



STUDY CONTRACT
(hereinafter referred to as the “UCP Study Contract”)

concluded between University College Prague – College of International Relations and Institute of Hospitality Management and Economics Ltd., U Santošky 1093/17, 150 00, Praha 5, IN 25619161, registered in the Commercial Register kept by the Municipal Court in Prague, under file No. C 55321 (hereinafter referred to as the “UCP” or “University College Prague”), represented by Dávid Melas, MPhil.

Bank account number: 9256870297/0100 at Komerční banka,
IBAN: CZ28 0100 0000 0092 5687 0297, SWIFT (BIC): KOMBCZPPXXX,

and

Student

Date of birth:

Address:

Telephone: E-mail:

(hereinafter referred to as the “student”)

(The UCP and the student together hereinafter referred to as the “contracting parties” and individually as the “contracting party”.)

enrolled from the academic year: 2024/2025

in a three-year full-time study in the professionally oriented bachelor study program **Hospitality Management** (hereinafter referred to as the “study program”).

I.

Subject of the Contract

The subject of this UCP Study Contract is the agreement of the contracting parties on conditions of the student's study in the study program at the UCP against payment.

II.

The UCP’s Rights and Obligations

1. The UCP was granted a state approval by the Ministry of Education, Youth and Sports of the Czech Republic to operate as a private university. The UCP has a valid accreditation of the study program.
2. The study is carried out in accordance with Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the “Higher Education Act”).
3. If the student meets all the conditions stipulated by the Higher Education Act and this UCP Study Contract, the UCP will enrol the student in the study.
4. Starting on the first day of the relevant academic year, the UCP will enable the student to study according to the schedule in the full-time form of study of the above-mentioned accredited study program, or a similar study

program (or field or focus), which will replace them in the future or to which the UCP reassigns the student according to this Article II. paragraph 7 or 8 below. The standard study period of the study program is specified in the UCP Study and Examination Regulations. The study is properly completed by passing the state final examination or its last part after fulfilling all examinations and other study obligations of the student in accordance with the Higher Education Act. Graduates will be awarded the academic title "Bachelor", in the abbreviation "Bc.", used before the name.

5. In relation to students, the UCP follows the Higher Education Act and the UCP's internal regulations registered by the Ministry of Education, Youth and Sports, primarily the UCP's Statutes, the UCP's Study and Examination Regulations, the UCP's Scholarship Regulations, the UCP's Disciplinary Rules and other UCP's internal decisions, especially the directives, measures and methodologies of the Rector and the CEO related to the organization and provision of studies; all UCP internal regulations can be found on the UCP official board, including its electronic form, enabling remote access on the UCP website and in the UCP Information System (hereinafter referred to as the "IS") in the section Noticeboard / Measures and Guidelines for Studies. The UCP is entitled to unilaterally change the internal regulations of the UCP.
6. The UCP is insured in case of damage to health or damage to student's belongings caused exclusively in connection with the fulfillment of student's study obligations arising from the requirements of teaching, provided by the UCP in the school building and in hotel, gastronomy, spa and tourism facilities in the Czech Republic.
7. In case that the UCP loses accreditation for a study program (or field or focus), the UCP is entitled to reassign the student to another similar study program (or field or focus) by which it will be replaced.
8. The UCP reserves the right to make changes to the study plan and the right to change subjects within the accreditation of the study program. Further on, the UCP reserves the right to change the place of teaching for operational or other similar reasons.

III.

