

Appendix No. 1 to the Resolution of the Senate of the  
Powiślański University No. 3/I/24/S  
dated January 12, 2024.  
(Identical to the Polish version)

**Fee regulations  
for students and candidates for first and second  
degree programs  
and postgraduate studies  
in the Powiślański University  
(including foreigners)**

**Kwidzyn, Gdansk, Torun, Koscierzyna 2024**

## § 1

### GENERAL PROVISIONS

1. The Powiślański University, hereinafter referred to as the University, is a non-public university.
2. Pursuant to § 33 of the University's Articles of Association, a fee is charged for educational services, which is determined in accordance with the provisions of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2023 item 742). For the fees charged to applicants for students and undergraduates (including foreigners) consist of fees for the admission procedure, tuition, administrative and other fees related to the course of study.
3. The obligation to regulate payment for educational services indicated in paragraph 2, including the amount, forms and deadlines of fees, results from the agreement concluded between the University, and the student (student in the case of postgraduate studies).
4. The Fee Regulations, the Fee Tables, respectively: appendix 1-WNE-S, appendix 2- WNoZ, appendix 3- Postgraduate Studies and the Fee Table for Foreigners - appendix 4 are promulgated by the Senate of the PSW.
5. The amount and deadlines of tuition fees, fees for the enrollment procedure, administrative fees and other fees related to the course of study, for the following academic year, are set annually in the Fee Tables for undergraduate and postgraduate studies, respectively.
6. Amendments to the Fee Regulations and Fee Tables are announced each time for the information of candidates and students, at least three months before the beginning of the academic year to which they apply, on bulletin boards and the PSW website.
7. Fees for the admission procedure, tuition fees and other additional fees resulting from the course of study shall be paid only in non-cash form to the University's bank account designated for the student.
8. The student undertakes to act in accordance with the content of the oath and to comply with the provisions of the Rules and Regulations of the University, the Rules and Regulations of payment for studies and other orders and decisions issued by the University Authorities, valid during the course of studies.
9. A student ID card will be given to the Student after matriculation and taking the oath of office and payment of the applicable fee (according to the Fee Schedule).

## § 2

### UNIVERSITY ENTRANCE FEE

1. A fee, hereafter referred to as the enrollment/enrollment fee, in the amount and by the date indicated in the Table of Fees referred to in paragraph 4 § 1, shall be charged for a candidate's entry into the proceedings related to admission to a first degree program, second degree program or postgraduate program.
2. A fixed enrollment fee is set for foreign students.
3. An applicant for enrollment shall submit a set of enrollment documents necessary for the enrollment process along with confirmation of payment of the enrollment fee.
4. Payment of the fee for the admission procedure is a condition of the student's registration and is non-refundable, except in the case of failure to launch the course of study in which the candidate was enrolled.
5. The fee for the enrollment procedure is not credited toward tuition.

6. A prerequisite for acceptance of an application for calculation of program differences submitted to the Vice-Rector for Didactic Affairs is the payment of the fee for this calculation, as specified in the in the Academic Regulations, in the amount and by the date indicated in the Table of Fees.

### §3

#### FEE

1. The term "tuition fees" as used in these Fee Regulations refers to fees related to the provision of educational services related to full-time, part-time and postgraduate studies. The term "student" means a postgraduate student, respectively.
2. The University guarantees a fixed tuition fee for the entire period of study, subject to § 3 sections 22, 23; § 5 section 2.
3. The basic mode of paying tuition for the academic year is a one-time payment for the entire year. Tuition fees can also be paid for each semester, or in eight monthly installments. Payment of one monthly installment means that the choice of paying tuition in installment form is made.
4. Tuition fees are paid in advance:
  - 1) For the whole year by September 15,  
A student who does not have Polish citizenship undertakes to pay tuition fees for the entire first year of study by the date of receipt of the admission decision.
  - 2) once for each semester: winter semester by September 15, summer semester by February 15 (for students without Polish citizenship, applies only to the second and/or third year of study),
  - 3) in eight installments in accordance with paragraph 5.2 (applies only to students with Polish citizenship),
  - 4) in ten installments in accordance with paragraph 5.3 (applies only to students with Polish citizenship),
  - 5) payment in four installments in accordance with paragraph 5.1 (applies only to students without Polish citizenship - foreigners, applies only to the second and/or third year of study),

In the amount established in the Fee Tables.

