Annex

 APPROVED by

 HSE University Directive

 No. \_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_

**OFFER**

**to Sign an Addendum on Tuition Fees Paid in Instalments under a Paid Educational Services Agreement (Educational Agreement) in the 2023/2024 Academic Year**

Moscow

National Research University Higher School of Economics (hereinafter the “Contractor” or “HSE University”), represented by Vice Rector Sergey Y. Roshchin, acting on the basis of Power of Attorney No. 6.13-08.1/090721-9, dated July 9, 2021, engaged in the provision of educational services on the basis of License No. 2593, dated May 24, 2017, for the provision of educational services, issued by the Federal Education and Science Supervision Agency for an unlimited period, hereby offers degree students and/or doctoral students at HSE University, including its regional campuses, irrespective of their citizenship and mode of study, who were admitted to HSE University before the 2023/2024 academic year and are studying under educational agreements (hereinafter the “Student” and the “Agreement”, respectively), except for Students who cover, or intend to cover, their tuition fees, in full or in part, from the funds of a study loan, and, in cases of a three-party Agreement, - the Client, who is not a legal entity, to enter into an addendum (hereinafter the “Addendum”) on tuition fees paid in instalments under educational agreements for the 2023/2024 academic year, under the terms and conditions specified in this offer to sign the Addendum (hereinafter the “Offer”).

1. **SUBJECT**
	1. The Contractor shall allow those persons, as specified in the preamble above, to pay tuition fees under the educational agreement for the 2023/2024 academic year in instalments, pursuant to the terms and conditions specified in section 2 hereof, after their acceptance of the Offer pursuant to p. 1.2 below; the Student and/or the Client shall duly pay for the services rendered in line with the terms and conditions of the Offer.
	2. The Offer features all material conditions of the Addendum, and the Addendum shall be concluded through the acceptance of the Offer by the Student and the Client, or by the Student.

The Offer shall be deemed fully and unconditionally accepted after an acceptance form (hereinafter the “Acceptance”) has been submitted to the Contractor within the timeframe specified in p. 1.4 hereof, as per the procedure provided in p. 4.2 hereof, and in the format pursuant to the Annex to the Offer.

* 1. The acceptance of the Offer means the Client’s/Student’s, or the Student’s, consent to all provisions of the Addendum, which must be observed.
	2. The Offer should be accepted before August 20, 2023 (inclusive).
	3. The Addendum shall be deemed executed and come into effect upon the Contractor’s receipt of the Acceptance.
	4. The Offer shall not apply to:
		1. students admitted to studies at HSE University in the 2023/2024 academic year;
		2. students/clients under agreements where clients are legal entities;
		3. students who pay or intend to pay tuition fees (in full or partially) with the use of study loans.
1. **CONDITIONS OF PAYMENT IN INSTALMENTS**
	1. In the 2023/2024 academic year, the Student or the Client and the Student shall be allowed to pay tuition fees for the 2023/2024 academic year as follows: in the 2023/2024 academic year, tuition fees for the 2023/2024 academic year shall be paid on a monthly basis from August 2023 until May 2024, in 10 (ten) equal instalments, each equal to 1/10 of the tuition value for the 2023/2024 academic year; each instalment shall be paid before the 25th day of each month preceding the one for which the payment is due.
	2. The Student must submit a copy of the tuition payment confirmation within 3 (three) calendar days after the payment date to their programme office / coordinator of the given doctoral school.
	3. If no payment has been made within the timeframe specified in p. 2.1 of the Addendum, the Contractor shall be entitled to suspend the provision of educational services under the Agreement. Should no funds be credited to the Contractor’s payment account within 5 (five) working days after the payment deadline specified in p. 2.1, the Contractor shall be entitled to terminate the Agreement unilaterally, thereby resulting in the Student’s dismissal from HSE University.
	4. If the Student is dismissed from HSE University, the part of the payment proportional to the value of educational services rendered before the Student’s dismissal date shall not be refunded to the Student.
	5. The Student or the Client and the Student may pay the total tuition value due for the 2023/2024 academic year in advance at any moment during the respective academic year.
	6. During the effective period of the Addendum, payment periods and the schedule of instalments under the Agreement shall remain unchanged in the 2023/2024 academic year.
2. **TIMEFRAME OF THE ADDENDUM**
	1. The Addendum shall come in effect as at the date specified in p. 1.5 of the Offer and remain valid until August 31, 2024 (inclusive).
	2. The Addendum shall be subject to an early termination in case of the Agreement’s termination.
3. **OTHER PROVISIONS**
	1. The Offer is available on the Contractor’s corporate website (portal) at [https://www.hse.ru/studyspravka/fees](https://mail2.hse.ru/owa/redir.aspx?C=YrM7KQz_RjeKi4i7aprmhW5cPMcsGGASnmWSGsI6hUyLgN876g3YCA..&URL=https%3a%2f%2fwww.hse.ru%2fstudyspravka%2ffees). The Offer can be signed on the Client’s part with the use of an enhanced digital signature.
	2. All blank fields in the Acceptance form must be filled in and personally signed by the Student, or jointly by the Client and the Student, if the Parties enter into a trilateral agreement. Furthermore, the Acceptance form shall be sent/submitted to the Contractor’s address, as specified in the Agreement. A scanned copy of the Acceptance form (in hard copy, converted into an electronic form by scan or photograph with machine-readable recognition of its details) can be forwarded to the Contractor’s e-mail, as specified in the Agreement, to be followed by the original document in hard copy before November 1, 2023 (inclusive).

