

AGREEMENT on the terms and conditions of payment for studies for foreign students

hereinafter referred to as the contract, concluded by and between:

Powislanski University, Gdańsk (80-890), ul. Jana Heweliusza 11, entered into the register of non-public higher education institutions maintained by the Minister of Science and Higher Education under serial number 166,

represented by: **mgr Natalię Parus, acting as Chancellor**
hereinafter referred to as “**University**” or “**PSW**”,

and

Mr/Mrs/Ms.....

with the following permanent address.....

(permanent address)

address for correspondence

personal ID number (if assigned): holder of

passport series. no.....

issued by

referred to below as “the Student”,
or jointly as “the Parties”,

whereby the following is agreed:

§ 1.

1. The object of this Agreement is to set out the terms and conditions of payment for studies for students who are not Polish citizens undertaking studies on a fee-basis, including fee amounts and terms of payment.
2. Subject to the terms and conditions of this Agreement, the University undertakes with relation to the Student to carry out the programme of higher education at the level, in the mode and in the field specified below and in the decision on the admission to studies which commence in the winter semester of the academic year **2022/2023**.

Level of study: 1st degree studies/ 2nd degree studies/ postgraduate studies*

Mode of study: full-time / part-time *

Field of study:

3. The educational programme will be implemented as set out in the plan and the Regulations of Studies. The plan of studies and the educational programme adopted by the Senate of the University are binding for the student.
4. The terms and conditions of studying, completing studies and awarding a professional title during **first-cycle/ second-cycle/ post-graduate studies** are specified in the Higher Education and Science Law of 20th of July, 2018 (Journal of Laws of 2022, item 574) and the Regulations of Studies.
5. The University may decide not to initiate the programme of studies selected by the Student as indicated in section 2. The University will inform the Student about its decision no later than 14 days before the commencement of classes.
6. If, within 7 days of receiving the information referred to in section 5, the Student does not submit a written application for admission to another field of study or will not receive a decision on admission to this field of study, this Agreement shall be terminated, as a result of which all the obligations of the Parties set out herein shall expire.

§ 2.

1. The amount of tuition fees and dates of payment in the field of study chosen by the Student are set out in Annex 1 to this Agreement and in the Fee Regulations.
2. The Student undertakes to pay tuition fees within the dates indicated below:

* mark as applicable

- a. for the full first year of study: until the date of receipt of the decision on admission to studies;
 - b. one-off payment for the full year: until 15 September 15 of the year.
3. Students to whom the decision on admission to studies was issued on or after 15 September must pay the first tuition fee, depending on the selected method of payment, within 14 days from the date of issuing the decision on admission to studies.
4. In the case the Student changes the field, level or mode of studies, he/she will be obliged to pay the fees on the basis of an annex to this Agreement, in the amount applicable to the new field of study, starting from the subsequent semester from which he/she starts the new field of study.
5. In the case the Student, as a result of obtaining a leave from the University or repeating a year of study, changes the year of admission, defined as a group of students in a given field of study or specialisation pursuing studies in the regular course of study for the admission year, the Student will pay the fees applicable for the year which he or she joins.
6. A student admitted for studies during the academic year or admitted to a year higher than the first year of studies is liable to pay tuition fees due for the current year of studies starting from the beginning of the semester to which he or she was admitted.
7. The student is obliged to:
 - a. make timely payments of fees related to the course of study in the amount defined in the applicable Fee Regulations.
 - b. The fees referred to in letter a) must be paid by the Student to the appropriate bank account of the University indicated to the student. The date of payment shall be considered to be the date of crediting the Universities account with the amount due.
 - c. In the case of late payment of a tuition fee, the Student is obliged to pay interest in the amount specified in the Article 7 section 1 and section 2 Fee Regulations applicable at the time the payment became overdue.
 - d. If the Student fails to pay the fees referred to in letter a) within the payment date and does not appear when called to provide explanations concerning the debt, the Dean may, in accordance with the provisions of Art. 108 section 2 (4) the Higher Education and Science Law of 20 July 2021 and the provisions of the Regulations of Studies, strike him off the list of students and terminate this Agreement.
 - e. Registration fees and other fees (eg. tuition), due and paid during the term of this Agreement in accordance with the Fee Regulations are not refundable regardless of the reason for deleting from the list of students, in particular in the case of failure to take up studies at the University or failure to continue education and in the case of termination of this Agreement by the University for other reasons referred to in the Regulations of Studies. Only the overpaid tuition fees for the period following the month of resignation or deletion from the list of students shall be refunded, in accordance with the provisions of the Fee Regulations.
 - f. In the case of failure to take up or stopping education, the Student undertakes to submit a written resignation. If such an application is not submitted, the status of the University student is valid and involves the obligation to pay the financial liabilities due for the period until the deletion from the list of students by the Dean in accordance with the Higher Education and Science Law and the Regulations of Studies.
8. In the case payable and outstanding fees are determined, the University will call on the student to settle them, and then, if this should be ineffective, send a written request for payment, for which the University shall charge a fee in the amount specified in Annex 1 to this Agreement. The University reserves the right to claim receivables due on account of overdue fees, including through collection proceedings outsourced to a third party, as well as in court.

