

**Contract conditions for admission to study
educational programmes
at Institute of Lifelong Learning
of the Slovak University of Technology in Bratislava**

Article 1

Basic condition for admission to study

- 1) The contractual relationship between the Institute of Lifelong Learning of the Slovak University of Technology in Bratislava (hereinafter referred to as the "ILLL STU" and an interested person (applicant) from Slovakia and a foreign applicant interested in the study (hereinafter referred to as a "student"), the participant of education in professional preparation and language preparation (hereinafter referred to as "educational programmes") of foreigners and nationals, is established by means of a agreement of an interested person with the Contract Conditions for Study of the Educational Programmes at the ILLL STU (hereinafter referred to as "Contract Conditions") and delivered to the ILLL STU, and a receipt of reimbursed fees specified in the Letter of Acceptance.
- 2) The receipt of reimbursed fees under Article 1 paragraph 1 means putting down a sum to the account of ILLL STU in the amount specified by the Letter of Acceptance.
- 3) The present Contract Conditions refer to students studying the educational programmes: Module Courses for Preparation to Study Technical Branches and the Language and Professional Preparation for Higher Education of Foreign Applicants in Slovak Language at the STU.

Article 2

Duties of student/participant of education

- 1) The applicant of study or student prior to commencement of his/her study at the ILLL STU shall be obliged:
 - a) to pay the tuition fee, registration fee or other fees by bank transfer according to specification (type and amount of fees, due date and bank data) as specified in the Letter of Acceptance,
 - b) to send the application to the ILLL STU,
 - c) to keep the venue and date of commencement of his/her study as specified in the application,
 - d) to pay all his/her transport costs.
- 2) Upon his/her arrival to the SR the student is obliged:
 - a) to get registered at the ILLL STU and start the study at a fixed date,

- b) at the registration, to submit his/her valid visa or permit for temporary residence at the territory of the SR that will be valid during the entire period of his/her study at the ILLL STU,
 - c) to get his/her medical insurance at the territory of the SR including injury insurance and other kinds of insurance at his/her own costs,
 - d) to undergo in agreement with the generally binding legal provisions, at his/her own costs, the entrance medical examination in the Centre of Exotic Diseases in Bratislava,
 - e) to submit the Medical Report to the ILLL STU within 30 days from the start of his/her study.
- 3) During his/her residence and study in the SR the student is obliged:
- a) to fulfil duties arising from the Study and Examination Regulations of the ILLL STU,
 - b) to observe the internal rules and regulations of the ILLL STU and the other internal rules and regulations of the STU,
 - c) to fulfil duties arising from the Law No. 404/2011 of Law Code on residence of foreigners, as amended, and to observe the respective generally binding rules of the SR.
- 4) The student shall be responsible for damages that he/she shall cause to the ILLL STU's property or property of other people during the time of his/her study.
- 5) If the student does not start his/her study at the ILLL STU at the fixed date, he/she shall be obliged to inform the ILLL STU at once, but not later than 10 calendar days, about this fact and to show the reasons in writing with the respective documents appended.
- 6) If the student cannot start for serious reasons his/her study at the fixed date, he/she may ask the ILLL STU in written form at a later date for commencement of his/her study and show the reasons.

Article 3

Duties of ILLL STU

- 1) To provide students with the studies at the ILLL STU in the selected educational programmes in the extent set up by curriculum.
- 2) Upon receipt of reimbursed fees specified in the Letter of Acceptance to produce and send to the student the following documents:
- 3) decision on admission,
- 4) confirmation of receipt of reimbursed fee specified in the Letter of Acceptance.
- 5) After arrival of the student to the ILLL STU to provide for his/her registration and to offer him/her:
 - a) the wording of the Study and Examination Regulations of the ILLL STU and the provisions he/she must observe.
 - b) the information about how and where he/she shall receive:
 - entrance medical examination,
 - health insurance at the territory of the SR,

- permit to temporary residence or prolongation of temporary residence at the territory of SR.
 - c) the information and help at seeking contacts and communication with departments of the STU, eventually, the other institutions in the Slovak Republic.
- 4) The ILLL STU does not provide for foreign student:
- reimbursement of transport costs, meals or payment of scholarships,
 - no kind of insurance,
 - boarding unless otherwise stipulated.

Article 4

Termination of contract relationship

- 1) The contract relationship terminates by duly completed study according to the provisions of the Study and Examinations Regulations of the ILLL STU.
- 2) The contract relationship is terminated further by:
 - a) not starting the study at the fixed date (see Article 2 paragraph 5 of these Contract Conditions) except for the case stated in Article 2 paragraph 6 if the ILLL STU allows later commencement of the student's study,
 - b) discontinuation of the study on the part of the student,
 - c) expulsion of student from the study.

Article 5

Financial relations

- 1) The ILLL STU is not obliged to refund the reimbursed fees for the study, if the contract relationship ended according to Article 4 paragraph 2 (a), (b) and (c).
- 2) The ILLL STU may refund a part of the reimbursed fee to the student after he/she is charged 15% cancellation fee on the refundable amount in case he/she does not start the study at the fixed date in accordance with Article 2 paragraph 5 of the present Contract Conditions. In case that the student does not fulfil the rule according to Article 2, paragraph 5 of the Contract Conditions he/she is not entitled to tuition refund.
- 3) In case of interruption of study on the part of student, the ILLL STU has not duty to refund a part of the reimbursed tuition fee.
- 4) A later start of study is not a reason for refund of the reimbursed tuition fee, or a part thereof. In the same way, he/she has not right to ask for refunding missed classes
- 5) In individual cases of special regards, the Director of the ILLL STU may decide about refund of a part of the reimbursed fee. Actually, there is no legal right to claim the refund of a part of tuition.

Article 6**Other provisions**

- 1) The interested person agrees with processing his/her personal data in accordance with the Law No. 18/2018 of Law Code on protection of personal data, as amended, due to keeping the agenda information systems of the ILL STU and in marketing information for internal needs of the ILL STU.

Address:**SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA****Institute of Lifelong Learning of STU****Vazovova 5****812 43 Bratislava****Slovak Republic**