

APPROVED

At RISEBA Senate meeting

Amended on 18.02.2026., Minutes No. 26/1.1-7/2

Regulation on the Granting of RISEBA Tuition Fee Discounts

OBJECTIVE

This Regulation has been developed to establish clear and transparent criteria for the application and granting procedure of RISEBA tuition fee discounts.

ABBREVIATIONS AND DEFINITIONS

Discount Committee – Committee for granting RISEBA Tuition Fee Discounts;

Competition – A competition for the allocation of RISEBA tuition fee discounts, which objectively determines the most eligible applicants for tuition fee discounts.

Regulation – Regulation on the granting of RISEBA Tuition Fee Discounts;

Annex – Tuition fee discounts, which are an Annex to this Regulation for the respective academic year, approved annually; an Annex to the Regulation setting out the types, number of places, amount, and criteria for applying the tuition fee discount for that academic year;

RISEBA – Biznesa, mākslas un tehnoloģiju augstskola “RISEBA”;

Tuition fee discount — a discount for tuition fees, which is applied to applicants and students based on this Regulation;

Applicant – a person applying for a study place offered by RISEBA.

1. GENERAL INFORMATION

- 1.1. This Regulation defines the procedure by which an applicant or student may apply for RISEBA tuition fee discounts. It also establishes the structure and rotation procedure of RISEBA for applying tuition fee discounts;
- 1.2. The types, number, amount of, conditions and criteria for granting tuition fee discounts for a specific academic year are specified in the Annex to the Regulations;
- 1.3. The Annex is approved for each academic year by the RISEBA Senate upon the proposal submitted by the Management Group and/or the Discount Committee;
- 1.4. Proposals on the types, number, and amount of tuition fee discounts, including discount certificates, may be proposed by any department of RISEBA University by submitting them to the Discount Committee;
- 1.5. The budget of the respective academic year shall include funds for the allocation of tuition fee discounts;
- 1.6. The Discounts Committee shall make a decision on the granting of tuition fee discounts based on the Regulation and its Annex approved by the Senate, in accordance with the funds allocated for these purposes in the RISEBA budget for the relevant academic year;
- 1.7. The process and results of the Competition for the allocation of RISEBA tuition fee discounts are public;

1.8. Tuition fee discounts applicable to students who are RISEBA employees are regulated by a separate regulatory document of RISEBA.

2. TUITION FEE DISCOUNTS

2.1. Categories and distribution of tuition fee discounts:

2.1.1. Tuition fee discounts are divided into the following types according to the order of awarding:

2.1.1.1. Tuition fee discounts granted to applicants at the time of signing the Study Contract;

2.1.1.2. Tuition fee discounts are granted based on the decision of the Discount Committee.

2.1.2. Tuition fee discounts are divided by the period of granting:

2.1.2.1. for the entire study period;

2.1.2.2. for one academic year;

2.1.2.3. for one semester.

2.1.3. Tuition fee discounts are divided by level of studies, programmes and forms.

2.1.4. Tuition fee discounts are divided by the method of discount calculation:

2.1.4.1. percentage;

2.1.4.2. fixed amount.

2.2. Requirements for the persons who may apply for RISEBA tuition fee discounts:

2.2.1. Any student is eligible to apply for RISEBA tuition fee discounts, provided that he/she meets the eligibility criteria for the specific discount in accordance with the Annex;

2.2.2. The selection of applicants for RISEBA study fee discounts is carried out by the Discount Committee established by the Rector's Ordinance.

2.2.3. Only those students who have obtained the grades by passing the final examinations of the study courses with the first attempt within the time limit set by the examination may apply for a RISEBA tuition fee discount, where one of the criteria is the student's grades. In case a student resists the final examination in order to improve his/her grade, such a grade shall not be taken into account when considering the question of a RISEBA Tuition Fee Discount.

2.2.4. Students who have obtained marks in ERASMUS or other exchange programmes, in cases where no marks have been received from the partner university, must submit an application to the Discount Committee requesting it to consider the application for a discount after the date specified in Section 3.3.2.6 of this Regulation.