The Student's Rights and Obligations

1. The student has the right to:
 - a) study within one or more study programs, in the case of study in more study programs, tuition fees, including other fees for study, are paid for each study program separately, unless otherwise specified in Annex 1 to this UCP Study Contract,
 - b) choose study subjects and create a study plan according to the rules of the study program set by the UCP,
 - c) take examinations under the conditions set by the study program or the UCP Study and Examination Regulations,
 - d) enrol in the next part of the study program, if they have fulfilled the obligations set by the study program or the UCP Study and Examination Regulations,
 - e) propose the topic of their bachelor thesis,
 - f) use the equipment and information technology operated and provided by the UCP necessary for the study in the study program in accordance with the rules determined by the UCP,
 - g) to vote and be elected to the UCP Student Senate,
 - h) obtain a scholarship from the UCP funds, if the UCP decides to provide scholarships and if the student meets the conditions for its award specified in the UCP Scholarship Regulations.
2. The student is obliged to start the study within the set date, including enrolment in the semester, always for the relevant semester within the deadline set by the UCP, and to properly fulfil the study obligations arising from the study program and the UCP Study and Examination Regulations throughout the study period, to properly fulfil all obligations under the UCP Study Contract, to comply with generally binding legal regulations and all internal regulations and decisions of the UCP according to Article II. paragraph 5 above, as well as other decisions of the UCP bodies made on the basis of the UCP's internal regulations, to observe the rules / customs valid in the UCP building and the rules / customs and regulations related to the activities and operations in the

facilities in which the student's study obligations are fulfilled, and to follow the instructions of the UCP staff as well as other persons involved in teaching. The student is also obliged to observe the principles of safety and health at work and the provisions on fire protection. The student is obliged to appear at the summons of the authorized UCP person to discuss issues related to the course or completion of study.

3. The student is obliged to pay tuition fees in the amount and within the terms set out in this UCP Study Contract. Tuition fees are used to cover non-investment and investment costs incurred in connection with the implementation of the study program. The amount of the tuition fees is determined by the UCP CEO in the form of a measure for individual academic years. The tuition fees do not include the student's costs associated with the study at the UCP listed in this Article III, paragraph 15 below, these costs are paid by the student separately.
4. The UCP CEO also determines, by a measure, the amount of other fees for study that the student undertakes to pay in addition to the tuition fees, depending on the use of individual services and the amount of any tuition refunds and discounts. The amount of fees, refunds and discounts cannot be adjusted during the academic year. Changes are always possible with effect from the following academic year and are determined by the CEO's measure.
5. The amount of tuition fees and other fees for study, refunds and discounts is listed in Appendix 1 to this UCP Study Contract. This appendix is an integral part of the UCP Study Contract.
6. Tuition fees and other fees for study cannot be waived. Tuition fees and other fees for study are paid by bank transfer to the UCP bank account specified in the title of this UCP Study Contract or to another bank account that is provided to the student by the UCP in writing in advance, unless the parties agree otherwise in a particular case. The variable symbol for identification of payments is a **unique identification number (UID)**.
7. Tuition fees may be increased for the duration of the UCP Study Contract depending on inflation developments. Inflation means year-on-year inflation measured by the increase in the aggregate consumer price index of goods and services, which is reported by the Czech Statistical Office for each calendar year for the previous year, expressed as a percentage. The UCP is entitled to unilaterally increase tuition fees due to inflation by as many percent as the percentage of inflation in the previous calendar year. Tuition fees increased due to inflation are considered agreed tuition fees according to the UCP Study Contract, with effect from the academic year beginning in the relevant calendar year when the given consumer price growth index was announced.
8. The postponement of tuition fees and / or any other fees for study is decided by the UCP CEO at the request of the student, but not before the student has duly paid the administrative fee under Appendix 1 of this UCP Study Contract, if such a fee is stipulated. If the student is allowed to pay tuition and / or any other fees for study in instalments, the parties agree that in the case of the student's delay in paying any instalment, the entire relevant UCP receivable from the student becomes due.
9. Refund of tuition fees follows the rules contained in Annex 1 to this UCP Study Contract, with the student not entitled to obtain a refund of tuition fees upon termination of studies due to the expulsion of the student from the study and / or failure to meet the requirements arising from the study program according to the UCP Study and Examination Regulations. Refund of tuition fees is not performed automatically by the UCP, the student must request a refund of tuition fees in writing, it is sufficient to send the request electronically via the UCP information system.
10. Tuition fees are paid in advance, always before the start of the academic year i.e. no later than the day preceding the first day of the relevant academic year, unless otherwise specified. For students in the 2nd and 3rd year of bachelor study and the 2nd year of master study, the tuition fees are due until 31.8. In case of splitting the tuition fees into semesters, tuition fees for the winter semester are due on 31.8. and 31.1 for the summer semester. The student is obliged to document the payment of tuition fees for the relevant semester, always when enrolling in the relevant semester.
11. The student is obliged to pay the tuition fees for the 1st academic year in 15 days from signing the contract, no later than 31. 8., if the student has a decision on admission to study at the UCP delivered before 31.8. For students with a decision on admission to study at the UCP delivered after 31.8, the student is obliged to pay tuition fees for the 1st semester no later than the last day set for enrolment for the winter semester of the academic year,

