



## **COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

Number: K 186

2 March 2026

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### **Bursar's Ordinance on the provision of contributions to preschool fees from research projects at the University of South Bohemia in České Budějovice**

#### **Article 1**

##### **Introductory provisions**

1. This ordinance sets out the conditions, rules and other details for contributions to partially cover the cost of pre-school education in preschool schools pursuant to Section 123 of Act No. 561/2004, on pre-school, primary, secondary, higher vocational and other education, as amended (hereinafter referred to as the 'Education Act'), or in a children's group pursuant to Section 6 of Act No. 247/2014, on the provision of childcare services in children's groups and on amendments to related laws, as amended (hereinafter referred to as the 'contribution to kindergarten fees') from research projects at the University of South Bohemia in České Budějovice (hereinafter also referred to as 'USB' or 'employer').
2. The employer provides employees with a contribution to preschool fees from research projects (e.g. from GA CR research projects – Czech Science Foundation) at the University of South Bohemia in České Budějovice on the basis of the Application for a contribution to preschool fees – Annexe No. 1 to this Ordinance and on the basis of the Sworn Statement – Annexe No. 2 to this Ordinance.

#### **Article 2**

##### **Conditions for the provision of a contribution to preschool fees**

1. An application for a contribution to preschool fees may only be submitted by an employee of USB who is employed by the University of South Bohemia in České Budějovice.
2. The contribution to preschool fees cannot be provided for the preschool education of a child in the school year in which the child reaches the age of five (so-called compulsory preschool education).
3. The contribution towards preschool fees for the same child may only be provided at





one faculty/constituent part of USB in a given calendar year; compliance with this condition shall be demonstrated by means of a sworn statement.

4. If both parents who care for the child, or other persons who care for the child (e.g. partner, grandparents of the child, or foster parents), are employees of the University of South Bohemia, only one of them is entitled to the contribution to preschool fees.
5. When determining the amount of the contributions to preschool fees, the consequences in terms of income tax must be taken into account.

### Article 3

#### Rules for the provision of the preschool fee contribution

1. A USB employee who meets the conditions set out in Article 2 of this Ordinance and is interested in receiving a contribution to preschool fees is required to submit a written Application for a contribution to preschool fees (including annexes) – Annexe No. 1 to this Ordinance and a Statutory Declaration – Annexe No. 2 to this Ordinance.
2. The human resources office of the faculty/constituent part of USB will check the requirements of the Application for a contribution to preschool fees (including annexes) – Annexe No. 1 to this Ordinance and the Sworn Statement – Annexe No. 2 to this Ordinance, confirm it with their signature, and forward it to the Finance Office of the faculty/constituent part of USB.
3. The Finance Office of the faculty/constituent parts of USB will verify the USB employee's entitlement to the preschool fee contribution and, within 30 calendar days of the submission of the Application for a Nursery School Fee Subsidy (including annexes) – Annexe No. 1 to this Ordinance and the Sworn Statement – Annexe No. 2 to this Ordinance, it shall issue a Decision on the Granting of a Preschool Fee Contribution (Annexe No. 3 to this Ordinance) in two copies. One copy shall remain with the employer, and one copy shall be handed over to the USB employee.

In the case of a decision to grant a contribution to preschool fees, the entitlement to a contribution to preschool fees for USB employees will already be approved in a specific amount, for which the faculty/constituent parts of USB will issue an order in the iFIS system. The USB employee will then ensure that the preschool or children's group (hereinafter referred to as 'preschool facility') invoices the preschool fees directly to USB.

The invoice issued by the preschool facility must include the following information in the notes: the first and last name of the USB employee (service recipient), the first and last name of the child, the calendar month(s) for which the preschool fee contribution is requested, and the total amount of the preschool fee for this period.

4. This contribution is not an entitlement. It will always be provided depending on the





status of allocated and drawn funds from the R&D project at individual faculties/constituent parts of USB in the current calendar year.

5. The preschool fee contribution can be provided up to 50% of the total fee for pre-school education for the calendar year.
6. The maximum limit of funds for the contribution to preschool fees per year for a research project will be determined based on the conditions of the research project and updated as the conditions of the research project change.
7. Employees are required to report any circumstances that may affect the provision of the contribution to preschool fees within one month of their occurrence.

