

Lump Sum additional study costs

2024-2025

The lump-sum supplement for extra study costs aims to help the student finance services or resources that are not the responsibility of the college. This surcharge is there in the interest of the student, not as additional funding for education. The system is based on a solidarity principle where all students within a programme contribute proportionally, regardless of personal usage. Some students will make more use of the software offerings during the entire programme of study, while others will make more use of lending facilities.

Within LUCA, we foresee the use of additional study costs in 5 categories:

1. **Study trips:** extra-curricular study trips, visits to museums, concerts or performances are often offered in programmes. By purchasing admission tickets as a group, it is possible to obtain rates lower than those the student would pay individually.
2. **Services, materials and space:** by jointly purchasing materials, equipment and devices and making them available in workshops or the loan service, students can use high-quality materials for the realisation of their projects at democratic prices. It also makes the use of spaces possible: for the recording of images and sound, for wood and metalworking, as printing environments or as work and rehearsal spaces.
3. **General Software** for Students: Through joint purchase, all LUCA students can enjoy such features as: Office 365, Adobe Suite, LinkedIn learning, ...
4. **Programme-specific software:** through group purchasing, a programme can offer students specific software, such as ...
5. **Ad-Hoc Projects:** As opportunities sometimes arise during the academic year, we also provide a small space for unforeseen projects. Due to their unforeseen nature, these cannot be included in the justification in advance and they may only amount to a limited part of the total cost. LUCA limits this category to a maximum of 10% of the extra study cost.

The actual spending within each programme and the budget for the following year are submitted annually to the Academic Council and can be found in this body's reports.

Refund scheme

- deregistration before 1 November: 80% of the amount will be refunded;
- deregistration between 1 November and 1 March: refund of half the amount;
- deregistration after 1 March: no refund

For additional information, contact the programme leader through the education administration of the relevant campus:

Onderwijsadmin.brussel@luca-arts.be (Campus Sint-Lukas Brussels)

Onderwijsadmin.gent@luca-arts.be (Campus Sint-Lucas Ghent)

Onderwijsadmin.genk@luca-arts.be (Campus C-Mine Genk)

Onderwijsadmin.vorst@luca-arts.be (Campus Narafi Forest)

Onderwijsadmin.leuven@luca-arts.be (Campus Lemmens Leuven)

Explanatory notes (Article 13 education and examination regulations)

Article 13. Charging of extra study costs

§1. Specific and limited costs for the use of goods and for the organisation of specific events may be charged to students insofar as they are directly related to the organisation of the programme of study. The charging and collection of additional tuition fees shall be carried out by the LUCA School of Arts financial department.

§2. Some services or resources that are not strictly speaking the responsibility of the college are settled under the form of a lump-sum surcharge, the amount of which may vary depending on the course. The lump-sum supplement for extra study costs is a solidarity system aimed at helping students financially by offering services and resources more cheaply. The amount per programme is set annually after prior consultation with the Academic Council, without the need to amend these regulations as a whole. For the amounts, please refer to the LUCA School of Arts website; their justifications for each programme are on Toledo.

§3. Students who enrol for a full academic year shall pay the full amount of the flat-rate surcharge for additional study costs, regardless of the contract type or number of credits for which they enrol.

§4. Certain categories of students may be eligible for a reduction in the flat rate of additional study costs.

These are:

- the working students for whom a certain programme applies a reduced rate;
- the students enrolled for one semester only; they are refunded half of the amount;
- the students who spend a period abroad in the framework of their studies (e.g. Erasmus (excluding Erasmus Belgica), compulsory internship abroad); they are refunded part of the lump-sum supplement for extra study costs at the rate of 1/10th of the amount per started month of stay abroad.

For these categories of students, there will be an automatic settlement of the amount due for extra study costs; they do not have to apply for this themselves.

§5. Students who, due to the nature of the course units taken (e.g. only theoretical course units or only internships), can demonstrate that a significant part of the predetermined services and resources do not apply to them, may submit a justified request for partial or full remission of the amount due via the web form <https://proform.luca-arts.be/student/afwijking-extra-studiekosten>. The administrative director will decide on these applications, after a review by the education administration and a prior opinion from the head of education concerned.