

General Conditions for Intensive Courses of the Czech Language

I. Organizer

The organizer of intensive courses of the Czech language (hereinafter referred to as the "course") is the Faculty of Humanities of the Tomas Bata University in Zlín, a public university established by Act No. 404/2000 Coll., on the Establishment of Tomas Bata University in Zlín, ID 70883521, registered at Náměstí T. G. Masaryka 5555, 760 01 Zlín (hereinafter referred to as the "University" or "TBU"). These General conditions are issued by the University for the purpose of regulating relationships between TBU and participants in connection with participation in the courses.

II. Courses

- a. The **year-long intensive course** runs from September 9th 2024 to May 31st 2025 at the premises of the University, with a break during the winter season from December 16th 2024 to January 13th 2025. The aim of the course is a year-long language and professional preparation for studies under accredited study programmes at the TBU in Zlín in accordance to section 64, letter b) of Act No. 326/1999 Coll., on the Residence of Foreign Nationals in the Territory of the Czech Republic (ARFN). The guarantor of the course is the dean of the Faculty of Humanities of the Tomas Bata University in Zlín. Teaching is provided by qualified lecturers able to communicate in English. Lessons take place on working days, usually with 4 or 5 teaching units per day (one teaching unit lasts 50 minutes). The total number of teaching units is 700 (350 units during fall and 350 units during spring). After finishing 350 units, the participants have to complete an A2 language test with 60 %. Participants, who do not complete the test with 60 %, cannot attend the course any more. In this case, the proportional amount of the course price is not refunded. After finishing the course, graduates can apply for a B2-level Czech language exam organized by TBU, the price of the exam application is included in the course fee. The exam is organized during June. The price of the course includes tuition and learning materials (textbooks). Alternative: After finishing the course, graduates can also apply for a Czech language exam, organized by a third party during June 2025, the price of the exam application is not included in the course fee.
- b. The **summer semester intensive course** runs from January 27th 2025 to May 31st 2025 at the premises of the University. The aim of the course is a 4 months long intensive language and professional preparation for studies under accredited study programmes at the TBU in Zlín in accordance to section 64, letter b) of Act No. 326/1999 Coll., on the Residence of Foreign Nationals in the Territory of the Czech Republic (ARFN). The guarantor of the course is the dean of the Faculty of Humanities of the Tomas Bata University in Zlín. Teaching is provided by qualified lecturers able to communicate in English. Lessons take place on working days; usually with 4 or 5 teaching units per day (one teaching unit lasts 50 minutes). The total number of teaching units is 410. After finishing the course, graduates can apply for a B2-level Czech language exam organized by TBU, the price of the exam application is included in the course fee. The exam is organized during June. The price of the course includes tuition and learning materials (textbooks). Alternative: After finishing the course, graduates can also apply for a Czech language exam, organized by a third party during June 2025, the price of the exam application is not included in the course fee.

III. Fees

- a. The fee for the **year-long intensive course** is EUR 3,100. After submitting an application, the applicant is asked by email to pay a non-refundable registration fee of EUR 150. Payments can only be made in Euro (EUR) to the following account of the University: SWIFT (BIC): KOMBCZPPXXX, IBAN: CZ29 0100 0000 4375 6504 0247, Variable Code – **VC: 601123**, name and address of the bank: Komerční banka a. s., tř. T. Bati 152, 761 20 Zlín, account owner: UTB ve Zlíně, nám. T. G. Masaryka 5555, 760 01 Zlín. Reason for payment: surname and name of applicant.
Subsequently, documents are sent containing confirmation of admission to the course. In the case of sending to non-European countries with limited postal services, the applicant is asked to pay non-refundable EUR 100 and the documents are sent through the EMS Express or a similar service. The applicant can order the EMS or a similar service at his/her own expense as well. Subsequently, the applicant will receive an invoice (not earlier than in February 2024) for the course fee (EUR 3,100). The invoiced amount is to be paid by the due date stated on the invoice, but no later than on the day of admission to the course, otherwise the applicant will not be allowed to participate. Payments can only be made in Euro (EUR).
- b. The fee for the **summer semester intensive course** is EUR 2,000. After submitting an application, the applicant is asked by email to pay a non-refundable registration fee of EUR 150. Payments can only be made in Euro (EUR) to the following account of the University: SWIFT (BIC): KOMBCZPPXXX, IBAN: CZ29 0100 0000 4375 6504 0247, Variable Code – **VC: 601122**, name and address of the bank: Komerční banka a. s., tř. T. Bati 152, 761 20 Zlín, account owner: UTB ve Zlíně, nám. T. G. Masaryka 5555, 760 01 Zlín. Reason for payment: surname and name of applicant.
Subsequently, documents are sent containing confirmation of admission to the course. In the case of sending to non-European countries with limited postal services, the applicant is asked to pay non-refundable EUR 100 and the documents are sent through the EMS Express or a similar service. The applicant can order the EMS or a similar service at his/her own expense. Subsequently, the applicant will receive an invoice (not earlier than in February 2024) for the course fee (EUR 2,000). The invoiced amount is to be paid by the due date stated on the invoice, but no later than on the day of admission to the course, otherwise the applicant will not be allowed to participate. Payments can only be made in Euro (EUR).

IV. Cancellation

- a. The participation in the **year-long intensive course** can be cancelled 30 days before the start of the course only by means of a written cancellation request delivered to czech@utb.cz. In this case, the University will deduct a cancellation fee of

EUR 250. The course fee (reduced by the cancellation fee of EUR 250) will be returned within thirty days from the date of receipt of the written cancellation request to the given account number confirmed by applicant. In case of cancellation of participation in the course shorter than 30 days (by means of a written cancellation request delivered to czech@utb.cz), the cancellation fee is EUR 350. The course fee in this case (reduced by the cancellation fee of EUR 350) will be returned within thirty days from the date of receipt of the written cancellation request to the given account number confirmed by applicant. In case of cancellation of participation in the course (by means of a written cancellation request delivered to czech@utb.cz) during running the course in September, October or November, the cancellation fee is EUR 400 for each started month of the course run. The course fee in this case (reduced by the cancellation fee of EUR 400/each started month) will be returned within thirty days from the date of receipt of the written cancellation request to the given account number confirmed by applicant. In case of cancellation of participation in the course (by means of a written cancellation request delivered to czech@utb.cz) later than November 30th, the course fee will not be returned. Only the course fee is subject to cancellation. The written request for cancellation of participation in the course during running the course must include the date on which participation in the course is to be cancelled. Otherwise, the written request for cancellation of participation in the course during running the course cannot be accepted and the participant must resubmit the written request for cancellation of participation in the course with the date.

- b. The participation in the **summer semester intensive course** can be cancelled 30 days before the start of the course only by means of a written cancellation request delivered to czech@utb.cz. In this case, the University will deduct a cancellation fee of EUR 250. The course fee (reduced by the cancellation fee of EUR 250) will be returned within thirty days from the date of receipt of the written cancellation request to the given account number confirmed by applicant. In case of cancellation of participation in the course shorter than 30 days (by means of a written cancellation request delivered to czech@utb.cz), the cancellation fee is EUR 450. The course fee in this case (reduced by the cancellation fee of EUR 450) will be returned within thirty days from the date of receipt of the written cancellation request to the given account number confirmed by applicant. In case of cancellation of participation in the course (by means of a written cancellation request delivered to czech@utb.cz) during running the course in February, the cancellation fee is EUR 500. A cancellation during January 28th and January 31st is treated as if it were in February. The course fee in this case (reduced by the cancellation fee of EUR 500) will be returned within thirty days from the date of receipt of the written cancellation request to the given account number confirmed by applicant. In case of cancellation of participation in the course (by means of a written cancellation request delivered to czech@utb.cz) later than February 28th, the course fee will not be returned. Only the course fee is subject to cancellation. The written request for cancellation of participation in the course during running the course must include the date on which participation in the course is to be cancelled. Otherwise, the written request for cancellation of participation in the course during running the course cannot be accepted and the participant must resubmit the written request for cancellation of participation in the course with the date.

V. Protection of personal data

Information about the administration and protection of personal data at the TBU can be found at the web pages: <https://www.utb.cz/en/privacy-policy/>

VI. Miscellaneous

1. The University does not accept transfer the tuition to the next year of the course.
2. The University reserves the right to realize the course by a distant-online method if needed.
3. The University reserves the right to cancel the course. In this case, the participants will receive a refund of the full amount paid. In the event that a cancellation occurs after the course has started, the participants will receive a proportional refund.
4. Applicants who wish to enter the course after tuition has started are required to pay the full fee.
5. Course participants can use the catering and accommodation services provided by the University. More information for the current academic year will be sent to the applicants after they submit an application.
6. The law of Czech Republic governs participant's arrangements with the University, excluding conflict of laws rules, and the courts of the Czech Republic shall have jurisdiction to hear and determine disputes and other legal matters arising out of this arrangement and any relationship related thereto.
7. These General conditions shall enter into force on 10. 01. 2024.

By signing below, I declare that I have read the above terms, I understand them and I agree with them.

Date:

Full name (in block letters)

Signature: