</b>	
Informal education fees <sup>14</sup>	(15)
<b>4) Certificates of education gained abroad</b>	
Decision on the recognition of education gained abroad for the purpose of further education	0.00
Opinion on the equivalence of a professional or scientific title gained abroad for employment purposes <sup>15</sup>	238.70
<b>II) OTHER SERVICES<sup>16</sup></b>	
<b>1) Elections to titles<sup>17</sup></b>	
Higher education teacher (first election)	1,748.80
Higher education teacher (re-election)	1,160.90
Higher education associates and other titles	620.90
<b>2) Rental of equipment (technology)<sup>18</sup></b>	(19)
<b>3) Rental of premises<sup>19</sup></b>	(20)
<b>4) Consulting and research services<sup>20</sup></b>	(21)



<sup>1</sup> Tuition fees apply to part-time students only. Full-time students only pay tuitions fees if their study programmes are not funded by the Ministry of Higher Education, Science and Technology.

<sup>2</sup> Fees per 1 ECTS of first-cycle study units amount to 40 EUR and of second-cycle study units to 50 EUR.

<sup>3</sup> Tuition fees per study year also apply to an additional study year in accordance with a decision by the competent commission.

<sup>4</sup> Tuition fees are calculated in accordance with Article 3 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 RS, no. 70/2008) in the same amount as tuition fees for part-time studies in the same study programme. \*Contributions for health insurance of foreign nationals are calculated in accordance with the Health Care and Health Insurance Act (Point 14, Article 15), if they do not provide a proof of being insured elsewhere.

<sup>5</sup> Also applies to individuals enrolled in accordance with the Criteria for transitions, and to students who have changed their mode of study. Registration fees for individuals registering for the 3<sup>rd</sup> year of the study programme Business in Modern Society also include a special insurance fee – professional practical work.

<sup>6</sup> The fee may change during an academic year in accordance with the Decision Determining Special Insurance Fees (Official Gazette of the RS, no. 111/2000, 24/2010).

<sup>7</sup> Individuals without student status are students defined by Article 70 of the Higher Education Act (Official Gazette of the RS, no. 199/06, amendments 64/2008) who sit missing exams and other study obligations in accordance with their study programmes. Individuals without student status do not pay any registration fees. In order to sit missing exams and undertake other missing study obligations, individuals without student status must fill in a special Request for keeping records of individuals without student status.

<sup>8</sup> Formally acquired knowledge and skills are those obtained in the frames of educational and higher education institutions, and can be proven with various certificates and diplomas. If a candidate at the same time submits requests for the recognition of both formal and informal education, they are charged the higher of the applicable fees and not both of them. ISSBS students who submit a request for the recognition of formal education gained in the frames of a study exchange, ISSBS's summer school, or due to the change of mode of study (full-time/part-time) or type of study within first cycle do not have to pay any fees for submitting the request.

<sup>9</sup> Informal education includes seminars, courses, workshops, training courses, roundtables, consultations, etc. which do not have public recognition. Informally acquired knowledge and skills are obtained in educational and higher education institutions and external organisations, and can be proven with certificates of knowledge and skills acquired (courses, workshops, seminars, etc.). Such educational activities do not provide candidates with a publicly recognised degree or qualifications. Knowledge and skills acquired through self-teaching and non-formal education are acquired at work, at home and in other everyday environments, and cover all the knowledge, skills and experience acquired in everyday life. If a candidate at the same time submits requests for the recognition of both formal and informal education, they are charged the higher of the applicable fees and not both of them.

<sup>10</sup> Requests can only be submitted within the set deadlines.

<sup>11</sup> Requests are submitted by candidates from other professional fields than the field of the study programme in which they would like to enrol. Those undertaking bridging exams required for the enrolment in ISSBS study programmes benefit from a 50% discount. Bridging obligations must be completed by candidates before their enrolment in the study programme. The fee of a bridging exam or study unit is calculated in proportion to the number of ECTS. Missing study obligations are determined by a competent commission before candidates' enrolment in the study programme as additional study obligations to be undertaken by students after their enrolment in the study programme in order to complete the studies. The ISSBS does not charge for missing study obligations.

<sup>12</sup> The ISSBS does not charge for requests for repeating a year.

<sup>13</sup> The ISSBS does not charge for registration for an individual study unit or informal education.

<sup>14</sup> Informal education fees are approved by the dean of the ISSBS. ISSBS students and graduates benefit from a discount.

<sup>15</sup> Opinions are issued in accordance with Article 8 of the Recognition and Evaluation of Education Act (Official Gazette of the RS, no. 73/04). A request for the recognition of education gained abroad for the purpose of further education is free of charge.



<sup>16</sup> Fees for other services do not include VAT.

<sup>17</sup> Elections to titles in the interest of the ISSBS may be granted exemption of payment by the dean or Administrative Board of the ISSBS.

<sup>18</sup> The renting fees are determined by the dean of the ISSBS.

<sup>19</sup> Rental of premises is free of charge. The premises can be rented for activities that are in the interest of the ISSBS or carried out in cooperation with the faculty.

<sup>20</sup> Fees are determined by negotiation. The ISSBS gets a share of the project's value for its material and administrative expenses.

In accordance with the Value Added Tax Act, the above fees are VAT exempt (Official Gazette of the RS, no. 117/06 with amendments). VAT only applies to the fees for:

- issuing duplicates,
- informal education,
- issuing an opinion on the equivalence of a professional or scientific title gained abroad for employment purposes,
- elections to titles,
- renting equipment and premises,
- consulting and research services.

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#### **The method of paying tuition fees:**

Tuition fees for first- and second-cycle study programmes can be paid in 5 instalments:

Instalment	Undergraduate studies	Postgraduate studies
1 <sup>st</sup> instalment: 15 October 2011	390.00	500.00
2 <sup>nd</sup> instalment: 15 December 2011	390.00	500.00
3 <sup>rd</sup> instalment: 15 February 2012	390.00	500.00
4 <sup>th</sup> instalment: 15 April 2012	390.00	500.00
5 <sup>th</sup> instalment: 15 June 2012	390.00	500.00

If they do not pay their tuition fees in time, students are not allowed to register for exams.

#### **Refunds of registration and tuition fees:**

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

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

In the event of discontinuation of studies after 15 October, students must pay all the fees for which invoices were issued.

Candidates for formal or informal education must also pay all the fees for which invoices were issued.

The 2011/2012 list of fees enters into force on 1 October 2011 with the exception of registration fees that apply to the 2011/12 generation and enter into force on the day of their adoption by the Administrative Board.