

Ministry of Health of the Russian Federation



**Federal State Budgetary Educational Institution of Higher Education
“North-Western State Medical University named after Mechnikov”
under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation)

PASSED by

Academic Board
of FSBEI HE NWSMU
named after I.I. Mechnikov under the
Ministry of Health of the Russian
Federation
May 28, 2021, Minutes No. 5

APPROVED by

Order of the Rector of FSBEI HE NWSMU named
after I.I. Mechnikov under the Ministry of Health of
the Russian Federation No. 942-0 dd. 28.05.2021

APPROVED

At the meeting of the Council of Students
of FSBEI HE NWSMU named after
I.I. Mechnikov
under the Ministry of Health of the
Russian Federation
Minutes No. 36 dated May 24, 2021

/signature/ Kh.M. Temurzieva

May 28, 2021

Regulations

on the grounds and procedure for reducing the cost of paid educational services and the provision of payment by installments (payment grace period) to students under higher education programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation

1. General Provisions

1.1. These Regulations on the grounds and procedure for reducing the cost of paid educational services and the provision of payment by installments (payment grace period) to students under higher education programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as (hereinafter referred to as the Regulations) establishes the grounds and procedure for reducing the cost of paid educational services and providing payment by installments (payment grace period) to students under basic professional higher education programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the University).

The Regulations were developed in accordance with the Federal Law No. 273-FZ dd. 29.12.2012 “On Education in the Russian Federation”, the Law of the Russian Federation

No. -23001 dated 07.02.1992 “On Protection of Consumer Rights”, the Decree of the Government of the Russian Federation No. 1441 dated 15.09.2020 “On Approval of the Rules for the Provision of Paid Educational Services”, the Charter of the University.

1.2. A reduction in the cost of paid educational services (hereinafter referred to as a tuition fee discount, discount) is possible for students who pay for education at the cost determined in relation to citizens of the Russian Federation, as well as persons studying on equal terms with citizens of the Russian Federation (in accordance with international treaties, federal laws of the Russian Federation), in the manner and on the terms specified by these Regulations.

Payment by installments (payment grace period) for tuition may be provided to students under higher education academic programs who are citizens of the Russian Federation, foreign citizens, stateless persons, in the manner and on the terms and conditions specified in these Regulations.

1.3. A discount can be granted for the following reasons:

- to students – children of employees and students – employees of the University;
- in order to provide social benefits to certain categories of citizens;
- to graduates of the University who are studying in the area of specialization 32.04.01

Public Health (master's degree level).

1.4. The discount may be granted only on one of the grounds specified in cl. 1.3 of these Regulations. If the applicant has the right to receive a discount on several grounds, he/she is given one discount at his/her own discretion.

1.5. The university has the right to reduce the cost of paid educational services for the categories of students specified in cl. 1.3. of these Regulations, mastering educational programs of higher education: bachelor's degree, specialist's degree, master's degree programs – programs for training scientific and pedagogical personnel in postgraduate school, residency programs.

1.6. The tuition fee discount shall be drawn up in the form of a supplementary agreement to the contract on the provision of paid educational services, concluded upon admission to study at the University, on the basis of the student's application (Appendix No. 1).

1.7. In the context of ensuring the implementation of measures aimed at preventing the spread of new coronavirus infection (COVID-19) at the University, in the event of exceptional circumstances due to the introduction in accordance with federal law and (or) regional legislation (regulatory legal acts of St. Petersburg) of restrictive measures that prevent students from personally attending the University, and in the presence of appropriate recommendations of state authorities or the highest official of St. Petersburg, the application and supporting documents thereto may be sent in scanned form to the e-mail addresses of the dean's office/postgraduate and doctoral studies/residency departments, posted on the official website of the University, with the subsequent submission of original documents to the above division.

1.8. The reasons for refusal to provide a discount are:

- imposition of disciplinary sanction during the year preceding the date of submission of the application;

- outstanding tuition in the semester preceding the application;

- the academic arrear as of the date of application.

1.9. If the student is expelled from the University on any grounds and then readmitted, the discount previously granted to him/her shall be cancelled.

1.10. When transferring a student for further study from one academic program to another, from one form of education to another, the previously granted discount is cancelled.

1.11. If a student is enrolled in the University in the order of transfer from another educational organization, if there are grounds established by cl. 1.3. of these Regulations, the discount may be granted not earlier than based on the results of the first semester of study at the University.

1.12. The cost of paid educational services, taking into account the discount, cannot be less than the amount of the established standard for reimbursement of costs associated with the fulfillment of the state assignment for similar types of educational services.

2. Procedure for reducing the cost of paid educational services to students – children of employees and students – employees of the University

2.1. A discount to students – children of University employees and students – University employees (except for employees engaged in labor activities under conditions of external concurrent employment) may be granted provided that the employee continues labor relations with the University, provided that the criteria set forth for in cl. 2.3., 2.4 of the Regulations are met.

2.2. The basis for granting a discount to students specified in cl. 2.1 of these Regulations is the work experience at the University for at least 3 years.