5. The student pays the installment fee as follows:
  - 1) In case of payment in 4 installments:
    - a. In the winter semester of each academic year:
      - 1st installment by September 15,
      - 2nd installment by November 15.
    - b. In the summer semester of each academic year:
      - 3rd installment by February 15,
      - 4 th installment by April 15.
  - 2) In case of payment in 8 installments:
    - a. In the winter semester of each academic year:
      - 1st installment by September 15,
      - 2nd installment by October 15,
      - 3rd installment by November 15,
      - 4th installment by December 15,
    - b. In the summer semester of each academic year:
      - 5th installment by February 15,

- 6th installment by March 15,
  - 7th installment by April 15,
  - 8th installment by May 15\*(para.7).
- 3) In case of payment in 10 installments:
- a. In the winter semester of each academic year:
    - 1st installment by September 15,
    - 2nd installment by October 15,
    - 3rd installment by November 15,
    - 4th installment by December 15,
    - 5th installment by January 15.
  - b. In the summer semester of each academic year:
    - 6th installment by February 15,
    - 7th installment by March 15,
    - 8th installment by April 15,
    - 9th installment by May 15,
    - 10th installment by June 15\*(para.7).
6. For students whose were entered on the student list on and after September 1 of this year, the first tuition payment, depending on the form of payment chosen, must be made within 14 days from the date of signing the contract for educational services.
7. In the final year of study, the entire tuition fee for a given semester, due to the completion of the educational program by the University, must be paid by the date of submission of the thesis.
8. In the case of study by foreigners, pursue studies on terms other than those applicable to Polish citizens, tuition fees for the first year of studies are paid no later than the date of issuance of the decision on admission to studies.
9. The change of the form of payment (not applicable to foreigners) for a given academic year can be made by the student before the beginning of the academic year, but no later than September 15. In particularly justified cases, the PSW Quaestor may agree to change the form of payment from a given semester. Any change in the form of payment requires the signing of an annex to the agreement by both parties. It is not possible to change the form of payment during the semester.
10. In the case of taking up a second course of study in the same department at the same time, tuition for studies is charged at 70% of the tuition for one of the courses in which the lower tuition applies (does not apply to foreigners). The above reduction is valid until the completion of the course of study for which it was granted.  
 In the case of taking a second course of study in the same department, after completing the first course, tuition fees for studies in the next course are charged at 70% of the tuition fees applicable to that course (not applicable to foreigners).  
 In the event of resignation from one of the majors, repeating a year in any of the majors or being on dean's leave in one of the majors, the student loses the right to a discount in the other course of study.
11. A student who accelerates the course of study is required to pay fees in proportion to the pace of the program of study.
12. Prior to obtaining approval for dean's leave, semester repetition, resumption of studies, the student is required to pay all arrears to the University up to the date of application for dean's leave, semester repetition, resumption of studies.
13. During the period of dean's leave, the student does not pay tuition fees for the period covered by the leave.