unless UCP sets a later date. Until the tuition fees are paid for the 1st semester of study, the student will not be enrolled in the study, which they hereby acknowledge. The student obtains the status of a university student only by enrolling in the study.

12. The student is obliged to pay tuition fees for the entire academic year, i.e. tuition fees for two semesters of each academic year (in advance for each semester according to this Article III, paragraph 11 above), regardless of whether the student completes the study for the academic year or not. The UCP's entitlement to tuition fees for the entire academic year, i.e. tuition fees for two semesters, arises from the conclusion of this UCP Study Contract and lasts for the entire duration of this contractual relationship. The amounts of tuition fees, refunds and discounts are set out in detail in Appendix 1 to this UCP Study Contract.
13. In case of non-compliance with due dates of the tuition fees, or any instalment of these, the student is obliged to pay the UCP, in addition to the payment of tuition fees, a statutory interest on arrears and a contractual penalty of 0.1% of the amount due for each day of delay.
14. The student's obligation to pay tuition fees or any other fees for study under this UCP Study Contract is also considered fulfilled if the tuition fees or any other fees for study are paid for the student in a specified amount and terms by a third party; the student's responsibility for paying tuition fees, or any other fees for study are not affected. The student undertakes to ensure that such a third party will not require the UCP to refund the tuition fees or any other fees for study paid. In the case of a claim by a third party for a refund of the tuition fees or any other fees for study paid, the student is liable for any damage incurred by the UCP.
15. Tuition fees do not include:
 - a) Fee for admission procedure,
 - b) Work clothes,
 - c) Accommodation costs,
 - d) Payments for meals of the students,
 - e) Reimbursement for textbooks, scripts and other study aids and professional tools for practical training,
 - f) Fees for the use of copiers,
 - g) Travel expenses for excursions and practical training,
 - h) surcharges on international mobility (ERASMUS +) and further study abroad on the basis of international agreements.

The student is obliged to provide at his own expense all textbooks, scripts, materials, aids and any other means necessary to fulfil their obligations.
16. While studying, the student is obliged to use the UCP equipment and information technology, school inventory and consumables in accordance with the requirements of the study program and the rules set by the UCP.
17. The student is obliged to fulfil the obligations contained in the UCP Code of Ethics and to become continuously aware of the current amendment of the UCP's internal regulations and internal documents (measures), especially the UCP Study and Examination Regulations and other documents according to Article II. paragraph 5 above. The student declares that before concluding this UCP Study Contract they got acquainted in detail with the currently valid amendment of internal regulations and internal decisions (documents) of the UCP according to Article II. paragraph 5 above. The student agrees to be informed about the change of internal regulations via the UCP IS, section Noticeboard / Measures and Study Guidelines.
18. The student declares that the personal data provided is accurate and true and agrees that it will be processed and used for the purposes of fulfilling legal obligations and for the necessary protection of the rights and legally protected interests of the UCP. When processing the personal data, the UCP follows primarily Regulation 2016/679 of the European Parliament and the EU Council on the Protection of Individuals with Regard to the Processing of Personal Data and on the Free Use of Such Data and on Repealing Directive 95/46 / EC (hereinafter referred to as "GDPR"). The student undertakes to immediately notify the UCP in writing of any changes concerning the identification (personal) data specified in this UCP Study Contract, in particular the name and delivery address, no later than 15 days from the date of the change, via the UCP IS.

