

VENTSPILS UNIVERSITY OF APPLIED SCIENCES

APPROVED
by the Council
of Ventspils University of Applied Sciences
26 May 2023
Decision No 23-16

Ventspils University of Applied Sciences (VUAS) Price List for Paid Services

Service	Price, EUR (incl. VAT)
1) Fee for the preparation and issue of documents (LV – in Latvian, ENG – in English)	
LAIS reference letter of studies (LV or ENG)	1,00
Archive reference (LV)	10,00
Archive (ENG)	15,00
Reissued archive reference (LV or ENG)	5,00
LAIS transcript of records for active students (LV or ENG)	2,00
Academic transcript of records from the archive for students matriculated from 2012 (LV or ENG)	5,00
Academic transcript of records from the archive for students matriculated before 2012 (LV or ENG)	15,00
Copy of secondary education documents from personal file	2,00
Duplicate diploma	30,00
Duplicate diploma supplement (LV or ENG)	30,00
Approved document copy from the archive	10,00 + 2,00 for each page
2) Application fee for studies at VUAS	
Applicants from Latvia	40,00
For foreign applicants who are EU/EEA or Swiss nationals (including recognition of previous education documents by AIC)/ Foreign refugees who are not EU/EEA or Swiss nationals but have completed their secondary/tertiary education in EU countries (including recognition of previous education documents by AIC)	100,00
Foreign refugees who are not EU/EEA or Swiss nationals and who have not completed their previous education in the European Union (including recognition of previous education documents by AIC)	150,00
For studies at later stages (second semester and later)	40,00
For reinstatement after exmatriculation	40,00
3) Fee for recognition of learning outcomes achieved in previous education or professional experience (lump sum)	
Processing documents on recognition of professional experience and knowledge acquired outside formal education	100,00
Recognition of study results obtained as a VUAS CoLL listener	5,00
Recognition of study results obtained previously at VUAS	10,00
Recognition of study results obtained at another HEI	20,00
4) Fee for academic commitment settlement	
Retaking the final examination of a study course	20,00
Repeating a study course (for 1 CP)	50,00
Passing or repeating a final or national examination in a programme of undergraduate studies (short and first cycle higher education)	100,00
Passing or repeating a final or national examination in a Master's level study programme (second cycle higher education)	200,00

5) Fee for attending courses as a listener of VUAS CoLL				
(fee for 1 CP)				
- VUAS students				
Undergraduate programme				25,00
Master's level study programme				35,00
- External listeners				
Undergraduate programme				50,00
Master's level study programme				70,00
6) Other paid services				
Determining an individual tuition fee schedule				5,00
Registration for courses after the deadline of registration				5,00
Individual counselling outside the approved counselling time				20,00
Fee for 1 pc. damaged, non-replaceable graduation cap				10,00
Fee for 1 pc. damaged, non-renewable graduation gown				20,00
Fee for failure to return graduate cap and/or gown within the specified time				40,00
7) Fee for reproduction, printing and binding (spiral binding)				
<i>The fees do not apply to reproduction, printing and binding (spiral binding) work performed by the employees of Ventspils University of Applied Sciences, if it is related to direct work duties.</i>				
Reproduction and printing services				
Number of copies	A4 (black and white)		A3 (black and white)	
	One-sided, EUR (incl. VAT)	Two-sided, EUR (incl. VAT)	One-sided, EUR (incl. VAT)	Two-sided, EUR (incl. VAT)
1	0,10	0,15	0,15	0,20
Binding (spiral binding)				
Number of pages in the material	Fee for binding 1 material, EUR (incl. VAT)			
up to 99	1,50			
100 - 150	1,75			