14. A student who has received approval from the Vice-Rector for Teaching for a medical leave of absence and as a result of this decision does not take courses for credit, does not pay tuition fees for the period during which he/she is on leave.
15. A student who has been granted permission to repeat a semester/year shall pay tuition fees for the semester/year he/she repeats in full.
16. A student who has entered into a study funding agreement during the academic year is required to pay tuition fees, in particular, tuition in full, as specified in the Table of Fees in effect at that time.
17. The date of payment of tuition and other fees is the date of credit of the University's bank account.
18. The student is obliged to pay tuition fees in accordance with the signed agreement from the date of signing the agreement until the date of taking the diploma exam or until the date of resignation.  
The date of cancellation is considered to be:
  - a) the day of submission of the application for resignation from studies to the dean's office;
  - b) the day of mailing the application for resignation from studies in the postal service,
  - c) the date of submission of the declaration of intent in electronic form, whereby the declaration of intent must occur from an electronic system where the University has the ability to identify the student, and the identification of the person will be the same as the data registered in the WD system.
- It is the student's responsibility to settle the circulation card and all obligations to the University.
19. A student who, as of the date of submission of an application for resignation from studies to the dean's office or as of the date of sending such application in the postal service or as of the date of submitting the declaration of intent referred to in paragraph 18, is in arrears with payments for the period during which he/she was studying is obliged to settle these arrears as soon as possible, otherwise collection actions will be applied.
20. A student struck off as a result of a decision by the Vice-Rector for Teaching in accordance with in accordance with Article 108 of the Act of July 20, 2018 Law on Higher Education and Science (i.e., Journal of Laws 2023, item 742) is obliged to pay the financial obligations due for the period up to the date of removal from the list of students.
21. If the due date falls on a legal holiday, then it shall be postponed to the first business day.
22. Covered by the study program, professional practice is treated as an integral part of the study, and the same fee rules apply during the period of practice as in any other period of study.
23. The amount of tuition fees in the following academic year may be subject to change in the event, when the price index of services and consumer goods announced by the Central Statistical Office, calculated from the beginning of studies for a given academic year, exceeds 10%, but not more than by the inflation rate.
24. The change in tuition fees referred to in paragraph 23 is made by amending the Fee Schedule by June 30 of the year preceding the academic year to which it will apply. The introduction of a new fee schedule requires the annexing of contracts for the provision of educational services. The student has the right, within 14 days from the delivery of the annex, to withdraw from the agreement. Withdrawal is equivalent to resignation from the studies.

## § 4

### **RULES FOR REIMBURSEMENT OF FEES PAID**

1. In the event of termination of the contract for the provision of educational services due to resignation or deletion of the student from the number of students, the student is entitled to settlement and reimbursement of the tuition fee paid. If a student is struck off the list of students during the academic year, the student is obliged to pay the fees only for the time of study up to the date of resignation. A person enrolled in a course of study who has not taken up a course of study is entitled to a refund of the entire tuition fee paid, provided, that he/she has notified the resignation from the studies before the start of the classes.
2. The above fee shall be determined in proportion to the number of reunions held until the date of deletion in relation to the total number of reunions planned in the semester in which the deletion occurred.

The tuition fee for the period used is calculated as follows:

$$\text{Charge per period used} = \frac{\text{Fees due for the entire semester} \times \text{number of sessions held}}{\text{number of scheduled assemblies per semester according to the schedule}}$$

3. For the purposes of the above calculation, it is assumed that the fee for a semester of study is equal to half of the fee for the entire year of study in a given course, regardless of whether it is the winter or summer semester. The fees due for the entire semester are conditioned by the payment system chosen by the student in accordance with § 2 paragraph 3 of the student's contract.
4. Settlement and refund of the fee paid shall be made on the basis of a written request from the student, indicating the number of the bank account to which the refund is to be made within 30 days from the date of removal from the list of students.
5. In the case of termination of the contract for the provision of educational services due to resignation or deletion of the student from the number of students, and the use of free enrollment fee by the student in the recruitment process, the University reserves the right to charge a one-time fee for carrying out all activities of an administrative and study qualification nature, from the amount of the fee paid, in accordance with the Table of Fees. In the case of students who have not settled their obligations by the date of deletion, they must immediately settle with the University with the aforementioned fee.