19. The student is obliged to regularly check that all obligations under this UCP Study Contract are fulfilled and all payments under this UCP Study Contract are paid, especially tuition fees and any other fees for study or any other related payments (interest on arrears, contractual penalty). The Student acknowledges that in the case of a delay in the settlement of any payment under this UCP Study Contract (including interest on arrears, contractual penalties or damages) or any part thereof, the UCP may prevent the student from fulfilling study obligations and using the UCP services, and the student will not be admitted to the state final examination until the full settlement of due payments.
20. The procedure and consequences in the case of a breach of the student's obligations are also further specified in the UCP disciplinary rules.

IV.

Temporary and Final Provisions

1. If the student does not pass the school-leaving examination successfully by 30. 9., or if the school-leaving examination is not recognized (nostrified) by the end of the winter semester, this UCP Study Contract expires on the day when the UCP student delivers confirmation of unsuccessful completion of the school-leaving examination or non-recognition of the school-leaving examination. In such a case, the student is not obliged to pay tuition fees, the UCP will return the paid tuition fees to the student after paying the handling fee when returning the tuition fees due to non-entry of studies for a serious reason according to Annex 1 of this UCP Study Contract; the agreement of the part of the sentence before the semicolon does not apply if the UCP Study Contract expires according to the first sentence of this paragraph after 30.9., in such a case the student is obliged to pay the tuition fees, resp. any tuition fees paid will not be refunded to the student. However, if the student does not deliver a confirmation of successful or unsuccessful passing of the school-leaving examination by 30.9., resp. confirmation of recognition or non-recognition of the school-leaving examination by the end of the winter semester, this UCP Study Contract expires on the following day and the student is obliged to pay the UCP a contractual penalty in the amount of tuition fees for the entire academic year.
2. This UCP Study Contract is concluded for a definite period until the day of proper completion of the study, but no longer than the standard study period given by the study plan according to Articles 1, 2 and 3 of the UCP Study and Examination Regulations and enters into force and effect on the day of its signing by both contracting parties. If the study is not properly completed within the standard study period, to complete the study after a period exceeding the standard study period, a separate contract on completion of the study at the UCP must be concluded, which shall also regulate supplements for completion of the study after the standard study period and other fees related to the completion of the study.
3. The fact that the student in any semester of a given academic year does not properly enroll in study, does not fulfill his / her study obligations, does not participate in teaching or, without proper notification to the UCP, interrupts his / her study, or does not start his / her study at all after signing this UCP Study Contract, is not in itself a reason to terminate this UCP Study Contract. In these cases, the UCP is always considered to be properly fulfilling its obligations to the student under this UCP Study Contract, and is therefore entitled to payment of tuition fees for the entire academic year.
4. In the case that the student voluntarily abandons the study according to this UCP Study Contract, and in accordance with the amendment of the relevant regulations he / she delivers to the UCP a written notice of his / her intention not to continue the study (statement of abandoning studies), this UCP Study Contract expires on the date of delivery of this notice to UCP. In such a case, the UCP is entitled to payment of tuition fees for the entire academic year concerned; this does not affect the provision on the refund of tuition fees according to Annex 1 of this UCP Study Contract, if the statement of abandoning studies at UCP is delivered within the specified deadlines.
5. The UCP has the right to payment of tuition fees for the entire academic year also in the case, when the UCP expel the student from study in accordance with the relevant regulations (especially the Higher Education Act, the UCP Study and Examination Regulations, the UCP Disciplinary Regulations) or in the case of termination

of the student's study due to the fact that the student does not meet the requirements arising from the study program according to the UCP Study and Examination Regulations under the conditions set out in the UCP Study and Examination Regulations. In this context, the student undertakes to pay tuition fees for the period from the moment of termination to the end of the academic year in which the termination took place. On the day of termination of the study, this UCP Study Contract expires.

6. This UCP Study Contract further terminates upon delivery of a written withdrawal from this UCP Study Contract by the UCP in the case that the student fails to settle the due payment under this UCP Study Contract despite a written request from the UCP to pay the amount due; in this connection, the student is not entitled to a refund of already paid tuition fees or any other fees for study. If the UCP withdraws from this UCP Study Contract for the reason stated in this Article IV. paragraph 6, the student undertakes to pay the UCP a contractual penalty in the amount equal to the amount of tuition fees from the moment of withdrawal from this UCP Study Contract until the end of the academic year in which the UCP Study Contract was withdrawn.
7. This UCP Study Contract may always terminate by written agreement of the contracting parties.
8. In the case that the student does not enter study, the procedure follows Article III. paragraph 9 of this UCP Study Contract.
9. By interrupting the study, this UCP Study Contract does not expire; during the period of interruption of study, the student loses the status of a university student. Study may be interrupted only under the conditions stipulated by the UCP Study and Examination Regulations or in cases stipulated by the Higher Education Act. By interrupting the study, the student is not entitled to a refund of the already paid tuition fees. Unless otherwise stipulated by generally binding legal regulations or the UCP internal regulations, the UCP has the right to payment of tuition fees for the entire academic year in which the study was interrupted.
10. This UCP Study Contract follows the laws of the Czech Republic. Provisions not expressly regulated by this UCP Study Contract follow the Higher Education Act and other generally binding regulations, in particular Act No. 89/2012 Coll., The Civil Code, as amended, and UCP internal regulations.
11. The termination of this UCP Study Contract does not affect the validity and effectiveness of the provisions which, due to their nature, are to last even after the termination of this UCP Study Contract. By arranging or asserting the right to payment of any contractual penalty under this UCP Study Contract, the right of the UCP to claim full compensation for damages incurred in connection with a breach of a student's obligations is not affected, limited or excluded in any way.
12. This UCP Study Contract may only be amended or supplemented by written amendments signed by both contracting parties.
13. The UCP shall not be liable for any delay or reduction in the quality of its performance under this UCP Study Contract, which was caused by force majeure. For the purposes of this UCP Study Contract, force majeure is considered to be, in particular, an event which cannot be influenced or averted by the UCP and which prevents or significantly impedes the fulfillment of the UCP's obligations under this UCP Study Contract. The student thus assumes the risk of a change of circumstances.
14. All documents, decisions, notices or communications (hereinafter referred to as "document") are delivered by the contracting parties to the addresses for delivery specified in the UCP electronic information system and the student is obliged to update his / her address via e-mail addresses specified in the UCP IS or via the UCP electronic information system. The student agrees that the communication shall be kept primarily through the UCP electronic information system and e-mail. Without affecting the fiction of delivery according to generally binding regulations, the document is also considered delivered on the day when the addressee refuses to accept the document or, if the addressee is not found, or on the last day of the expiry of the deposit period. In the case of a change in personal data, delivery address or email, the student is obliged to inform UCP within 21 days from the date of the change, via the UCP IS.
15. If any provision of this UCP Study Contract is or becomes invalid, ineffective or unenforceable because it is contrary to generally binding legal regulations, the other provisions remain valid, effective and enforceable and

the nearest provision of this UCP Study Contract or general legislation shall apply analogously to the defective provision.

16. The student consents to the acquisition of images and video and audio recordings of the student in connection with teaching under this UCP Study Contract, including student participation in school events, for the purpose of their publication in further teaching, presentation and promotion of the UCP and its activities on the web, Facebook and other social networks, promotional portals, information portals and the UCP bulletin boards and the UCP promotional materials, in paper and electronic form and, at the same time, the student hereby consents to the publication of such images and video and audio recordings to the specified extent and for the specified purpose.
17. The UCP Study Contract is made in two copies, of which each contracting party shall receive one copy with the validity of the original.

The contracting parties declare that they have duly read this UCP Study Contract before signing it, it was concluded according to their true and free will, certainly, seriously and clearly, not in distress or under noticeably unfavourable conditions. The authenticity of this UCP Study Contract is confirmed by both contracting parties with handwritten signatures.