2.3. The amount of discount for tuition depends on the unbroken record of service at the University and can be:

- not more than 5 % – provided that the unbroken record of service at the University is 3 to 5 years;

- not more than 10 % – provided that the unbroken record of service at the University is more than 5 years.

The amount of the discount provided to the student is determined on the basis of the condition that the amount of the cost of paid educational services, taking into account the discount, cannot be less than the amount of the established standard for reimbursement of costs associated with the fulfillment of the state assignment for similar types of educational services.

2.4. The unbroken record of service at the University is determined at the time of registration of the discount.

2.5. Discounts on tuition fee can be provided both from the first year of study and from subsequent years of study, if an employee has the appropriate record of service at the University.

2.6. Discount for students specified in cl. 2.1 of these Regulations is provided for one semester (half a year). Based on the grounds specified in this section of the Regulations, the discount may be provided repeatedly during the period of study. If a student intends to receive a discount (including repeated one), the student submits a corresponding application and the required documents within the time frame specified in cl. 2.8. of this section.

2.7. The discount is granted on the basis of the personal application of the student for one semester (Appendix No. 1). The application is accompanied by a certificate from the University's HR department confirming the record of service.

2.8. The application is submitted by the students to the dean's office of the relevant faculty/postgraduate and doctoral studies/residency department during the week preceding the start of semester and the week following the start of semester.

2.9. Grounds for refusal to provide a discount are specified in cl. 1.8 of these Regulations.

3. Procedure for reducing the cost of paid educational services in order to provide additional social support measures to students

3.1. The discount can be granted to students under contracts for the provision of paid educational services, assigned to the following categories:

- handicapped children, persons with disabilities of groups I and II, persons with disabilities since childhood;

- orphans and children left without parental care, as well as persons from among orphans and children left without parental care;

- citizens under the age of twenty having only one parent – a disabled person of group I, if the average per capita income of a family is lower than the subsistence minimum established in the relevant constituent entity of the Russian Federation, state social assistance is assigned to the family;

- students who have lost one or both parents (legal representatives) or the only parent (legal representative) during the period of education.

3.2. The amount of discount for students specified in cl. 3.1 of these Regulations may be not more than 10 %.

The amount of the discount provided to the student is determined on the basis of the condition that the amount of the cost of paid educational services, taking into account the discount, cannot be less than the amount of the established standard for reimbursement of costs associated with the fulfillment of the state assignment for similar types of educational services.

3.3. Discount for students specified in cl. 3.1 of these Regulations shall be provided for one semester (half a year). Based on the grounds specified in this section of the Regulations, the discount may be provided repeatedly during the period of study. If a student intends to receive a discount (including repeated one), the student submits a corresponding application and the required documents within the time frame specified in cl. 3.5. of this section.

3.4. The discount is granted on the basis of the personal application of the student for one semester (Appendix No. 1). The application is accompanied by a copy of the student grade record certified by the head of the profile department (for students under postgraduate and residency programs); documents confirming the assignment of the student to the category specified in cl. 3.1. (depending on the grounds – birth certificate, death certificate of the parent, certificate from the social welfare bodies or tutorship and guardianship authorities at the place of residence, document confirming the classification of the student as poor, and on the assignment of state social assistance, documents confirming the presence of the only parent – disabled person of group I (copy of the certificate of disability of the parent or student, death certificate of the second parent, etc.).

3.5. The application is submitted by the students to the dean's office of the relevant faculty/postgraduate and doctoral studies/residency department during the week preceding the start of semester and the week following the start of semester.

3.6. Grounds for refusal to provide a discount are specified in cl. 1.8 of these Regulations.

4. Procedure for reducing the cost of paid educational services to University graduates enrolled in the field of study 32.04.01 Public Health (master's degree level)

4.1. Graduates of the University are given a discount for payment of a tuition in the field of study 32.04.01 Public Health (master's degree level) for the entire period of study in the amount of not more than 10 %.

The amount of the discount provided to the student is determined on the basis of the condition that the amount of the cost of paid educational services, taking into account the discount, cannot be less than the amount of the established standard for reimbursement of costs associated with the fulfillment of the state assignment for similar types of educational services.

4.2. Discount for students specified in cl. 4.1 of this Regulation is provided for one semester. Based on the grounds specified in this section of the Regulations, the discount may be provided repeatedly during the period of study. If a student intends to receive a discount (including repeated one), the student submits a corresponding application and the required documents within the time frame specified in cl. 4.4. of this section.

4.3. The discount is granted on the basis of the personal application of the student (Appendix No. 1). Attached to the application is the Diploma of Higher Education issued by University.

4.4. The application is submitted by the student to the faculty dean's office during the week preceding the start of semester and the week following the start of semester.

4.5. Grounds for refusal to provide a discount are specified in cl. 1.8 of these Regulations.

5. Terms of provision of payment grace period of payment by installments

5.1. Payment grace period or payment by installments may be provided on the basis of the student's application (Appendices Nos. 2, 3).

