

CLASS: 400-01/21-01/01  
FILE NO.: 251-321-21-02-01  
Zagreb, 14 June 2021

Pursuant to Article 16 of the Statute of Algebra University College, the Board of Trustees of Algebra University College adopted at its 85th session held on 14 June 2021 the following

## Decision on Reimbursement of Expenses

This decision is related to the service fees provided by Algebra University College as follows:

### **A) Tuition fees for undergraduate professional study programs APPLIED COMPUTER ENGINEERING, MULTIMEDIA COMPUTING, DIGITAL MARKETING, VISUAL COMMUNICATIONS DESIGN**

1. Tuition fee for the enrollment in the first year of undergraduate study programs is dependent on the chosen model of tuition fee payment:

<b>Basic annual tuition fee</b> , annual tuition fee payment in 12 and more cash monthly installments until the end of the academic year	HRK 35,700.00
Annual tuition fee in 2 cash installments (payment before the start of each semester), annual tuition fee payment by credit card before the start of the academic year* (a discount is calculated against the basic tuition fee)	HRK 33,300.00
Single advance annual tuition fee payment before the start of the academic year, single annual tuition fee payment by way of a bank loan before the start of the academic year (a discount is calculated against the basic tuition fee)	HRK 30,900.00

Annual tuition fee includes 60 ECTS credits.

Annual tuition fee for international students, depending on the chosen model of tuition fee payment\*:

<b>Basic annual tuition fee</b>	HRK 44,100.00
Annual tuition fee in 2 cash installments (payment before the start of each semester), annual tuition fee payment by credit card before the start of the academic year	HRK 44,100.00
Single advance annual tuition fee payment before the start of the academic year (a discount is calculated against the basic tuition fee)	HRK 41,460.00

Annual tuition fee includes 60 ECTS credits.

2. Tuition fee for the enrollment in the second and third year is regulated in the same manner as the tuition fee for the enrollment in the first year, as stated under Item A) Subitem 1 of this Decision.
3. No tuition fee is charged for the enrollment in the senior graduate academic year.
4. Courses that students repeat or enroll additionally, are to be added to the basic annual tuition fee. Price of the course is calculated by the formula: Number of ECTS of the course multiplied by the price of the 1 ECTS credit in the chosen payment method = Price of the course.
5. For students who exercise the right to enroll in study programs, **VAT is not charged** against tuition fees, since this is an accredited study program.

Note: All students or payers are required to bring a blank debenture certified by a notary public in the amount of up to HRK 50,000.00. The debenture serves as payment collateral and it is used for the entire duration of the study program, and it is returned to the payer upon completion of the study program or at the time of payment of the entire tuition fee.

## **B) Tuition fees for specialist graduate professional study programs APPLIED COMPUTER ENGINEERING, DIGITAL MARKETING, DESIGN AND COMMUNICATIONS MANAGEMENT**

1. Tuition fee for enrollment in the first year of a graduate study program exclusively for students who have completed undergraduate professional study programs at Algebra University College, depending on the chosen model of tuition fee payment\*:

<b>Basic annual tuition fee</b> , annual tuition fee payment in 12 and more cash monthly installments until the end of the academic year	HRK 38,400.00
Annual tuition fee in 2 cash installments (payment before the start of each semester), annual tuition fee payment by credit card before the start of the academic year* (a discount is calculated against the basic tuition fee)	HRK 35,635.20
Single advance annual tuition fee payment before the start of the academic year, single annual tuition fee payment by way of a bank loan before the start of the academic year (a discount is calculated against the basic tuition fee)	HRK 33,139.20

Annual tuition fee includes 60 ECTS credits.

Annual tuition fee for other students who have completed another undergraduate study program, depending on the chosen model of tuition fee payment\*:

<b>Basic annual tuition fee</b> , annual tuition fee payment in 12 and more cash monthly installments until the end of the academic year	HRK 41,400.00
Annual tuition fee in 2 cash installments (payment before the start of each semester), annual tuition fee payment by credit card before the start of the academic year* (a discount is calculated against the basic tuition fee)	HRK 38,419.20
Single advance annual tuition fee payment before the start of the academic year, single annual tuition fee payment by way of a bank loan before the start of the academic year (a discount is calculated against the basic tuition fee)	HRK 35,728.20

Annual tuition fee includes 60 ECTS credits.

Annual tuition fee for international students, depending on the chosen model of tuition fee payment\*:

<b>Basic annual tuition fee</b>	HRK 44,100.00
Annual tuition fee in 2 cash installments (payment before the start of each semester), annual tuition fee payment by credit card before the start of the academic year	HRK 44,100.00
Single advance annual tuition fee payment before the start of the academic year (a discount is calculated against the basic tuition fee)	HRK 41,460.00

Annual tuition fee includes 60 ECTS credits.

2. Tuition fee for the enrollment in the second year is regulated in the same manner as the tuition fee for the enrollment in the first year, as stated under Item B) Subitem 1 of this Decision.
3. Courses that students repeat or enroll additionally, are to be added to the basic annual tuition fee. Price of the course is calculated by the formula: Number of ECTS of the course multiplied by the price of the 1 ECTS credit in the chosen payment method = Price of the course.
4. **VAT is not charged** against the tuition fees. Exempt from value added tax pursuant to Article 39 Paragraph 1 of the Valued Added Tax Act.

\*Note: All students or payers are required to bring a blank debenture certified by a notary public in the amount of up to HRK 50,000.00. The debenture serves as payment collateral and it is used for the entire duration of the study program, and it is returned to the payer upon completion of the study program or at the time of payment of the entire tuition fee.

### C) Tuition fees for the specialist graduate professional study program MBA e-Leadership

1. Tuition fee for the enrollment in the first and second year of graduate study programs is dependent on the chosen model of tuition fee payment \*:

Basic fee of a two-year tuition. Payment of a two-year tuition fee in 4 installments	HRK 144,450.00**
Payment of a two-year tuition fee in 2 cash installments (payment before the start of each academic year), payment of a two-year tuition fee by credit card before the start of the academic year	HRK 135,000.00***
Single advance payment of a two-year tuition fee before the start of the academic year, single payment of a two-year tuition fee by way of a bank loan before the start of the academic year	HRK 125,550.00***

Annual tuition fee for international students, depending on the chosen model of tuition fee payment:

Basic fee of a two-year tuition. Payment of a two-year tuition fee in 4 installments	HRK 144,450.00**
Payment of a two-year tuition fee in 2 cash installments (payment before the start of each academic year), payment of a two-year tuition fee by credit card before the start of the academic year	HRK 135,000.00***

\*\*The fee corresponds to approximately EUR 19,260.00 according to the CNB midpoint exchange rate on the day of publishing the fees.

\*\*\*The fee corresponds to approximately EUR 18,000.00 according to the CNB middle quarterly exchange rate on the day of publishing the fees.

\*\*\*\*The fee corresponds to approximately EUR 16,740.00 according to the CNB middle quarterly exchange rate on the day of publishing the fees.

The tuition fee is expressed in HRK and changes in case of a change in currency rates by more than 1.5% compared to the day of publishing the fees.

The two-year tuition fee includes 120 ECTS credits.

2. Tuition fee for the enrollment in the second year is regulated in the same manner as the tuition fee for the enrollment in the first year, as stated under Item C) Subitem 1 of this Decision.
3. Courses that students repeat or enroll additionally, are to be added to the basic annual tuition fee. Price of the course is calculated by the formula: Number of ECTS of the course multiplied by the price of the 1 ECTS credit in the chosen payment method = Price of the course.
4. **VAT is not charged** against the tuition fees. Exempt from value added tax pursuant to Article 39 Paragraph 1 of the Valued Added Tax Act.

\*Note: All students or payers are required to bring a blank debenture certified by a notary public in the amount of up to HRK 50,000.00. The debenture serves as payment collateral and it is used for the entire duration of the study program, and it is returned to the payer upon completion of the study program or at the time of payment of the entire tuition fee.

### D) PAYMENT MODELS TUITION FEES for MBA e-Leadership certification

1. Tuition fee for the enrollment in the first and second year of graduate study programs is dependent on the chosen model of tuition fee payment:

Basic fee of a two-year tuition. Payment of a two-year tuition fee in 4 installments	HRK 144,450.00*
Payment of a two-year tuition fee in 2 cash installments (payment before the start of each academic year), payment of a two-year tuition fee by credit card (before the start of the academic year)	HRK 135,000.00**
Single advance payment of a two-year tuition fee before the start of the academic year, single payment of a two-year tuition fee by way of a bank loan before the start of the academic year	HRK 125,550.00***

\*The fee corresponds to approximately EUR 19,260.00 according to the CNB midpoint exchange rate on the day of publishing the fees.

\*\*The fee corresponds to approximately EUR 18,000.00 according to the CNB midpoint exchange rate on the day of publishing the fees.

\*\*\*The fee corresponds to approximately EUR 16,740.00 according to the CNB middle quarterly exchange rate on the day of publishing the fees.

The tuition fee is expressed in HRK and changes in case of a change in currency rates by more than 1.5% compared to the day of publishing the fees.

- Tuition fee for the enrollment in the second year is regulated in the same manner as the tuition fee for the enrollment in the first year, as stated under Item C) Subitem 1 of this Decision.
- Courses that students repeat or enroll additionally, are to be added to the basic annual tuition fee. Price of the course is calculated by the formula: Number of ECTS of the course multiplied by the price of the 1 ECTS credit in the chosen payment method = Price of the course.
- Tuition fees for MBA e-Leadership certification are subject to VAT given that the mentioned service is taxable under the Valued Added Tax Act.

Note: All students or payers are required to bring a blank debenture certified by a notary public in the amount of up to HRK 50,000.00. The debenture serves as payment collateral and it is used for the entire duration of certification, and it is returned to the payer upon completion of the certification program or at the time of payment of the entire tuition fee.

General notes regarding Items A), B), C) and D) under this Decision:

Payments can be made with the following bank cards:

Bank card type	Number of installments	Additional expenses for the student
MasterCard/Visa (PBZ)	1	None
Maestro/MasterCard/Visa (ERSTE)	1	None
Maestro/Visa Inspire (PBZ current account)	1-12	None, interest free
American Express (PBZ)	1-12	None, interest free
MasterCard (ZABA)	1-12	None, interest free
Diners Club Card (ERSTE)	1-12	None, interest free
PBZ PK American Express (consumer loan)	24-60	Included, interests
Diners Club Card (consumer loan)	13-60	Included, interests

Tuition fees listed under Items A) and B) of this Decision, in addition to ECTS credits, may additionally include articles defined under the Agreement on the Payment of Study Program Expenses as signed between the Algebra University College and the payer and/or student.

#### E) Administrative fees

Admission fee (included in the annual tuition fee)	HRK 5,000.00
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Participation for study program expenses during the suspension of student obligations	HRK 5,000.00
Reimbursement of expenses for the decision on the application following the expiration of the prescribed period for the process	HRK 250.00
Reimbursement of expenses for the entrance exam	HRK 300.00
Reimbursement of expenses for the transfer from another higher education institution	HRK 300.00
Reimbursement of expenses for the commission exam	HRK 700.00
Reimbursement of expenses for the repeated issuing of a student card (X-card)	HRK 100.00
Reimbursement of expenses for organizing the graduation event	HRK 250.00
Fee for the implementation of the election procedure	HRK 4,000.00
Application fee for international students*	HRK 1,500.00
Reimbursement of expenses for the academic recognition of foreign higher education qualifications	HRK 400.00
Reimbursement of expenses for the recognition of the study period started abroad	HRK 200.00
A package of additional Microsoft productivity software tools - 1-year subscription	HRK 180.00
Fee for optional extracurricular activities (depending on the activity)	HRK 150.00 – 5,000.00**
Reimbursement of expenses for issuing transcripts of passed exams	HRK 120.00
Reimbursement of expenses for issuing a grade point average certificate during the study program	HRK 60.00
Reimbursement of expenses for issuing the curriculum	HRK 120.00
Reimbursement of expenses for the recognition of exams passed at another higher education institution	HRK 300.00
Reimbursement of expenses for re-assigning the AAI password (all following the initial assignment)	HRK 50.00
Fee for initiating the procedure for issuing an expert opinion of the Committee for Establishing Additional Criteria for the Admission to the Study Programs	HRK 500.00
Fee for the initial request for the translation of documentation into the English language	HRK 300.00
Written translation from Croatian into English - standard page	HRK 120.00

\*The fee corresponds to approximately EUR 200.00 according to the CNB midpoint exchange rate on the day of publishing the fees. Algebra University College reserves the right to adjust the fees for the elective sports program depending on the selected activity and the expenses of its implementation.

#### F) Fees for the preparation and issuing of diploma duplicates

Diploma in the completed undergraduate professional study program	HRK 250.00
Diploma in the completed specialist graduate professional study program	HRK 250.00
Diploma Supplement	HRK 250.00

Note: The tuition fee includes the issuing of a diploma and a diploma supplement. The fees listed herein refer to the issuing of duplicates of these documents if they are issued at the request of the student.

#### G) Fees for the use of the library fund

1. Reimbursement of expenses for a lost or destroyed book is calculated according to the formula:

The new purchase price of the book multiplied by 1.5 = the expense reimbursement amount for the lost or destroyed book.

**Payment can be made exclusively to the account of the Algebra University College in the Croatian currency - HRK.**

At payment, it is necessary to enter:

Name of the payee/account: **Algebra University College**

PIN: **14575159920**

Bank name: **Zagrebačka banka d.d. Zagreb**

Bank address: **Trg bana Josipa Jelačića 10, HR-10000 Zagreb, Croatia**

Account number/transaction account of the payee: **HR7523600001102036972**

SWIFT code (BIC code): **ZBAHR2X**

IBAN: **HR7523600001102036972**

Model: **01**, reference number: **stated on the preliminary invoice against which the payment is made.**

Important note related to the fees under Items A) to F) of this Decision:

**Algebra University College reserves the right to change the fees depending on the expenses of conducting the study programs.**

This Decision shall enter into force on the day following the day of publication, and all previous decisions on reimbursement of expenses adopted by Algebra University College shall cease to be valid. This Decision shall remain valid until a new decision on reimbursement of expenses is adopted.

President of the Board of Trustees  
Algebra University College  
Hrvoje Josip Balen, M.Eng.



**ALGEBRA**  
Visoko učilište Algebra  
Ilica 242, 10000 Zagreb  
OIB: 14575159920