2.2.5. Taking into account that the Student's average grade for the previous semester is calculated from the final grades obtained in the study courses, in cases when the Student has obtained grades in another university or programme, both grades obtained in RISEBA and grades obtained in another university are taken into account.

3. RISEBA TUITION FEE DISCOUNTS EXCELLENCE IN STUDIES AND GOOD GRADES

3.1. General information:

3.1.1. The discount Excellence in Studies is granted to Bachelor's level applicants and students who started their studies from the academic year 2023/2024.

3.1.2. The discount Excellence in Studies is granted for one academic semester and revised every semester.

3.2. The procedure for determining the number of RISEBA Excellence in Studies discount places:

3.2.1. The Discount Committee determines the number of Excellence in Studies discount places to be awarded each semester, broken down by faculty, programme and type of study.

3.2.2. For the purpose of calculating the number of Excellence in Studies discount places at each faculty, the number of students is taken into account (the number of students on study break is not taken into account), divided into courses (years of study) and types of study.

3.2.3. For the purpose of determining the number of places at a given faculty, study programme, course, study form, the RISEBA Excellence in Studies discount shall be calculated as follows:

Number of students	Number of discount places
Up to 75	1
76 - 150	2
151 - 200	3
etc. For each 50	+1

For example, on the date of the Discount Committee meeting on 15 February, the Faculty of Business and Economics has a total of 152 students in the 3rd year at the evening department; accordingly, 3 discounted places are allocated.

3.3. Requirements for persons qualifying for the discount Excellence in Studies:

3.3.1. First-time granting of the discount Excellence in Studies for Applicants:

3.3.1.1. To apply for the discount Excellence in Studies, the applicant must submit an application addressed to the Discount Committee.

3.3.1.2. To be eligible for the first-time granting of the discount Excellence in Studies in bachelor's level study programmes (1st year), all of the following criteria must be met:

3.3.1.3. General secondary education or professional secondary education obtained in the Republic of Latvia;

3.3.1.4. The average grade in all subjects listed in the diploma is not lower than 9.

3.3.1.5. The centralized examination (CE) results are at least 65%.

3.3.1.6. The Excellence in Studies discount is awarded to the number of applicants matching the available places, ranked by the highest average diploma grade.

3.3.2. RISEBA discounts Excellence in Studies and Good Grades:

3.3.2.1. Students who meet the conditions specified in the Annex are eligible for the Excellence in Studies discount starting from the second semester of study.

3.3.2.2. The average grade of a student for the previous semester is calculated based on the final grades obtained in study courses. If a student has passed tests within the framework of the ERASMUS or other exchange programme, the final grades received at the respective university are taken into account.

3.3.2.3. When applying for the discount Excellence in Studies or Good Grades, the grade obtained for the first time is taken into account. When repeatedly taking any of the tests stipulated by the study course with the aim to improve the obtained grade, the initially obtained grade is taken into account and the repeatedly passed tests are not taken into account in calculating the discount Excellence in Studies or Good Grades.

- 3.3.2.4. If two or more students have the same highest average grade, the discount 'Excellence in Studies' or 'Good Grades' is granted to the student who has been granted the discount 'Excellence in Studies' or 'Good Grades' during the previous semester. If the discount 'Excellence in Studies' or 'Good Grades' has not been granted to any of the candidates, its amount is equally divided between the students with the same highest average grade.
- 3.3.2.5. If necessary, the Discount Committee has the right to request additional documents or explanations.
- 3.3.2.6. RISEBA Discounts are annulled during a study break. After returning from a study break, a student may apply for discounts in accordance with the general procedure for granting discounts within the deadlines specified in this regulation.

