



# Delayed payment:

**Deadline to submit request: January 1, 2025**

In which cases am I eligible to request?

- I'm paying the tuition fee from loan or
- The country of which I am a citizen has been affected by international sanctions after I have commenced my studies and I can justify its consequences on my circumstances or
- There are circumstances in my living conditions in the last 6 months that prevent me from paying the tuition fee within the deadline and I can justify these circumstances,

**AND**

- I don't have any expired, unsettled debt towards the University,
- I have not been involved in cheating in an examination.

What is the extended deadline of payment in case of delayed payment?

- Fall semester: October 15.
- Spring semester: March 15.

Where can I submit the request?

Neptun



I can download the request form [HERE](#)

# How to submit my request?

## Preparations

- Filling out the request, collecting the supporting documents

## Submitting the request

- **Deadline of delayed payment requests: January 1, 2025**
- **After the deadline maximum within 7 calendar days by paying late fee!**
- In the electronic way determined by RO (Neptun)
- Deadline for correction in case of incomplete requests (failing to correct the request will result in the rejection of the request)

## Decision

## Appeal

- Only in case of a breach of law or regulation of the University
- Within 15 days from receiving the resolution on the decision
- Secondary Educational Committee carries out the procedure

# Where can I get information on the details?

We call your attention the information in this document are incomplete!

For further details, please read the Dean's Order no. 6/2022 (May 4) on the website of the Registrar's Office under „[Codes and guidelines](#)”!

Should you have any further question, please turn to your administrative officer at the Registrar's Office by phone, e-mail or in person!

You can find the contacts of the administrative officers on the website of the Registrar's Office under „[Staff](#)”.