5.2. Documents confirming the following grounds are considered as grounds for provision of payment grace period of payment by installments:

- loss of close relatives, guardians or trustees;

- a sharp deterioration in the health of the student himself/herself or his/her family members, requiring long or expensive treatment (purchase of expensive medicines, hospitalization);

- sudden disability of the sole breadwinner in the family;

- significant deterioration of the social and living conditions of the student or bringing the housing into disrepair for reasons beyond his/her control (fire, explosion, critical condition, etc.);

Payment grace period or payment by installments under one of the above grounds is granted in the semester following the semester in which the ground occurred.

5.3. The application is submitted by the students to the dean's office of the relevant faculty/postgraduate and doctoral studies/residency department during the week preceding the start of semester and the week following the start of semester. The application is accompanied by documents confirming the existence of the grounds specified in cl. 5.2. of these Regulations (depending on the ground – death certificate, medical documents and other documents)

5.4. Payment grace period or payment by installments plan may be granted provided that the student has no debt to pay for paid educational services at the time of submission of application.

5.5. Payment grace period or payment by installments plan may be granted for a period of no more than one semester, except for the first and last semesters of study according to the curriculum.

5.6. Installment payments cannot exceed four.

5.7. The last payment as part of the payment grace period of payment by installments plan cannot be later than the date of beginning of the midterm assessment.

5.8. In case of failure to meet the payment schedule by the student with the provided payment grace period or payment by installments plan, payment grace period of payment by installments plan ceases to be provided, and the student/customer shall fully discharge the debt for payment of educational services within ten (10) working days.

5.9. In the event of a positive decision on the payment grace period of payment by installments, a corresponding supplementary agreement is drawn up to the agreement on the provision of paid educational services.

Appendix No. 1 to the Regulations
Rector of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation

Visa of the Rector (Vice-Rector)

_____ Full name
from the student _____ year of study _____ group
area of specialization (field of study / academic
degree)

_____ Full name

_____ Tel.
Contract No. _____ dd. _____ , 20____

Application

I hereby ask you to provide me with a discount on payment of tuition fee in the autumn/spring semester 20__/20__ Academic year on the following grounds:

Students – children of University employees	
Students – University Employees	
In order to provide additional social support to students	
A graduate of the University who is studying in the area of specialization 32.04.01 Public Health (master's degree level).	

(check the box corresponding to the selected ground)

Please find attached the following documents:

Certificate from the University's HR department confirming the record of service	
Death certificate of the parent	
Medical and social assessment certificate	
Certificate from the social protection bodies at the place of residence	
Document confirming the classification of a student as poor, document confirming the assignment of state social assistance	
Documents confirming the presence of the only parent – disabled person of group I	
Birth certificate	
University Diploma of Higher Education	
Other documents:	

_____, 20 ____

(student's signature)

Agreed: Dean/Head of Postgraduate and Doctoral Studies/Head of Residency

(no disciplinary action during the year preceding the date of application; no academic arrear as of application date)

_____, 20 ____

(signature) (full name) (position)

Agreed: Revenue Accounting Department (no outstanding tuition in semester prior to application)

_____, 20 ____

(signature) (full name) (position)

Agreed: Head of Planning and Financial Division

Tuition with discount (discount amount _____ %)

The amount of the established standard for reimbursement of costs associated with the fulfillment of the state assignment for similar types of educational services - _____

_____, 20 ____

(signature) (full name) (position)

Reason for denial: _____

_____, 20 ____

(signature) (full name) (position)

Rector of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation

Visa of the Rector (Vice-Rector)

Full name
from the student _____ year of study ___ group
area of specialization (field of study / academic
degree)

Full name

Tel.
Contract No. _____ dd. _____, 20__

Installment Payment Application

I hereby ask for your authorization to pay for education in the autumn/spring semester
20 __ /20 __ of the academic year in two/four equal installments:

_____, 20__
_____, 20__
_____, 20__
_____, 20__

due to _____

(indicate the reason)

Attached are the following documents: _____

_____, 20__

(student's signature)

Agreed: Dean/Head of Postgraduate and Doctoral Studies/Head of Residency _____, 20__
(signature) (full name) (position)

Agreed: Revenue Accounting Department (no tuition arrears) _____, 20__
(signature) (full name) (position)

Reason for denial: _____
_____, 20__
(signature) (full name) (position)

Rector of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation

Visa of the Rector (Vice-Rector)

Full name
from the student _____ year of study _____ group
area of specialization (field of study / academic
degree)

Full name

Tel.
Contract No. _____ dd. _____, 20__

Application for payment grace period

I hereby ask for your authorization of the payment grace period in the autumn/spring semester
20 __/20 __ academic year for the period until: _____, 20__
due to _____

(indicate the reason)

Attached are the following documents: _____

_____, 20 __ _____
(student's signature)

Agreed: Dean/Head of Postgraduate and Doctoral Studies/Head of Residency _____, 20__

(signature) (full name) (position)
Agreed: Revenue Accounting Department (no tuition arrears)

_____, 20__
(signature) (full name) (position)

Reason for denial:
_____, 20__
(signature) (full name) (position)