

**The Agreement on the conditions for payment of tuition fees at the University of Warsaw**  
**in case of resumption of studies**

Made and entered on ..... in Warsaw, between:

The University of Warsaw, based in Warsaw, ul. Krakowskie Przedmieście 26/28, hereinafter referred to as “the University”,

represented by .....

Actioning under the Power of Attorney granted by the Rector,

And

Mr/Ms.....

Residing at .....

Identity Card (Passport) No..... Student’s record Book No.....Personal identity (PESEL) No....., whose mailing address is ..... hereinafter referred to as “the student”.

**§ 1**

**Subject Matter of the Agreement**

The subject matter of the Agreement is to determine the conditions of payment of tuition fees for degree programmes pursuant to Article 160 section 3 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws – Dz. U. No 164, item 1365 as amended), hereinafter referred to as “the Act”.

**§ 2**

**Representations and Undertakings of the University**

1. The University represents that it complies with the requirements, including those relating to staff resources and necessary teaching facilities, for the provision of education in the degree programme chosen by the Student.
2. Furthermore, the University represents that:
3. a) the degree programme requirements are laid down in accordance with the provisions of the Article 160 and Article 161 of the Act, and the detailed requirements for a degree programme in each successive academic year/semester, including: the list of courses, stating the number of hours of lectures, classes, laboratories and internship, the list of academic staff along with their academic degrees or titles, the place, time, and method of conducting courses and the conditions for obtaining credits for the specific courses. These shall be made available to students through the Internet website/special announcement board<sup>1</sup> before the commencement of each academic year/semester<sup>1</sup>,  
b) the Student has been readmitted in the course of resumption of study procedure as a student pursuing a degree programme ..... at the Faculty/Institute ....., in the field of study....., year .....<sup>2</sup>.  
c) the degree programme in which the Student has enrolled leads to the professional degree (title): .....<sup>2</sup>, which the University is entitled to confer on him/her, and the University undertakes to continue to offer the programme until the end of the planned period of the programme chosen by the Student,  
d) the planned period of completion of the degree programme chosen by the Student is .....semsters.  
e) the planned period of the degree programme chosen by the Student may be extended on conditions determined by the Study Regulations.

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<sup>1</sup> Delete as appropriate

<sup>2</sup> To be completed

### § 3

#### Representations and Undertakings of the Student

1. The Student represents that s/he is familiar with the University Statutes and the Study Regulations obligatory at the University and the organizational unit of the University that offers the field of study, which have been handed to him/her and which s/he could examine prior to signing this Agreement.
2. The Student undertakes to abide by the internal rules and regulations of the University.
3. The Student undertakes to notify the University in writing about any changes to his/her personal data specified in this Agreement, including the place of residence. Any consequences of the failure to comply with this obligation shall be borne by the Student.

### § 4

#### Fees, their amounts and changes

1. The Student undertakes to pay the fees throughout the period of his/her degree programme in the amounts determined by the Rector.
2. Pursuant to the Rector's Decision of ..... the yearly amount of fees for the degree programme has been set at..... (in words: .....)<sup>3</sup>. If, at the Student's request, the payment of the fee is spread over several months, each part payment shall amount to: .....<sup>4</sup>
3. The Student resuming his/her studies shall file a statement with the Dean's Office relating to his/her preferred mode of payment (one time payment or payment in installments). The statement shall indicate the amount of one-time payment of fees or of an installment and the date/s of payment of the fee/installments.
4. In addition to the fees specified in section 2 above, the Student commits to pay fees as determined by the Rector for:
  - a) the repeat of a course, semester or year as a result of unsatisfactory academic performance,
  - b) the provision of courses which are not included in the programme curriculum/schedule,
  - c) the provision of preparatory, retraining or remedial courses,likewise to pay any other fees envisaged in the obligatory provisions of law, including without limitation for: the issue of student identification card, student record book, diploma and duplicates of such documents.
5. The detailed list of fees and their amounts, likewise the due dates and methods of payment for the .....academic year in the field of ..... is included in Schedule No. 1 to this Agreement, being its integral part.
6. Fees may be increased or additional fees may be introduced in a subsequent academic year also in the event of any change made in the curricula, that would entail an increase in the costs of courses/classes offered or in the event of any change of the costs borne to the extent necessary to establish and pursue a degree programme or courses, taking into account the costs of depreciation and repairs, which fact shall be communicated to the Student prior to the commencement of the academic year.
7. The Student shall be notified about any change in fees at least three months prior to the introduction thereof.

<sup>3</sup> Fill in the amount of one-time payment.

<sup>4</sup> To be chosen. Fill in an installment amount.

## **§ 5**

### **Detailed Rules for Charging Fees**

1. The Student shall pay tuition fees in accordance with the detailed rules for charging the fees for educational services, as adopted by the Senate of the University under Article 99 section 3 of the Act.
2. In the event of the Student's delay in payment of the tuition fees for more than 30 days, the Dean shall request the Student in a manner accepted by the Faculty to make, within the period of 14 days, the payment of the tuition fees as increased by the statutory interest calculated from the due date of payment and inform him/her that after an ineffective lapse of that period, the Student shall be struck from the University Register of Students under Article 190 section 2 subsection 3 of the Act.

## **§ 6**

### **Procedure and Conditions for Exemption from Fees**

1. Student may apply for a partial or full exemption from fees.
2. The procedure and conditions for a partial or full exemption relating in particular to Students with outstanding academic performance and/or those in difficult financial situation shall be determined in the respective University Senate resolution. Decisions in individual cases shall be made by the Dean in compliance with the resolution of the Senate.

## **§ 7**

### **Reimbursement of Fees**

1. Where the Student is struck from the Register of Students for his/her failure to take up the degree programme - the fees paid shall be reimbursed in full,
2. Where the Student is struck from the Register of Students for other reasons than the one specified in section 1 above, and in particular due to his/her resignation from studies, making no progress in learning, unsuccessfully completing a semester, imposing a disciplinary penalty of expulsion from the University during the course of a semester, the fees paid shall be reimbursed proportionally, i.e. subject to deduction from the fee for the period from the day of the beginning of the academic year until the day when the decision on the striking from the Register of Students becomes final.

## **§ 8**

### **Validity of the Agreement**

1. This Agreement shall come into force on ..... and shall be valid until the Student will have completed the degree programme.
2. This Agreement shall expire prior to the period set in section 1 only when the Student is struck from the Register of Students.

**§ 9**  
**Final Provisions**

1. Any amendments to the provisions of this Agreement shall require written form, otherwise being null and void.
2. Any matters not provided for by this Agreement shall be governed by the provisions of the Act and its enforcement provisions, University internal regulations, including without limitation the Study Regulations and to the extent not governed therein the provisions of the Polish Civil Code.
3. Any disputes that might arise from or out of this Agreement shall be settled by courts of law.
4. This Agreement has been drawn up in two identical copies, with one for each Party.

**Student**

**University**

.....

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Full name