4.3. The Student or the Client may request a certified copy of the Offer to be provided by the Contractor in hard copy.

4.4. In all other respects, which are not covered in the Offer, the Parties shall be guided by the terms and conditions of the Agreement and the legislation of the Russian Federation.

1. **CONTRACTOR’S ADDRESS AND BANK DETAILS**

**CONTRACTOR:**

National Research University Higher School of Economics

Address: 20 Myasnitskaya Ulitsa, Moscow, Russian Federation, 101000

INN 7714030726

KPP 770101001

Bank PJSC Sberbank Moscow

BIC 044525225

Correspondent account 30101810400000000225

Payment account 40503810938184000003

OKPO 17701729

OKATO 45286555000

OKTMO 45375000

Annex to Offer

to sign an Addendum on Tuition Fees Paid in Instalments under a Paid Educational Services Agreement (Educational Agreement) for the 2023/2024 Academic Year

Template form

Attention: HSE University Rector

N.Y. Anisimov

Student’s full name, passport details and contact telephone number

Client’s full name, passport details and contact telephone number *(if the Parties enter into a trilateral agreement)*

**Acceptance of the Offer**

**to sign an Addendum on Tuition Fees Paid in Instalments under a Paid Educational Services Agreement (Educational Agreement) in the 2023/2024 Academic Year**

I (we) hereby acknowledge the acceptance of the Offer on signing an Addendum on tuition fees paid in instalments under an Educational Agreement for the 2023/2024 academic year, which is available on HSE University’s website (portal) at <https://www.hse.ru/studyspravka/fees> (hereinafter the “Offer”).

I (we) understand that the Addendum to Educational Agreement No. \_\_\_, dated \_\_\_, shall be deemed executed as soon as this acceptance has been received by HSE University. Tuition fees under the Agreement for the 2023/2024 academic year shall be paid in instalments pursuant to the terms and conditions established in the Offer, as per the following payment schedule: on a monthly basis from August 2023 until May 2024, in 10 (ten) equal instalments, each equal to 1/10 of the tuition value for the 2023/2024 academic year, before the 25th day of each month preceding the one for which payment is due.

I (we) hereby acknowledge that I (we) have been familiarized with and consent to the terms and conditions of the Offer.

This letter shall be considered as full and unconditional acceptance of the Offer.

Client’s and/or Student’s signature(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: