Annex

APPROVED

by HSE University’s Directive

No. 6.18.1-01/2404-13,

dated April 24, 2017

with amendments enacted by HSE University’ Directive

No. 6.18.1-01/1606-06,

dated June 16, 2017

**Procedures for Increasing Tuition Fees with Regard to Inflation Rate Provided for by Key Parameters of the Federal Budget for the Next Financial Year and the Planning Period Applicable to Students Progressing onto the Second and Subsequent Years of Study**

1. **General Provisions**
	1. These Procedures shall set forth the procedure of increasing tuition fees with regard to the inflation rate provided for by key parameters of the federal budget for the next financial year and the planning period applicable to students progressing to the second and subsequent years of study in 2017-2018 academic year and henceforth, pursuant to Part 3 of Article 54 of the Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012.
	2. These Procedures and amendments hereto shall be approved by the directive of the Rector of National Research University Higher School of Economics or other authorized person.
	3. These Procedures apply to all subdivisions running first-time degree programmes, full-time mode of study, at HSE University (with the exception of International College of Economics and Finance (ICEF)) and HSE University’s regional campuses.

# Preliminary Stage

## Inflation rate provided for by key parameters of the federal budget for the next financial year and the planning period (hereafter, the inflation rate) shall be determined as per the Federal Law “On Federal Budget for the Next Financial Year and the Planning Period”, as well as pursuant to the Consumer Price Index published by the Federal State Statistics Service (Rosstat).

* 1. No later than May 25 of the ongoing year, the Planning and Finance Office[[1]](#footnote-1) determines a new tuition fee with regard to inflation rate and prepares a draft directive to approve the price of educational services specifying the categories of students whose tuition fees will be increased owing to inflation rate.
	2. Within 2 (two) working days upon its signing, but no later than June 15, the directive shall be published by the officer so authorized by the dean of a faculty (head of a relevant subdivision) on webpages (sites) of faculties and other subdivisions implementing degree programmes at HSE University, the HSE University’s Accounting Office, the HSE University’s Planning and Finance Office[[2]](#footnote-2) , as well as the HSE University’s Degree Programmes Office, on the HSE University’s corporate website (portal) at: [www.hse.ru](http://www.hse.ru/).
	3. The HSE University’s Degree Programmes Office shall ensure the posting of this information.

# Main Stage

3.1. Faculties and other subdivisions running degree programmes:

3.1.1. no later than June 15 of the ongoing year, inform the fee-paying students (and the clients, for the agreements for paid educational services signed by three parties) about the increase in tuition fee owing to inflation rate, by sending a written notification to the student’s and the client’s (Annex 1 and 2 hereto) address(es), as indicated in the relevant agreements for paid educational services, or delivering such a notification personally to the student (and the client, in case of a three-party agreement for paid educational services) against their signature;

3.1.2. input the information in regards to the increase in tuition fees under the paid educational services agreement to each student agreement’s profile in the IS-PRO system.

1. Respective subdivisions of HSE University’s regional campuses [↑](#footnote-ref-1)
2. Respective subdivisions of HSE University’s regional campuses [↑](#footnote-ref-2)