MBU DIRECTIVE no. 5/2018 ABOUT TUITION FEE AT MATEJ BEL UNIVERSITY IN THE ACADEMIC YEAR 2019/2020

**Annex 3**

**APPLICATION FORM**

**Recipient:**

Address:

Dean

Faculty .......................

Faculty address ............

**Student:**

Identification number: ...............................................

Name and Surname: ..............................................................................................................................

Permanent address: ................................................................................................................................

Phone: ................................................ ... E-mail: ........................................... ............................

Faculty of MBU where the student is studying ........................................... ...............................

**SUBJECT:**

**Request for reduction, forgiveness or postponement of tuition fees1**

I am asking you for

a) reduction of tuition fees

b) forgiveness of tuition fees

c) postponement of tuition fees

according to ...................... faculty ......................... ................................. UMB2

no. ............. dated ........................ to determine the obligation to pay tuition fees in the amount of .. .. .............. €

in the academic year 2019/2020 for exceeding the standard durationa of study.

Reason for the request and demonstration of the reasons3:

I look forward to hearing from you at your earliest conveniece.

Yours sincerely

Place ....................................... Date ......... .....................

List of attachments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 The student chooses from the above options.

2 The student will give the name of the faculty.

3 In all cases, the student shall substantiate his claims with forms confirming the merits of the application (proof of receipt of jointly assessed persons, certificates from employment offices, decisions on pensions, etc.). An application without the necessary documents is considered unfounded.