

Pursuant to the Rules on Tuition Fees and Other Contributions in Higher Education (Official Gazette of the Republic of Slovenia No. 40/94 and 45/98) and Articles 58 and 185 of the Statute of AMEU - Dance Academy, on March 8, 2019 the Board of AMEU - Dance Academy at its 8th correspondence session adopted the

## **RULES ON CONTRIBUTIONS AND EVALUATION OF COSTS AT AMEU - DANCE ACADEMY**

### **I. General provisions**

#### Article 1

##### (Subject of regulation)

With these rules, AMEU - Dance Academy (hereinafter AMEU - DA) determines tuition fees and types of contributions and the procedure for accepting the price list of tuition fees and contributions for study programs with public validity. The Rules are the basis for the preparation of the Price List, which includes the following documents:

- Price list of tuition fees for publicly valid study programs of the first and second cycle and study programs for improvement with other contributions for study,
- Price list of enrolment fees and contributions for studies according to study programs with public validity with tariff part,
- Price list of AMEU - DA library services with a list of other services that may be charged by the library

This policy does not apply to the charging for services and the sale of goods and services performed by AMEU - DA as a marketing activity.

#### Article 2

##### (Certification and decision-making bodies)

The price list is adopted by the Board of AMEU - DA no later than 1 February for the next academic year.

The AMEU - DA Board may appoint a price list commission. If appointed, the Commission shall be composed of representatives of: a representative of the owner, a representative of the Student Council and a representative of the AMEU - DA employees.

The tasks of the Commission are:

- processing of materials in tuition fees, contributions and procedures for the adoption of the price list of tuition fees and contributions for study programs with public validity before admission to the Board of AMEU - DA,
- preparation of proposals for amendments to the Rules,

- preparation of explanations for the implementation of individual provisions of the Rules and
- monitoring the correctness of the implementation of the provisions of the Rules.
- In the event of violation of the provisions of the Rules, the Board of AMEU - DA makes the final decision on measures.

Article 3  
(Use of terms)

The individual terms used in these Rules have the following meaning:

- A student is a person who is enrolled in AMEU - DA and is studying in an undergraduate or postgraduate study program. They prove their student status with a student card. Depending on the form of implementation of the study program, we have full-time and part-time students.
- A repeating student is a person who re-enrols in the same year because they did not meet the conditions for promotion to a higher year.
- A person without status is a person who is not enrolled in the program and in the year or in the additional year of the study program at AMEU - DA.
- The DA price list is a single document adopted by the DA Board of Directors on the basis of the provisions of these rules.
- Tariff point is a numerical value that reflects the average cost of labour and goods for the performance of an individual service. The value of the tariff point is determined each year by the AMEU - DA Board in accordance with the projected rise in consumer prices published in the budget manual for the year for which the value of the point is determined.

Article 3  
(Publication of information)

AMEU - DA publishes the price list on its website when publishing the call for applications at the latest.

Article 4  
(Control of information, calculations and billing)

The AMEU - DA professional services are obligated to verify the identity of the published price lists with the price list adopted by the AMEU - DA Board.

In the event of violation of the provisions of the Rules, the Board of AMEU - DA makes the final decision on measures.

AMEU - DA may not exempt, reduce or increase the contributions listed in the Price List, unless otherwise provided by the Rules.

## **2nd Price list of tuition fees for publicly valid study programs of the first and second cycle and study programs for improvement with other contributions for study**

### Article 6

(Tuition fees and other contributions)

Tuition fees and other contributions from the tuition fee list for publicly valid study programs of the first and second cycle and study programs for improvement with other contributions for study are proposed by AMEU - DA professional services based on calculation of study program costs and starting points and elements for calculating and determining tuition fees.

## **TUITION**

### Article 7

(Terms of tuition payment)

Upon regular advancement, students are educated and complete their studies under the conditions that applied at the time of enrolment in the study program, including tuition fees.

### Article 8

(Method of payment of tuition fees and contributions)

The method of payment of tuition fees and contributions, conditions of tuition fees, exemptions from tuition fees, reduction of tuition fees are defined by the AMEU - DA in its general conditions.

This takes into account:

- a) Tuition fees for undergraduate and postgraduate study programs are determined for the entire study program, and are charged for each academic year separately, or for each year that the student enrolls. For in-service study programs, tuition fees are paid for the duration of the program and in accordance with the scope of obligations.
- b) In determining the conditions for the reduction of tuition fees and exemption from tuition fees, the criteria defined by the AMEU - DA Statute are taken into account as justified reasons for exercising the rights from the student status.
- c) The AMEU - DA may also define other criteria when providing the difference between the reduced and full value of tuition fees (e.g., co - financing of study programs from projects or by other institutions) from other earmarked sources.

AMEU - DA concludes an education contract with a student who pays tuition fees. The contract also defines the method of tuition payment and reduction or exemption from tuition fees, method of recovery, charging default interest, terms of refund of tuition fees in

the event of irrevocable withdrawal and the option for issuing an invoice to a third party under the debt accession agreement.

#### Article 9 (Tuition payment)

Tuition is charged for:

- implementation of 1st and 2nd level study programs,
- implementation of study programs for advanced training and lifelong learning and for
- part of the implementation of study programs that exceeds the standards (above standard) set by the national higher education program.

The criteria for the above - standard implementation of the program are defined by the AMEU - DA for its programs. The AMEU - DA Student Council gives an opinion on the criteria for the above - standard implementation of the program.

In determining tuition fees, the AMEU - DA must take into account the actual costs incurred in implementing the above standard referred to in the previous paragraph.

The tuition fee for the year allows the student the performance of all study obligations of the year for which they paid the tuition fee and for a maximum of three options for taking each exam.

Tuition is paid by students for:

- 1st and 2nd level part-time study
- 1st and 2nd level full-time study
- 1st and 2nd level full-time study, in the event of obtaining a concession:
  - o if they have already obtained at least an equivalent level of education;
  - o if they want to change the study program and have previously repeated the year or changed the study program at the same level of study;
  - o If they are foreign citizens from non-EU countries and countries with which Slovenia has not signed a bilateral agreement.

Foreigners and Slovenes without Slovene citizenship who study at AMEU - DA pay tuition fees in accordance with the provisions of the Rules on tuition fees and living in public student dormitories for Slovenes without Slovene citizenship and foreigners in the Republic of Slovenia.

A student who acquires the right to free study during their studies exercises this right at AMEU - DA with an application before enrolment in the next academic year, unless they exercised their right by the end of October of the current year (until the end of enrolment in eVŠ portal).

#### Article 10 (Calculation of study program costs / full cost)

The elements for calculating the costs of implementing study programs are:

1. direct labour costs:
  - salaries of educators,
  - other remuneration payments,
  - copyright agreements,
  - contract work,
  - contributions and other levies on gross payments.
2. direct material costs:
  - costs of special material (laboratory material, etc.),
  - printing costs
  - script, literature,
  - costs of drawing up a diploma, access to databases, licences etc.
3. indirect costs:
  - electricity, water, heating, utilities,
  - cleaning, security, rent,
  - costs of administrative and technical services,
  - costs of performing research work of higher education teachers,
  - depreciation of equipment and facilities required for the implementation of the study program
  - rents, and
  - other indirect costs.

AMEU - DA must have a calculation of costs or own prices for each study program.

#### Article 11

##### (Starting points for determining tuition fees)

When determining tuition fees, AMEU - DA takes into account the following:

The ratio between the calculation of costs for the implementation of the study program referred to in Article 10 and the number of available places for each study program provided in the call for the academic year in which the tuition price list for the next academic year is accepted.

The AMEU - DA does not take into account the costs for which tuition fees are provided from public or other dedicated sources when determining tuition fees.

When determining the tuition fee, AMEU - AP may take into account a smaller number than the number of available places in an individual study program, but not less than the minimum number of places advertised for the study program in the call for enrolment in the academic year.

If the part - time study is not conducted fully separately, the AMEU - DA determines the tuition fee in a proportional share in accordance with the scope of the separate implementation.

#### Article 12

(Tuition fee when repeating the year)

A student who repeats the year of the study program for which they have paid the tuition fee will not be charged the tuition fee for that year, but the repetition of the year may be charged. The amount for repeating can be determined by the DA Board of Directors. This may not be higher than the amount of tuition.

#### Article 13

(Payment of tuition fees upon early leaving)

The student is obliged to pay part of the tuition fee even when they leave the program before the end of the academic year, specifically:

- 10% of the contractual tuition fee, if it is irrevocably written off by 31 October of the current year or within 15 days after the conclusion of the contract,
- 55% of the contractual tuition fee for the year in which they are enrolled if they irrevocably leave the program by the end of the first semester.

In the event of instalment payment of tuition fees, AMEU - DA must adjust the time dynamics of instalment payments in the education contract referred to in Article 8 in order that the total amount of already paid instalments will be sufficient to cover the part of tuition fees to which AMEU - AP is eligible in the event that the student irrevocably leaves the program.

### **OTHER STUDY CONTRIBUTIONS**

#### Article 14

(Study contributions)

Contributions for the study include:

- contribution to cover costs related to the implementation of the study program in the field and the organisation of professional excursions,
- other contributions to the study determined by the AMEU - DA,
- the cost of testing special talents or psychophysical abilities,
- contribution to the activities of the AMEU - DA Student Council. The AMEU - DA Board may also approve other contributions or deviations from the uniform tariff in the contributions from the first paragraph on the proposal of the AMEU - DA professional services, provided that the AMEU - DA Student Council agrees.