§ 3.

1. The student shall act in accordance with the contents of the oath and comply with the provisions of the Regulations of Studies, Fee Regulations and other orders and decisions issued by the University Authorities, applicable during the course of study.
2. The Student hereby confirms that he/she has read *the Regulations of Studies, the Regulations of Admission – admission rules and the Fee Regulations*.
3. The student is obliged to immediately notify the dean's office about the change of forename, surname, marital status and address details. In the case a notification about the change of address is not submitted, letters sent to the address last provided or the last personal details provided to the University shall be deemed delivered.

§ 4.

1. The amount and dates of additional fees related to the course of studies are set out in Annex 1 to this Agreement.
2. Additional fees for a repeated semester or module shall be paid by the Student who repeats educational activities or, upon the dean's consent, pursues additional activities not included in the plan of studies – including an additional unit of activities constituting an additional specialisation, a specialisation or a specialisation path, and a Student who has been assigned fee-based programme differences in relation to a change in the course of study.
3. A student who resumes his/her studies is liable to pay a fee for resuming studies in the amount determined for a

given academic year in the Table of Fees for Foreigners.

4. A student who has applied for a duplicate student ID or diploma, shall pay a fee for issuing a duplicate. The document shall be issued after the payment is documented.
5. Additional fees do not include the following costs:
 - 1) purchase of textbooks and other teaching materials;
 - 2) duplication of teaching materials.
6. Additionally, the payment of tuition fees does not make the Student a shareholder or partner and does not give him any control rights in relation to the University.

§ 5

1. A student who has received the dean's consent for a medical leave and as a result of this decision does not start to obtain credits for courses, shall not pay the tuition fee for any semester during which he or she is on a leave.
2. A student who has received a dean's non-health leave and submitted a leave application by 15 September in the case of a leave starting from the winter semester or by 15 February in the case of a leave starting from the summer semester, is not liable to pay the tuition fee for any semester during which he or she is on a leave.
3. A student who has received a dean's consent for a non-health leave and submitted a leave application after the dates specified in section 2, is liable to pay the tuition fee for the period from the beginning of the semester to the end of the month in which he or she submitted the application, in the amount set out § 7 section 7. The tuition fee paid for this period shall not be included in the tuition fee settlement.

§ 6

1. In each subsequent academic year, tuition fees and other fees related to the course of studies shall be increased by a ratio equal to the consumer price index for the calendar year preceding the year in which the indexation takes place, announced by the President of the Central Statistical Office. The first year of indexation is the academic year following the first year of the contract.
2. The University may waive the indexation referred to in section 1 or apply indexation by a lower value. Information about tuition fees and fees following indexation shall be published by the University in the Virtual Dean's Office, on the University website and on the notice board by 30 June.
3. As at the date of signing this Agreement, tuition fees and additional fees related to the course of study are exempt from VAT. In the event of amendments to regulations, tuition fees or additional fees related to the course of study will be increased by VAT at the applicable rate.

§ 7

1. The parties have concluded this Agreement for the duration of the studies, subject to section 2 and 3.
2. The Agreement is subject to termination as a result of the deletion of the Student from the list of students.
3. The Student may be expelled from the register of students upon the Student's application (resignation). The date of submission of an application for expulsion from the register of students to the Dean's Office or the date of the postmark on an application for expulsion from the register of students shall be considered the date of resignation.
4. The student shall be deleted from the list of students due to non-payment of tuition fees or additional fees for studies or other reasons set out in the Higher Education and Science Law following the procedure set out in the Regulations of Studies.
5. Deletion from the list of students does not relieve the Student from the obligation to pay all due amounts accrued up to the date of deletion and resulting from the provisions of this Agreement.
6. In case of reactivation, the student shall file an application for reactivation to the Dean's office. A fee shall be charged for reactivation of the student's status. The amount of the fee including the required payment date is indicated in Annex 1 to this Agreement.
7. A student who has been granted a favourable decision on reactivation of the student's status shall enter into a new Agreement for the provision of educational services with the Fee Regulations effective at the date of reactivation.

§ 8

1. In matters not regulated by this Agreement, relevant provisions of the Civil Code and the Higher Education Law, as well as the provisions of the University Statutes, Regulations of Studies and Fees Regulations and other orders and decisions issued by the University Authorities applicable during the course of studies shall apply.
2. Within 14 days of announcing amendments to the Regulations of Studies and Fee Regulations, the Student has the right to refuse to accept such amendments in writing. The refusal referred to in the preceding sentence shall be tantamount to termination of this Agreement by the Student with an immediate effect and resignation from studies at the University.

3. Any amendments to the Agreement other than those resulting from amendments to the regulations and other internal University documents shall not be valid unless made in writing, subject to §6.

