

## Lump sum additional costs of study 2022-2023

### Explanatory note (Article 13 of the Regulations on Education and Examinations)

#### Article 13. Charging of additional study costs

§1. Specific and limited costs covering the use of goods and the organisation of specific events can be charged to the students, provided that the costs are related to the organisation of the study programme. The additional study costs are charged and collected by the Finance Team of LUCA School of Arts.

§2. Some services or resources that are strictly not the responsibility of the school are charged in the form of an expense allowance, the amount of which may vary depending on the programme. The expense allowance for additional study costs is a solidarity system that aims to help students financially by offering services and resources more cheaply. The amount per study program is determined annually after prior consultation with the Academic Council, without the need to change these regulations as a whole. For the amounts, reference is made to the website of LUCA School of Arts; the justifications for each study program can be found on Toledo.

§3. Students enrolling for a full academic year must pay the full amount of the expense allowance for additional study costs, regardless of the type of contract or the number of credits for which they are enrolling.

§4. Certain categories of students may qualify for a reduction of the fixed rate of additional study costs. It is:

- working students for whom a particular study program applies a reduced rate;
- the students who are only registered for one semester; they receive a refund of half of the amount;
- Students who spend a period abroad as part of their studies (e.g. Erasmus (with the exception of Erasmus Belgica), compulsory traineeship abroad) will be reimbursed part of the expense allowance for additional study costs at the rate of 1/10th of the amount for each month they spend abroad. For these categories of students there will be an automatic settlement of the amount due for extra study costs; they do not have to submit an application for this themselves.

§5. Students who, due to the nature of the included course units (e.g. only theoretical courses or only internship) can demonstrate that a significant part of the predefined services and resources do not apply to them, can use the web form <https://proform.luca-arts.be/student/afwijking-extra-studiekosten> to submit a motivated request for full or partial remission of the amount owed. The administrative director will decide on these applications, after an assessment by the education administration and a prior advice from the head of the study program concerned.

### **Regulations concerning repayment**

- Deregistration before 1st of November: 80% of the sum is refunded;
- Deregistration between 1st of November and 1st of March: half of the sum is refunded;
- Deregistration after 1st of March: no refund.

*More information can be obtained from the Course Leader via the Student Administration of the campus concerned:*

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