#### **Article 4** **Effectiveness**

This ordinance of the Bursar comes into force on the date of its publication in the collection of decisions and ordinances of the Bursar in the public section of the USB website and takes effect on 2 March 2026.

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Bursar

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Distribution list: USB Rector, Vice-Rectors, Deans, Secretaries, Directors of non-faculty  
constituent parts of USB

Annexe No. 1 – Application for a Contribution to Preschool Fees

Annexe No. 2 – Sworn Statement

Annexe No. 3 – Decision on the Granting of a Contribution to Preschool Fees





Annexe No. 1 Bursar's Ordinance K 186

**Application for a Contribution to Preschool Fees**

Employee's first and last name: .....

Employee's date of birth: .....

Employee's workplace + faculty: .....

Date of commencement of the employee's employment:.....

Child's first name and last name: .....

Child's date of birth: .....

Name of preschool facility: .....

Bank details of the preschool facility: .....

Variable symbol for payment: .....

Specific symbol/constant symbol: .....

Name and number of research project: .....

Principal investigator of the research project (if the principal investigator is different from the applicant, provide the consent of the research project investigator):  
.....

Please attach the following **annexes** to your application for a preschool fee contribution: a copy of the birth certificate(s) of your child/children, a copy of confirmation from the preschool facility that your child/children attend the preschool facility and that your child/children are invoiced for preschool fees.

Date: .....Employee's signature:.....





## Annexe No. 2 Bursar's Ordinance K 186

### Sworn Statement

I declare that all information provided in the Application for a Contribution to Preschool Fees is true, and that neither I nor my spouse, partner, or person caring for the child with me has applied for a Contribution to Preschool Fees at another faculty/constituent part of USB.

By signing this application, I grant my employer consent within the meaning of Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council, the General Data Protection Regulation (GDPR), to process the data provided in this application and its annexes for the purpose of administering and paying the preschool fee contribution. The processing is carried out in accordance with the principles set out at [www.jcu.cz/ochrana-osobnich-udaju](http://www.jcu.cz/ochrana-osobnich-udaju).

At the same time, I will notify the preschool facility that my employer will contribute to partially cover the cost of operating the preschool facility.

Date: .....

.....  
Employee's signature

The human resources office of the faculty/constituent part of USB has checked the requirements of the Application for a Contribution to preschool Fees (including annexes) to Measure K 186.

.....  
Signature of the representative of the human resources office

**Please send the Application for a Preschool Fee Contribution (including annexes) and the Sworn Statement electronically or deliver them in person to the relevant human resources office of the faculty/constituent parts of USB.**

You are required to report any changes to the above information to the relevant human resources office of the faculty/constituent part of USB without delay. Please indicate the relevant changes on a new form (Application for a Contribution to Preschool Fees).



Faculty logo

Annexe No. 3 Bursar's Ordinance K 186

## Decision on the Granting of a Contribution to Preschool Fees

### I. RECIPIENT

Employee: .....

Personal number: .....

Workplace and faculty/constituent parts of USB: .....

Research project (name and number): .....

### II. INFORMATION ABOUT THE CHILD

Child's first name and last name: .....

Preschool facility: .....

### III. STATEMENT

Based on the fulfilment of the conditions set out in Bursar's Ordinance K 186, the employee is granted a contribution to preschool fees in the following amount:

Amount: CZK ..... (in words: .....)

Source of funding: .....

The contribution may be provided up to a maximum of 50% of the total fee for preschool education.

Invoices shall be sent directly to the University of South Bohemia and must include: the employee's name, the child's name, the period and the amount billed.

### IV. JUSTIFICATION

The employee has fulfilled the conditions under Article 2 of the Bursar's Ordinance K 186, i.e. is employed by USB, has submitted all the required annexes and a sworn statement.

### V. INSTRUCTIONS

The contribution is not an entitlement, and its provision depends on the available project funds.

The employee is obliged to report all facts that may affect the provision of the preschool school fee contribution no later than 1 month from the date on which they occur.

### VI. SIGNATURES

Faculty Secretary / USB Bursar: .....

Budget administrator: .....

Ordering party: .....

Date: .....