4. ASSESSMENT CRITERIA OF RISEBA TUITION FEE DISCOUNTS

- 4.1. In assessing the applicants' academic performance for the purpose of granting tuition fee discounts, the Discount Committee takes into account the grades from centralised examinations (CE) and Diploma subjects, which are determined in the RISEBA Admission Requirements of the respective academic year.
- 4.2. The Committee grants RISEBA tuition fee discounts, assessing the following:
 - 4.2.1. the applicant's compliance with the requirements referred to in this Regulation and the Annex;
 - 4.2.2. the applicant's grades;
 - 4.2.3. fulfilled financial obligations;
 - 4.2.4. other documents submitted by the applicant.
- 4.3. The Committee does not grant RISEBA tuition fee discounts if:
 - 4.3.1. The applicant has financial debts;
 - 4.3.2. The applicant has academic debts.
- 4.4. A RISEBA tuition fee discount is granted for the period specified in the Annex provided that all requirements of the Study Regulation and obligations under the agreement with the University have been fulfilled.
- 4.5. A RISEBA tuition fee discount is lost if a student:
 - 4.5.1. no longer complies with the requirements set forth in the Regulation and its Annex;
 - 4.5.2. changes the study programme if the discount is not valid for both study programmes;
 - 4.5.3. changes the form of studies, if the discount is not valid for both forms of studies;
 - 4.5.4. takes a study break;
 - 4.5.5. fails to fulfil obligations undertaken by the Study Contract for the obtaining of higher education;
 - 4.5.6. fails to fulfil the study plan (academic obligations);
 - 4.5.7. violates the RISEBA Internal Procedural Rules, the Code of Ethics, the Library Use Rules and other internal regulatory documents.

5. COMPOSITION AND WORK ORGANISATION OF THE DISCOUNT COMMITTEE

- 5.1. The composition of the Discount Committee, the Secretary of the Discount Committee, the Chairman and the Deputy Chairman of the Discount Committee shall be approved by an order of the Rector,

which shall include representatives of the RISEBA administration and management. The Committee shall consist of 5 members in total.

- 5.2. During the absence of the Chairman of the Committee, his/her functions are fulfilled by his/her Deputy.
- 5.3. The meetings of the Committee are organised and conducted by the Chairman of the Committee, who is responsible for the timely and efficient fulfilment of the Committee's tasks.
- 5.4. The meeting of the Committee is capacitated to make decisions if it is attended by at least 3 members of the Committee.
- 5.5. The meetings of the Committee are open, except for the instances where the members of the Committee, based on the specific nature of the matter being examined, decide on any matter at a closed meeting.
- 5.6. The Committee makes decisions by a simple majority vote of the members present. In the event of a tie, the Chairman's vote shall be decisive.
- 5.7. The meetings of the Committee are recorded in minutes by the Secretary, who is appointed from among the members of the Committee. The Chairman of the Committee cannot be the secretary of the Committee. Minutes and other documents (reports, accounts, etc.) are signed by the Chairman of the Committee on behalf of the Committee.
- 5.8. If any of the members of the Committee disagrees with the decision of the Committee, he/she has the right to request recording his/her opinion in the minutes.
- 5.9. The Committee is convened at least once a semester.

6. ADMINISTRATION AND WORK ORGANISATION

6.3. The procedure for the approval and publication of the types of tuition fee discounts:

6.1.1. Following the approval of the Annex by the RISEBA Senate, the Secretary of the Committee ensures the translation of the Annex into study programme implementation languages within 10 business days;

6.1.2. The Secretary of the Committee transfers the Annex in study programme implementation languages to the Head of Marketing and Communications for publication on the home page and website e.riseba.lv;

6.2. Procedure for informing applicants and students about the possibility of applying for a tuition fee discount:

6.2.1. Study Programme Administrators inform students on the deadlines for the application for receiving discounts by August 15 (for the 1st semester) and January 15 (for the 2nd semester) of every year;

6.2.2. During the admission process, the Admissions Commission informs applicants about an opportunity to apply for tuition fee discounts.

6.3. Procedure for accepting and registering applications for tuition fee discounts:

6.3.1. A student submits an application addressed to the Discount Committee to the respective Study Programme Administrator.

