

Specification of the Variable Code for the Payments for Extra Actions related to Studies in compliance with the Bursar's Directive - Fees for Administrative Actions Connected with the Issuance of Documents

Effective from: 1 September 2016

		Variable code for the payment
	FT	29602920xx
	FLCM	21602920xx
	FAI	39602920xx
	FMC	49602920xx
	FAME	59602920xx
	FHS	69602920xx
	cannot be classified	99602920xx

where xx is a two-digit code to differentiate between the types of payments

Issuance of documents unspecified by law and ID cards

	Article 2 of the Directive	Two-digit code xx
Issuance of a substitute student ID card	1)	11
Substitute student ID card (providing evidence of theft, loss, returning the damaged ID card)	1)	12
Substitute Student Record Book	2)	13
Substitute Student Record Book (providing evidence of theft, loss, returning the damaged document)	2)	14
Copy of a degree certificate and a school report	3)	15
Copy of a degree certificate and a school report (providing evidence of theft, loss, returning the damaged document)	3)	16
Copy of a degree certificate with a Diploma Supplement	4)	17
Copy of a degree certificate with a Diploma Supplement (providing evidence of theft, loss, returning the damaged document)	4)	18
Copy of a certificate issued within the LL	5)	19
Copy of a certificate issued within the LL (providing evidence of theft, loss, returning the damaged certificate)	5)	21
	Article 3 of the Directive	
Non-standard enrolment or pre-enrolment on the year of study - one entire semester	1a)	22
Non-standard enrolment or pre-enrolment on the year of study - particular course units	1b)	23
Official cancellation of a course unit	2)	24
Additional recognition of a course unit completed within previous studies	2)	27
	Article 4 of the Directive	
Issuance of a student ID card with ISIC licence - first issuance of the ID card	1a)	9501602920
Issuance of a student ID card with ISIC licence - first issuance of the ID card, if a standard ID card has been issued	1b)	9502602910
Issuance of a student ID card with ISIC licence - second and other issuance of the ID card	1c)	9502602910
Issuance of a student ID card with ISIC licence - second and other issuance of the ID card (providing evidence of theft, loss, returning the damaged ID card)	1c)	9502602910
ISIC renewal stamp	2)	9502602910
	Article 5 of the Directive	
Actions related to the proceedings on the recognition of higher education and qualification acquired abroad	1	25
	Article 6 of the Directive	
Fee related to the use of devices and information technology	1	26