

Agreement of payment for educational services provided in a foreign language and the issued documents¹ with a student of the University of Warsaw

Concluded on **between:**

The University of Warsaw, based in Warsaw, at 26/28 Krakowskie Przedmieście, Warsaw 00-927, NIP 525-001-12-66, hereinafter called "The University," represented by

.....

acting on the authorisation by the Rector,

and

.....

(name and surname)

residing in (town)

at (street),

holding and identity document,

file No. PESEL No,

who has selected the field of study:,

using the mailing address:,

hereinafter called "**The Student**",

resolving as follows:

**§ 1
Object of the Agreement**

The object of the Agreement concluded pursuant to Art. 160a, in connection with Art. 99 item 1 point 5 and Art. 99 item 1 points 1-6 of the act of 27 July 2005 - The Law on Higher Education (Journal of Laws 2012 item 572 as amended), hereinafter called "**The Act**," is to set the terms of payment for educational services for full-time studies provided in a foreign language.

¹ Pursuant to Art 98 item 1 point 5 of the Act –Law on Higher Education (uniform text in Journal of Laws 2012, item 572, as amended) and § 21 of the Decree of the Minister of Science and Higher Education of 14 September 2011 on documenting the course of studies (journal of Laws, 2011 item 1188)

§ 2

Statements and obligations of the University

1. The University states that it meets all the requirements, including those regarding human resources and necessary material equipment, to provide education in the field selected by the Student.

2. The University also states that:

a) The terms and conditions of studies are set in compliance with Art. 160 and 161 of the Act, and the specific terms of study in the following academic year/semester, including a list of courses together with the number of hours of lectures, classes, laboratories and practices, names and degrees of persons teaching the courses, their time and place, as well as completion requirements, shall be announced to the Student by being placed on the website/special notice board before the beginning of each academic year/semester,²

b) The Student has been accepted as a student of studies at the Faculty/Institute, field of study,³

c) The studies selected by the Student lead to the lower academic degree of:

....., which the University has the right to award and shall continue to award until the Student has finished the chosen studies,

d) The planned duration of the studies chosen by the Student is semesters,

e) The planned duration of studies chosen by the Student can be extended under the conditions stipulated in the Rules of Study.

§ 3

Statements and obligations of the Student

1. The Student states that s/he is familiar with the Statutes of the University as well as the Rules of Study effective at the University and at the organisational unit running the studies in a given field, with which s/he could familiarise her/himself prior to signing the Agreement.

2. The Student shall comply with internal regulations of the University.

3. The Student shall notify the University about any change in his/her personal data stated in this Agreement, including the address. The effects of failure to perform this duty shall constitute the Student's liability.

§ 4

Types and amounts of fees and their changes

1. The Student shall make tuition payment throughout the duration of studies, in the amount set by the Rector in Ordinance No of (date) issued on the grounds of Art. 99 item 2 of the Act (hereinafter called "the Ordinance"). The Ordinance is published in the UW Monitor. The information about the amount of fees is also published on the website of the University.

2. Pursuant to the Ordinance, the amount of tuition fee for a year of studies stands at (say:).⁴

² Delete as appropriate

³ Complete

If upon the Student's request, the said amount is collected in instalments, the amount of each instalment shall be:⁵

3. At the beginning of the academic year, the Student shall file a statement regarding the method of payment (as a single total amount or in instalments) with the dean's office of the Faculty running the studies. The statement shall state the amount of the total fee or the amounts and deadlines of instalment payments.

4. Regardless of the tuition fee for full-time studies stipulated in item 2, fees shall be charged for services provided by the Act and the separate resolution of the Senate of the University of Warsaw passed pursuant to Art. 99, item 3 of the Act, hereinafter called the Resolution, as well as for the issuance of a diploma, a certificate and other documents connected with the course of studies, including a student credits book, a student ID, and the documents confirming the completion of the studies and their copies.

5. A detailed list of the fees applicable to the field of study selected by the Student, as well as the payment deadlines constitutes an Annex to the Agreement.

6. The amount of fees for educational services referred to in items 2 and 4 may change, including increase, in the case of changes in the study curriculum, resulting in changes in the cost of running the courses, as well as changes in the costs referred to in Art 99 item 2 of the Act, in particular the cost of the development of the teaching faculty and of the infrastructure, including depreciation and repairs.

The amounts of the fees referred to in item 4, insofar as the fees charged for the issuance of documents, shall change, including increase, in the case of an amendment to the Act or other regulations of the universally effective law.

7. The fees referred to in item 4, insofar as the fees for the issuance of documents shall be charged in the amounts effective on the date of the issuance of a given document.

§ 5

Detailed rules for payment of fees

1. The tuition fees for studies shall be paid by the Student in compliance with the Resolution.

2. In the event the Student is more than 30 days late with the payment of the tuition fee, the head (the dean) of the unit running the studies shall call upon the Student in a manner adopted by the faculty to make the due payment, plus statutory interest, within 14 days of the date of its enforceability, with the instruction that in case of default within the said period the Student shall be removed from the list of students of the University, pursuant to Art. 190 item 2 point 3 of the Act.

§ 6

Procedure and terms of tuition waiver

1. The Student may apply for a full or partial waiver of the applicable fees, based on a well substantiated request.

2. The manner and terms of the waiver is stipulated in the Resolution.

3. Decisions in individual cases shall be made by the head (the dean) of the unit running the studies, as provided by the resolution of the Senate.

⁴ Enter the amount of the total annual fee

⁵ Enter the amount of the instalment

§ 7
Refund of fees

1. In case of being removed from the list of students for the failure to take up the studies, the tuition fee shall be subject to full refund.
2. In case of being removed the list of students for other reasons than mentioned in item 1, and especially due to resignation from study, lack of scholarly achievement, failure to obtain credit for a semester, or punishment by the disciplinary penalty of expulsion from the University, the tuition payment made shall be subject to proportional refund, i.e. minus the amount due for the period from the beginning of the academic year to the date the decision to strike the Student off the list of students has become final.

§ 8
Term and conditions of the Agreement

1. The Agreement shall enter into force on the 1st of October and shall remain effective until the Student has finished the studies.
2. The Agreement shall terminate prior to the date mentioned in item 1 only if the Student is legally struck off the list of students.

§ 9
Final provisions

1. All changes to the Agreement shall be made in writing as annexes hereto, or else shall be null and void.
2. All disputes arising from this Agreement shall be settled by civilian courts.
3. A student who, by reasons attributable to the student, fails to sign the Agreement at the latest 30 days prior to the commencement of classes, shall be removed from the list of students
4. The Agreement has been drawn up in two counterparts, one for each Party.

THE STUDENT

.....
(full name and surname)

THE UNIVERSITY

.....
(seal and signature of the unit head)