## § 5

### **REACTIVATION, SUBJECT REPLACEMENT, SEMESTER REPLACEMENT, LONG-TERM and SHORT-TERM RESIDENCE, ANOTHER SPECIALTY, PROGRAM DIFFERENCES, SUBJECTS PURSUED BY PROMOTION, TRANSFER TO A HIGHER SEMESTER, DIVERSION**

1. If the Student changes the course, level, form of study, he/she will be obliged to pay the fees in the amount applicable to the new course, from the nearest semester from which he/she starts studying in the new course.
2. If the Student, following a leave of absence from classes at the University or repeating a year of study, will change the year of enrollment, understood as a group

of students in a particular field of study or specialization pursuing classes in the regular course of study according to the year of enrollment, the Student will pay the fees applicable to the year of enrollment.

3. Tuition fees from a Student admitted during the academic year or to a higher than the first year of study are due for the current year of study starting from the beginning of the semester in which he/she was admitted.
4. In the case of reactivation, referral to repeat a semester and return after a leave of absence during the semester, the full fee for the entire semester applies. The fee for a given semester cannot be higher than that provided in the Table of Fees
5. A student may submit an application for resumption of studies only after settlement with the University. Acceptance of the application for resumption of studies (reactivation) submitted to the Vice-Rector for Teaching Affairs is conditional on payment of the fee for resumption of studies, as specified in the Academic Regulations, in the amount and by the date indicated in the Table of Fees.
6. A student directed to repeat a semester, in the case of passing part of the courses of the semester from which he/she did not receive credit, may apply for a reduction of the semester fee after submitting a written application addressed to the Bursar within 30 days from the date of granting permission to repeat the semester or from the date of commencement of the semester being repeated.
7. A student continuing with a different yearbook than the one with which he or she started, loses the right to the promotions previously granted and pays tuition fees at the rate specified for the year in which he or she is currently studying.
8. A student making up program differences or repeating a subject shall pay tuition and additional fees for program differences or repeating a subject in the amount indicated in the contract/contract.
9. A student completing teaching hours to make up for deficiencies in a course, in which attendance was mandatory, and the student did not attend and did not excuse his/her absence, shall pay the amount indicated in the Table of Fees as for for the repetition of the subject.
10. For the period of use of the leave, the student is exempt from paying tuition.
11. In the event of a vacation, tuition paid in advance is refunded according to the rules described in § 4.
12. A student who has been approved for a dean's leave or a break in studies shall pay the applicable fees in proportion to the period of study. If payment is made in advance for a semester, the student will receive a pro-rata refund of the payment for the period from the time of approval for a dean's leave or a break in studies.
13. A student who has received approval from the Vice Chancellor for Teaching and Learning for a leave of absence other than for medical reasons is required to pay tuition on a pro rata basis for the period from the start of study for the semester in which he or she applied for the leave of absence until the date of receipt of the approval. Tuition paid for this period shall not be included in the tuition settlement for studies.
14. A student who has been granted a leave of absence with the right to take examinations pays tuition at the full amount specified for the course, form and level of study.
15. If, during the leave of absence, a student has taken classes in a specific subject (subjects pursued by promotion) and has not received credit, he or she is obliged to is required to pay a fee in the amount and by the date indicated in the Fee Schedule.

**§ 6**  
**OTHER FEES RELATED TO THE COURSE OF STUDY**

1. The amount of other fees related to the course of study is specified in Annexes number 1,2,3 to these Regulations further as: Table of Fees and Appendix No. 4 hereinafter as Table of Fees for Foreigners.
2. An additional fee for a repeated semester of classes or module shall be paid by a Student who repeats a class or pursues additional classes not included in the study plan with the approval of the Vice-Rector for Teaching - including an additional block of classes constituting an additional specialty, specialization or specialization track, and by a Student who has been assigned paid curriculum differences in connection with a change in the course of study.
3. A student resuming studies is required to pay a fee for resumption of studies in the amount set for the academic year in the Table of Fees, in accordance with §5 section 5.
4. Additional fees do not include costs:
  - purchase of textbooks and other teaching materials;
  - duplication of teaching materials.
5. The term "other fees" as used in these Fee Regulations refers to fees related to the related to the provision of educational services, i.e., in particular, proceedings related to related to: admission to studies, reactivation to studies, issuance of documents related to the related to the course of study or duplicates of such documents.

