

Version	Date	Description of application	Author
1	July 2016	Policy and pricelist for issuance of additional copies of student documents from IBCM	Suad Selimi

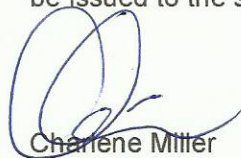
Policy Purpose: To define fees for issuance of additional copies of documents from IBCM to its students.

Need identification: In discussion with Student Services Officers it has been noted that students request additional copies of the documents issued by IBCM such as diplomas, both IBCM & Danish Double Degree issued by Lillebaelt Academy of Professional higher Education and UCL (University College Lillebaelt) Denmark, Diploma supplements, transcript of records, confirmation of student status, grade average calculations etc. Issuance of extra copies implies financial resources for IBCM such as paper, toner etc. and for this reason, there is a need to introduce a charging fee for issuance of additional copies.

Below is the pricelist with fees to be charged by IBCM:

No.	Description	First copy	Fee for additional copy	Payment method
1	IBCM Diploma	Free	50.00 EUR	Bank transfer
2	Danish Double Degree	Free	50.00 EUR	Bank transfer
3	IBCM Diploma Supplement	Free	5.00 EUR	Cash
4	IBCM Transcript of Records	Free	5.00 EUR	Cash
5	Confirmation of student status	Free	2.00 EUR	Cash
6	Grade average calculation	Free	2.00 EUR	Cash

Payment method: Payment for IBCM diploma and Danish Double Degree will be paid via bank transfer into IBCM's bank account where the tuition fee is paid. The rest of the documents, such as: Diploma Supplement, Transcript of Records, Confirmation of student status, grade average calculation and any other document printed in house will be paid in cash at IBCM student services and a pro-forma invoice will be issued to the student.



Charlene Miller
Director
International Business College Mitrovica



International Business College Mitrovica
Website: www.ibcmitrovica.eu - Mail: info@ibcmitrovica.eu

