



## RĪGAS MENEDŽMENTA KOLEDŽA

SIA "Rīgas Menedžmenta Koledža", Reģistrācijas Nr. 50203022521, Izglītības iestādes reģistrācijas Nr.3347802535,  
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Adopted at the RKM Council meeting

Protocol Nr.5 , 16.06.2021.

### **The tuition payment procedure for the full-time studies at the Riga Management College**

1. The Student shall make the tuition fee payment for the first study year **in full amount before the beginning** of studies in accordance with the payment schedule attached to the study agreement.
2. All study payments shall be made by the Student in full amount **from his / her current bank account**. Payments from other people's bank accounts are not accepted.
3. If necessary, before the second study year, the Student can request a breakdown of the tuition fee specified in the contract. In this case, tuition fee for the second study year will be increased by 10%.
4. In order to receive the schedule of the split tuition fee payment, the Student submits an application to the College two weeks before the payment deadline for the second study year with a request to split the tuition fee payment. The annual tuition fee can be divided into two (2) or four (4) parts. The deadline for the payment split is 15.08. or 15.01.
5. **The payment split cannot be made in case the Student has to apply for a temporary residence permit.**
6. If the payment was not made by the date specified in the payment schedule, then:
  - a) the Student receives a written warning;
  - b) the Student is disconnected from the electronic study environment;
  - c) the Student is exmatriculated from the student list of the Riga Management College.
7. In case of insufficient academic performance (more than two), the Student **can re-apply for the studies once**, if the tuition fee for the repeated semester is paid.
8. In cases where after the beginning of studies there **is no attendance of the classes**, the Student is expelled in the middle of the semester.
9. The Student can start the current semester only if the respective payment has been made in accordance with the payment schedule.
10. **The Student is obliged to provide him/her with technical equipment that is necessary to obtain the study process.**

11. In cases where all study courses are completed, but the graduate qualification work is not defended, the student can request an academic leave and defend the graduate qualification work in the next semester by making a one-time payment of EUR 450,00.
12. **After** successful completion of studies and defense of graduate qualification work, **the security deposit**, paid in the beginning of studies, **will be returned** to the Student.

Director RMC



V.Pavlovska