Students pay additional fees for repeating a course, semester, year, program differences, reactivation and administrative activities. The amount of fees is determined by the Table of Fees and the Regulation of the Minister of Science and Higher Education of September 27, 2018 on studies (Journal of Laws 2023 item 2787):

- a) repetition of a course/conditional credit for a course - credit,
- b) repetition of a course/conditional credit for a course - examination,
- c) repetition of a course / conditional passing of a course - exercises and examination,
- d) repetition of a course/conditional credit-under the B.U.N.A. mode,
- e) program differences:
  - a subject ending with a passing grade,
  - a subject ending with an exam,
  - a subject requiring credit and examination,
  - B.U.N.A. course credit.
- f) reactivation of student rights,
- g) for the legalization of documents intended from foreign legal transactions,
- h) repetition of the diploma seminar,
- i) for the issuance of a student ID card,
- j) for the issuance of an index,
- k) for the issuance of a document certifying the completion of postgraduate studies,
- l) for the issuance of an additional copy of the diploma with a supplement in the language foreign,
- m) for making an excerpt of grades from the record,
- n) or the issuance of a duplicate document, a fee half that of the issuance shall be charged Original.



**§ 7**  
**ARREARS OF FEES**

1. If the student fails to pay the fee in accordance with the fee schedule according to the Fee Schedule, interest on arrears at the statutory interest rate shall be charged. The interest due must be paid no later than together with the next installment of tuition.
2. Any payment made towards tuition fees is credited first for outstanding interest and tuition payments.
3. Delinquency by a student in payment of fees to the University in an amount equal to or greater than 40% of the fee for one semester, or if the delay in payment of fees for tuition fees exceeds 30 days counting from the due date of payment of such fees, may be the basis for a decision by the Vice-Rector for Didactic Affairs to strike off the list of students, upon the proposal of the Bursar.
4. In the event of arrears in tuition fees, regardless of the consequences of the Rules of Studies/Postgraduate Studies Regulations, the University reserves the right to take action against the student as provided by law to collect the debt.

**§ 8**  
**SYSTEM OF DISCOUNTS AND PROMOTIONS**

1. The student has the right to benefit from discounts and promotions in fees that the University offers.
2. The system of discounts and promotions does not apply to foreign students.
3. The University offers a promotional enrollment fee system for university applicants. The amount of the promotional enrollment fee depends on the date of submission of complete enrollment documents for studies and is indicated in the Table of Fees.
4. The University honors the Large Family Card (KDR), which entitles you to submit enrollment documents without paying a recruitment (enrollment) fee during the recruitment period for studies. In addition, the holder of the Large Family Card is exempt from the fee for the issuance of an index and ID card.
5. The University provides a student studying two fields of study simultaneously with a payment for the first field of study in the amount of 100% of tuition, and for the second field of study in the amount of 80% of the value of tuition. The tuition discount applies to the field of study with lower tuition fees
6. The university provides students with tuition for studies in a second field of study at the same faculty after completing the first course, tuition for studies in the next course is 80% of the tuition applicable to that course.
7. It is not possible to combine discounts and promotions, except for KDR.
8. If the requirements for granting a discount or taking advantage of a promotion, the student will forfeit the above indicated.
9. The system of discounts indicated in paragraph 5 and paragraph 6 does not apply to fees other than tuition.

**§ 9**  
**FINAL PROVISIONS**

1. The Regulations enter into force on the date of their issuance.
2. The Resolution No. 4/XII/22/S of the Senate of the Powiślański University is repealed dated December 16, 2022.

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Rector of Powiślański University