6.3.2. An applicant submits an application addressed to the Discount Committee to the Admissions Commission (except regarding discounts granted upon entering into an agreement). An employee of the Admissions Commission transfers the applicant's application to the respective Study Programme Administrator.

6.3.3. By September 12 (fall semester) and February 12 (spring semester), the respective Study Programme Administrator

6.3.3.1 accepts and registers the applicant's or student's application for granting tuition fee discounts in DVS Namejs with attachments and starts the assignment 'flow';

- 6.3.3.2 Endorse the application, indicating whether the student has any academic debts at the time of the verification;
 - 6.3.3.3 enters the data of the applicant in the general table of tuition fee discounts;
 - 6.3.3.4 If the application for the granting of a tuition fee discount applies to several study programmes, it shall be endorsed by all study administrators of the respective programme;
 - 6.3.3.5 The DVS Namejs shall forward the submissions to the respective accounting employee.
- 6.3.4. A student submits an application addressed to the Discount Committee to the respective Study Programme Administrator.
- 6.3.5. An applicant submits an application addressed to the Discount Committee to the Admissions Commission (except regarding discounts granted upon entering into an agreement). An employee of the Admissions Commission transfers the applicant's application to the respective Study Programme Administrator.
- 6.3.6. By September 12 (fall semester) and February 12 (spring semester), the respective Study Programme Administrator
- 6.3.3.6 accepts and registers the applicant's or student's application for granting tuition fee discounts in DVS Namejs with attachments and starts the assignment 'flow';
 - 6.3.3.7 Endorse the application, indicating whether the student has any academic debts at the time of the verification;
 - 6.3.3.8 enters the data of the applicant in the general table of tuition fee discounts;
 - 6.3.3.9 If the application for the granting of a tuition fee discount applies to several study programmes, it shall be endorsed by all study administrators of the respective programme;
 - 6.3.3.10 The DVS Namejs shall forward the submissions to the respective accounting employee.
- 6.3.4 The Accounting employee by September 15 (fall semester) and February 15 (spring semester):
- 6.3.4.1 Check the DVS Namejs application, indicating whether the applicant for a Tuition Fee Discount has any financial debts at the time of the data check;
 - 6.3.4.2 enters the data of the candidate in the general table of tuition fee discounts.
- 6.3.5 The Head of the Study Department verifies the overall presence of data entered into the general table of tuition fee discounts.
- 6.4. Procedure for the processing of tuition fee discounts:
- 6.4.1. The Discount Committee shall evaluate the summaries of applicants' applications and make a decision on the granting of tuition fee discounts by 18 September (fall semester) and 18 February (spring semester) of each year, in accordance with this Regulation and its Annex;
 - 6.4.2. In the case referred to in paragraph 2.2.4 of this Regulation, the award of the discount to the lowest-ranked applicant shall be deferred pending the receipt of the assessment from the partner institution. Once the evaluations have been received, the discount will be awarded to one of the applicants.
 - 6.4.3. Within 2 working days following the meeting of the Committee, the Secretary of the Committee:
 - 6.4.3.1. Enters the decisions made in the table of total tuition fee discounts - the amounts of tuition fee discounts applied;
 - 6.4.3.2. Prepares the Rector's order on the granting of tuition fee discounts, which is placed in the public folder.
 - 6.4.4. Within 2 working days, the Accounting employee shall make the necessary entries in the table of tuition fee discounts and the information system, including recalculation of tuition fees and inform the Secretary of the Discount Committee.

- 6.4.5. Within 2 working days of receipt of the accounting information, the Secretary of the Discount Committee shall make a record of the Discount Committee's decision on the relevant application in the DVS Namejs;
- 6.4.6. The Study Programme Administrator receives feedback in the DSV Namejs and notifies the applicant or student of the Discount Committee's decision within 2 working days.

1. ANNEX

RISEBA tuition fee discounts.