#### Article 15

(Calculation and determination of contributions)

Other study fees determined by the AMEU - DA may be charged at the actual cost per participant. These costs should not include labour costs and reimbursement of the costs of higher education teachers and staff (daily allowance, transport, accommodation). If the

costs from the previous paragraph of this Article are covered by students, AMEU - DA is obliged to prepare a cost calculation before organising the program or field trips, taking into account the procedures prescribed by the Public Procurement Act. Upon enrolment, AMEU - DA may charge a contribution for the activities of the AMEU - DA Student Council in accordance with the Rules on Financial Operations of the AMEU - DA SC. This contribution is used exclusively for the implementation of the activities of the AMEU - DA Student Council.

#### Article 16

(Conditions for payment of AMEU - AP contributions)

Tuition fees are usually paid upon enrolment but may also be paid immediately before the occurrence of the cost for which the contribution is paid. In defining the conditions for the reduction of AMEU - DA contributions, the same criteria as set out in Article 8 of the Rules shall be taken into account.

#### **IV. The price list of enrolment fees and contributions for studies in accordance with study programs with public validity, including tariff part and the Price list of AMEU - DA library services, with a list of other services that may be charged by the AMEU - DA library**

#### Article 17

(Price list of registration fees and contributions)

The price list of enrolment fees and contributions for studies in accordance with study programs with public validity with tariff part, determines the prices of individual services paid by students or persons who use the services or request the documents listed in this part of the price list.

#### **ENROLMENT FEE**

#### Article 18

(Enrolment fee)

The enrolment fee includes the costs of:

- student card and sticker for the entered year,
- enrolment certificates,
- contribution to the AMEU - DA information system used by students and
- contribution for the annual membership fee for the AMEU - DA library.

The costs of the student card are paid by students who enrol in the program for the first time or do not have a card. The price for a student card is determined based on the actual cost of production.

Students who study several separate AMEU - DA programs pay the annual membership fee for the library only once.

#### Article 19

(Determination of individual costs included in the enrolment fee)

The part of the registration fee that refers to the costs of the student card and sticker is determined in the amount of the costs of their production.

The contribution to the AMEU - DA information system is determined by the AMEU - DA Management Board on the basis of the adopted work program and the AMEU - DA financial plan.

The library membership fee allows the student to use library materials and services in all AMEU member libraries (National and University Library (NUK) and Central Technical Library (CTK) – if an agreement has been concluded with NUK and CTK). The amount of the annual contribution is proposed by the AMEU - DA Board of the AMEU - DA Expert Service by 30 November of the current year.

## **CONTRIBUTIONS**

### Article 20

(Types of study contributions)

Contributions for study in accordance with study programs with public validity are contributions to cover the costs:

- related to the implementation of study obligations,
- for issuing certificates and resolutions,
- testing special talents or psychophysical abilities,
- related to the conduct of election procedures for the habilitation title.

### Article 21

(Calculation study obligations performance)

The tariff part of the price list is taken into account for the calculation of the payment for the performance of study obligations, which must be paid on the basis of the AMEU - DA Statute and the Rules.

The calculation of the price of the study unit AMEU - DA takes into account the value of credit points of each study unit and the amount of tuition for the year of study, as stated in the Price List for publicly valid study programs of first and second cycle and study programs with other contributions.

The cost of participating in an individual study unit at AMEU - DA is calculated by determining the value of the credit point in accordance with the tuition fee of each year (one credit point is evaluated as one sixtieth of the tuition fee), multiplied by the number of credit points of the study unit.

### Article 22

(Conditions for payment of contributions for study in accordance with study programs with public validity)

Students who repeat the year do not pay for the exam and the counting starts again.



The fourth and fifth exams are charged in accordance with the price list to everyone, regardless of student status.

A person who performs obligations without the status of a student shall pay the costs of performing the obligations of study units, as stipulated in Article 21 of these Rules. AMEU - DA can reduce the cost of performing obligations, taking into account the share of already performed obligations of each unit.

Students who continue their studies after the interruption pay the costs of performing the obligations from previous years. If students from previous years lack only exams, they do not pay for these exams, except in the cases specified in Article 111 of the Statute of the AMEU - DA. AMEU - DA can reduce the cost of performing obligations, taking into account the share of already performed obligations of each unit.

The AMEU - DA may charge a fee for the implementation and performance of the differential learning unit in a relatively lower proportion if they do not implement it entirely separately for the candidate or group of candidates. The share is determined by the AMEU - DA.

For programs in which enrolment conditions include a test of special talents or psychophysical abilities, AMEU - DA shall charge the cost of this test.

#### Article 23

(Costs of the procedure for election to the habilitation title)

The costs of the procedure for election to the title are charged in accordance with the Rules on Tuition Fees and Other Contributions in Higher Education.

The costs for the services referred to in the previous paragraph are specified in the tariff part of the price list. The Senate of the AMEU - DA may decide that the costs of the candidate shall not be charged if there is an interest in the pedagogical or research cooperation of the AMEU - DA candidate.

#### Article 24

(Administrative fee and price for issuing a duplicate diploma)

The administrative fee is charged for documents and in the amount determined by the Administrative Fees Act.

For issuing a duplicate diploma in the form provided for the issuance of the original, the duplicate is charged in accordance with the price list of enrolment fees and contributions for study in study programs with public validity.

#### Article 25

(Contributions for library services)

Part of the price list also includes special contributions that can be determined by AMEU - DA for the use of library materials and services at AMEU - DA. They are listed in the list of other services for which AMEU libraries may charge.

The professional services determine the elements for calculating the costs of AMEU library services and propose them for adoption to the AMEU - DA Management Board (arrears,

borrowing expiration notices, compensation for lost copies, interlibrary borrowing, etc.). The proposal shall be accompanied by an explanation, a calculation or comparison with prices for the same or similar services of other libraries.

## **V. Transitional and final provisions**

### Article 26

The determination of tuition fees for the academic year is based on the calculation of the costs of implementing study programs, as follows from the Price List used for the previous academic year.

### Article 27

#### (Validity of the policy)

The Rules shall enter into force on the first day following their adoption and publication on the AMEU-DA website. Their use will start with the 2019/2020 academic year.

As of the date of its execution, the clean copy of the Rules on Contributions and Evaluation of Expenses at the Dance Academy, adopted at the 1st regular session of the AMEU - AP Board on 17 March 2010, shall cease to be valid.

Prof. Dr. Ludvik Toplak

President of the Board of AMEU - DA

Date: 8 March 2019

no.: 007/2019

Appendices:

1. Price list of enrolment fees and contributions for studies in accordance with study programs with public validity with tariff part
2. Price list of tuition fees and contributions for 1st and 2nd level and for study programs for advanced training
3. Calculation form

**ANNEX 3 CALCULATION FORM**

<b>PRICE CALCULATION FOR THE PROGRAM:</b>	
<b>YEAR</b>	

**I. DIRECT COST OF WORK FOR THE IMPLEMENTATION OF THE PROGRAM**

<b>SUBJECT</b>	<b>FORM OF IMPLEMENTATION</b>	<b>HRS. / 1 GR.</b>	<b>PLANNED STUDY NO.</b>	<b>PLANNED GROUP NO.</b>	<b>TOTAL HRS ACCORDING TO GROUPS</b>	<b>VALUE OF 1 HOUR (GROSS)</b>	<b>AMOUNT</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6=3X5</b>	<b>7</b>	<b>8=6X7</b>
					0		0.00
					0		0.00
					0		0.00
					0		0.00
					0		0.00
					0		0.00
					0		0.00
<b>ESTIMATION OF TAXES ON PAYMENTS</b>							
<b>I. TOTAL DIRECT COST OF WORK FOR THE IMPLEMENTATION OF THE PROGRAM</b>							<b>0.00</b>

**2nd DIRECT COST OF WORK OF ADMINISTRATIVE TECHNICAL SERVICES**

	<b>EMPLOYEES</b>	<b>GROSS SALARY</b>	<b>REMUNERATIONS</b>	<b>CONTRIBUTIONS</b>	<b>TAX</b>	<b>AMOUNT</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6=1+2+3+4+5</b>
II.1	department employees					0.00
II.2	technical assistants					0.00
II.3	other employees - associates					0.00
	<b>TOTAL COST OF WORK OF ADMINISTRATIVE TECHNICAL SERVICES</b>					0.00

**III. DIRECT MATERIAL COSTS**

	<b>TYPE OF COST</b>	<b>AMOUNT</b>
III.1	costs of special material (laboratory material, etc.),	
III.2	costs of printing contracts and transfers	
III.3	script, literature	
III.4	field exercises	
III.5	the cost of preparing a diploma certificate	
	<b>TOTAL DIRECT MATERIAL COSTS</b>	0.00

**IV. INDIRECT COSTS**

	<b>TYPE OF COST</b>	<b>AMOUNT</b>
IV.1	electricity, water, heating, utilities	
IV.2	cleaning, security, rent	
IV.3	costs of administrative and technical services	
IV.4.	costs of performing research work of higher education teachers	
IV.5.	depreciation of equipment and facilities required for the implementation of the study program	
IV:6.	rents	
IV:6.1.	other indirect costs (total):	
IV:6.2.		
IV:6.3.		
IV:6.4.		
	<b>TOTAL INDIRECT COSTS</b>	0.00

<b>TOTAL OF ALL COSTS OF THE PROGRAM</b>	0.00
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<b>COST PER STUDENT</b>	<b>ENROLLED STUDENTS</b>			#DIV/0!
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