In Prague,



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University College Prague
Dávid Melas, MPhil.
UCP CEO

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Student

Annex no. 1: Study Contract for the UCP: Tuition and other types of fees at the UCP

Study Program	Study form	Tuition fee for academic year	
		Annual payment	Semester payment
Bc. - Hospitality management	Full-time	87 000 Kč	2x 44 500 Kč

<i>Type of fee</i>	<i>Fee/ Rebate/ in CZK</i>	<i>Intended for</i>	<i>Payable</i>
Tuition per semester for 1 st year of extended study of study program Hospitality Management	44 500,-	Full-time students Bachelor's degree program	According to the Study Contract at the UCP
Additional payment for completion of studies after standard study period ¹	27 500,-	Bachelor's full-time students of Hospitality Management	Under the Agreement on completion of studies at the UCP
Fee for additional semester enrolment	4 000,-	Students who did not fulfil the conditions for enrolment pursuant to Art. 10, paragraph 3 of the UCP's Study and Examination Rules	Before enrolling in the semester
Fee for additional semester enrolment	6 000,-	Students who will be enrolled conditionally according to Article 11, paragraph 1 of the UCP Study and Examination Regulations	Before enrolling in the semester
Fee for conditional enrolment in the semester	5 000,-	Students who have not met the conditions to complete the course in the regular semester and are required to re-enrol in the course in the following semesters	Before enrolling in the semester

¹ Standard period of studies is governed by Art. 1 paragraph 2 of the UCP's Study and Examination Rules, i.e. 3 years for Bachelor's and 2 years for Master's degree programs respectively.

Fee for re-enrolment in the course	5 000,-	Students who did not fulfil conditions for subject study completion in a regular semester and are obliged to repeat the subject enrolment for following semesters	Before enrolling in the semester
Fee for late registration for State Final Examination	6 000,-	Students who have not registered for the State Final Examination within the set deadline according to the relevant measure of the Rector	After approval of additional registration for final state examination
Fee for passing or repeating the State Final Examination after the standard period of study	8 000,-	Students of all programmes in full-time and part-time form	Before registering for State Final Examination
Fee for final thesis tutorial and pre-final examination tutorial for Hospitality Management programme	10 000,-	Students who did not pass successfully state final examination or a part of it, and will take tutorials related to the chosen thesis topic, or to a new thesis topic, in accordance with Art. 18 Paragraph 8 of the UCP's Study and Examination Rules, or other preparatory tutorials necessary for final state examination which are taken in underway studies	Before semester enrolment
Fee for issuing a new student card after loss or theft	400,-	Students of all disciplines in full-time and part-time studies	When issuing the document
Issuing of a document, e.g. Degree (tracing back in the UCP's archives included) ²	2 000,-	Students of all disciplines in full-time and part-time studies	When issuing the document
Extracting data from the UCP's Information system, e.g. (Evaluation record asked for by another College, etc.) ³	300,-	Students of all disciplines in full-time and part-time studies	When issuing the document

² Issuing a Degree and Diploma Supplement at the same time, each document is charged separately.

³ Up to 5 pages. Any additional page is charged 10 CZK.

Extension fee for the exam period	5 000,-	Students of all programs not enrolled in the current semester taking an exception to complete the exams within the standard study period	After approval of the application for the extension of the examination period
Handling charge for tuition fee refund due to serious reasons for not enrolling (non-granted visa)	1 000,-	Students of all disciplines in full-time and part-time studies	When requesting tuition fee refund at the latest by September 30 th in the given academic year.
Copying services: 1 A4 page on a self-service copier	2,-	Students of all programmes in full-time and part-time form	A self-service copier is available in Prague, U Santošky
Copying services: 1 A3 page on a self-service copier	3,-	Students of all programmes in full-time and part-time form	A self-service copier is available in Prague, U Santošky

Dávid Melas, MPhil. m.p.

CEO

University College Prague – College of International Relations and Institute of Hospitality Management and Economics, Ltd.