



Manual on tuition payment in cash in Komerční Banka

Those students, who do not have a bank account or, for any other reason, cannot pay their tuition by a bank transfer, can pay their tuition fee of 8000 EUR in cash in a bank.

Option 1) You have 8000 EUR in cash

Students will visit the bank Komerční banka opening hours and address can be found on the official KB website: <https://www.kb.cz/en/branches-and-atms/branches/olomouc-tr-svobody>) and transfer the cash to the university bank account.

For the transfer, students need to bring:

- Their ID card or passport
- Assessment of Tuition Fees for Study in the Foreign Language (document is given to each student at the enrolment, ATF)
- 8000 EUR in cash
- 125 CZK in cash for the fee paid at the bank (**the fee cannot be paid by card!**)

At the cash desk, the student will show the officer their ID card/passport, the Assessment of Tuition Fees document (ATF), and the amount of 8000 EUR together with the information they wish to enter the money on the university bank account written in the ATF. After the transfer, they will pay the fee of 125 CZK in cash and save the receipt of payment.



Komerční banka, on street Třída Svobody 14

OPTION 2) You have the tuition fee in a different currency than the euro (e.g., dollars)

Students, who bring their tuition fee in cash in a different currency than the euro, must first exchange their money for the euro. We recommend visiting an Exchange office on Švédská street 414/10 – there are no additional fees charged for the exchange, and the bank is within walking distance.



Cash Office, Švédská street 414/10

STEP 1) Exchange office

For the money exchange, bring with you:

- ID card or passport
- Confirmation of study
- two copies of Assessment of Tuition Fees for Study in the Foreign Language (document is given to each student at the enrolment, ATF)
- Cash in the foreign currency

At the desk of the Exchange office, inform the officer that you need to exchange your currency into the euro. Show them your ID card/passport. If they ask about the purpose of your exchange, give them a copy of your Assessment of Tuition Fees document. It is proof that you are a student of Palacký University and that the purpose of your exchange is to pay the tuition fee of 8000 EUR.

Before taking the exchanged money, don't forget to count the banknotes and check that you have the right amount. Always take the receipt with you as a confirmation of the transaction.

WARNING: The exchange goes through three currencies (initial currency / CZK / EUR). That means you will lose a certain amount of money during the exchange due to different exchange courses. Please bring enough money to compensate for the loss and reach the needed amount of EUR (e.g., 5200\$ does not equal 5200€ because the dollars need to be exchanged into the Czech crown as the national currency of the country first and then transferred into the euro).



STEP 2) Bank

Students will visit the bank Komerční banka (the opening hours and address can be found on the official KB website: <https://www.kb.cz/en/branches-and-atms/branches/olomouc-tr-svobody>) and transfer the cash to the university bank account.

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