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1. SUBJECT MATTER AND SCOPE

The contract stipulates all the rights and duties of the University, on one side, and the student on the other. By signing the contract, both parties agrees that the student has enrolled to the International Burch University. In case of students that has recieved scholarship the contract underlines that the Senate of the University has awarded the student with a full scholarship and thereby has exempted him/her from all tuition fees.

2. WORK PROCEDURE

a) After the student has completed the enrolment process and submitted all the required admission documents, the Student Affairs Office prepares the Student Contracts. The Content of the Contract is prescribed by The Ministry of Education of Sarajevo Canton.

b) The following data from the personal documents are entered to the Contract:
- Name and Surname
- Fathers name
- date of birth
- place of birth
- citizenship
- identification number
- the applied faculty
- the applied department
- tuition fee

c) The contract is printed in 4 copies and delivered to the Protocol Office where the protocol number is assigned.

d) The contracts are submitted back to the Student Affairs Office. They are signed by Vice Rector for Academic Affairs, the student and sealed with the official University stamp.

e) One copy of the contract is given to the student, one is placed in the students file, one is submitted to the Financial Office and one is archived in the Student Affairs Office.

3. RESPONSIBILITY AND AUTHORISATION

Student Affairs Office, Protocol Office, General Secretary

4. ATTACHMENTS

a) Student contract