§ 11

The parties will attempt to resolve any disputes which may arise out of this Agreement amicably, otherwise the parties shall submit them to the competent court in accordance with the provisions of the Code of Civil Procedure.

§ 12

This Agreement is drawn up in two identical copies, one for each party.

UNIVERSITY

STUDENT

.....
*(/signed by qualified electronic signature or
trusted signature/)*

.....
*(/signed by qualified electronic signature or
trusted signature/)*

Appendices:
Attachment No. 1 to the Tuition Fee Agreement - Financial Commitment.

Declaration of financial liability

I hereby undertake to pay tuition fees for studies which I will commence in the academic year 2022/2023, in accordance with the selection indicated in §1 section 2 and I confirm that I know the amounts of other fees applicable Powiślański University.

List of fees for foreign students and foreign applicants to first-cycle studies and second-cycle studies

Table no. 1- Registration fee (admission fee):

200 EUR

Table no. 2- Dates of payments:

one-off payment for the year I*	until the date of receipt of the decision on admission to studies
one-off payment for the full year	until 15 September of the current year

*failure to pay the tuition fee for the first year of studies will be the basis for not issuing the decision on admission to studies

Table no. 3 – Fees - first-cycle (undergraduate)

Faculty	Department	1st year	2nd year	3rd year
Faculty of Economics and Social Sciences	Economics	2.400 EUR	2.400 EUR	2.400 EUR
Faculty of Health Sciences	Nursing	3.400 EUR	3.400 EUR	3.400 EUR

Table no. 4-Fees– second-cycle (graduate)

Faculty	Department	1st year	2nd year
Faculty of Economics and Social Sciences	Economics	2.400 EUR	2.400 EUR
Faculty of Health Sciences	Nursing	3.400 EUR	3.400 EUR

Table No. 5 – Other fees

Type of payment	Payment	Date of payment
fee for issuing the diploma of graduation with two copies,	25 EUR	by the date of submitting the circulating card at the Dean's Office
Issuance of a duplicate of a diploma with a supplement	50 EUR	by the date of submitting the circulating card at the Dean's Office
fee for issuing the diploma of graduation with two copies,	75 EUR	by the date of submitting the circulating card at the Dean's Office
Fee for reactivation (fee for the procedure related to re-admission to studies)	90 EUR	7 days from submitting the application for resuming studies
Handling fee related to the organization of the practical training process	60 EUR/ per semester/Nursing	Payment dates: Year I - until the date of receipt of the decision on admission to studies Year II and year III - until 15 September of the current year.
Fee for issuing a student ID card	5 EUR	same as the payment date of the 1st instalment of the tuition fee
Fee for issuing the student's book	1 EUR	same as the payment date of the 1st instalment of the tuition fee
Repeating a course/conditional credit for the course – obtaining credit	25 EUR	14 days from submitting the application for repeating the course/ conditional credit for the course
Repeating a course/conditional credit for the course – examination	25 EUR	14 days from submitting the application for repeating the course/ conditional credit for the course
Repeating a course/conditional credit for the course – classes and examination	80 EUR	14 days from submitting the application for repeating the course/ conditional credit for the course
Obtaining a credit for the course in the self-study mode	30 EUR	14 days from submitting the application for repeating the course/ conditional credit for the course
Fee for repeating a semester (does not apply to the last semester of studies when only a diploma seminar is repeated)	full amount of standard tuition fees applicable to the repeated semester	according to the tuition fee schedule
Fee for repeating a semester (in case of obtaining credit for at least one course from a semester the student was sent to repeat)	70% of the standard tuition fee for the repeated semester	according to the tuition fee schedule
Fee for repeating a diploma seminar in the last semester of	250 EUR / per semester	with submission of an application (attachment to the application)

studies (when only a diploma seminar is repeated)		
For legalization of documents intended for official purposes abroad	6 EUR	14 days from submitting the application
Late payment interest on overdue fees	at the statutory rate	immediately with the next payment
Preparing an extract of grades from records	30 EUR	7 days from submitting the application
Fine for overdue books from the Library	1 EUR / per book - for each started overdue day	within 7 days from the date of returning the book to the Library
One-off fee for each written reminder sent by registered mail and/or against confirmation of receipt regarding fee payment arrears	3 EUR / adres in Poland 8 EUR / other adres	14 days from the date of request for payment
Differences of programs:		
Repeating a course/conditional credit for the course – obtaining credit	50 EUR/ for the semester	in accordance with the agreement/contract
Repeating a course/conditional credit for the course – examination	50 EUR / for the semester	in accordance with the agreement/contract
Repeating a course/conditional credit for the course – classes and examination	80 EUR / for the semester	in accordance with the agreement/contract
Obtaining a credit for the course in the self-study mode	30 EUR	in accordance with the agreement/contract

*Students to whom the decision on admission to studies was issued on or after 15 September must make their first tuition fee payment within 14 days from the date of signing the agreement for the provision of educational services.