**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**REGULATIONS ON PAID EDUCATIONAL SERVICES PROVISION**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

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**Authority:**

This paper was approved by the Rector and the Academic Council of the University.

1. **Introduction and General Provisions**

These Regulations outline general policies on rendering paid educational services by the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University).

The University delivers paid services to a Consumer (that is an organization or a citizen, having an intention to order or ordering educational services for itself (themselves) or for other citizens) in accordance with the legislation of the Russian Federation.

Paid educational services are provided in order to meet the educational needs and interests of a Consumer, their intellectual, mental, moral, creative, physical and/or professional development, as well as to meet the needs of society and the state in qualified specialists.

The University provides paid services to a Consumer in terms of implementing higher professional academic programs, post-graduate professional academic programs, secondary vocational and additional educational programs, as well as presenting special courses, seminars, training and retraining services.

Paid educational services cannot be rendered by the University instead of, or in the framework of basic educational programs, financed from the federal budget.

A Consumer's refusal of the offered paid educational services cannot be seen as a reason for reducing the volume of basic educational services rendered to him by the University.

The University shall bring the following data to the Consumer's knowledge (by making this information available on the University website and displaying it at a place where educational services are provided):

1. the full name, location, and working hours of the University;
2. registration number and validity period of a license for the right of conducting educational activity and a certificate on state accreditation, information on the official state registration and on the body which has issued these documents;
3. accurate information on the University activity and educational services provided.
4. **Contracting Paid Educational Services**

The University shall render paid educational services in full in conformity with the educational programs and the terms of the contract on paid educational services provision (hereinafter the Contract).

The Contract shall be concluded in writing and shall contain the following information:
a) the name of the University and its legal address;

b) the Consumer's surname, name, patronymic, telephone number, and address;

c) rights, obligations, and responsibilities of the University, the Consumer and the Student;

d) the type and the level of the educational program, tuition fees and the payment procedure;

e) student status;

f) timelines for rendering educational services;

g) certificate type;

h) the Contract amendments and termination procedure;

i) other necessary relevant information.

The Contract templates are designed in accordance with the templates approved by the federal body charged with education administration.

1. **Tuition Fees and Payment Procedure**

Tuition fees are approved by the Rector’s order. Information about tuition fees is available on the University website.

There shall be no increase in tuition fees after the signature of the Contract, save to the extent the tuition fees are indexed to the rate of inflation as set out in the federal budget for the next fiscal year and planning period.

The Consumer shall pay for the rendered educational services in the order and within the timelines, indicated in the Contract.

The payments shall be made by bank transaction or in cash in the University Pay Office.

Entitlement for payment installments (monthly pays) is individually provided according to a Customer’s reasoned statement.

In case of tuition fee arrears, a student is subject to expulsion and not allowed to take or continue a training course, to take any forms of exams, to defend their diploma thesis.

The tuition fee doesn’t include housing and other additional services costs.

1. **Responsibilities**

For non-execution or improper execution of the liabilities under the Contract the University and the Consumer shall bear the responsibility envisaged by the Contract and by the legislation of the Russian Federation.

If defects are revealed in the rendered educational services, including if they are rendered not in the full volume envisaged by the educational programs, the Consumer has the right to demand, at their own choice:

1. the rendering of the educational services free of charge;
2. a corresponding reduction of the tuition fee;
3. the recompense of their outlays.

The Consumer may refuse the fulfilment of the Contract and demand a full compensation for the losses if in the period established by the Contract the defects of the educational services rendered have not been removed by the University. The Consumer may also terminate the Contract if they have discovered essential defects of the educational services rendered or other essential deviations from the conditions of the Contract.

If the University has failed to start rendering the educational services on time, or if during the rendering of the educational services it becomes evident that they will not be rendered on time, as well as in case of a delay in rendering the educational services, the Consumer has the right, at their own choice:

1. to appoint a new time term;
2. to turn for the educational services to a third persons for a reasonable payment, and to demand that the University recompense the sustained expenses;
3. to demand a tuition fee reduction;
4. to terminate the Contract.

The University has the right to terminate the Contract in case of:

1. expulsion of a Student on academic or disciplinary reasons,
2. tuition fee arrears,
3. violation of the admission procedure that resulted in a Student’s illegal enrollment in the University.