



The document in the English language version constitutes a consolidated text which takes into account the amendment introduced by Ordinance No. 150, dated 30.11.2021, of the Rector of the University of Warsaw.

Item 514

**ORDINANCE No. 291
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 21 December 2020

on the University Social Benefits Fund Rules and Regulations

Pursuant to the provisions of paragraph 36 section 1 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), it is hereby ordered as follows:

§ 1

The University Social Benefits Fund Rules and Regulations, constituting an appendix to the Ordinance, are hereby established.

§ 2

The University Social Benefits Fund Rules and Regulations (Monitor UW of 2014, item 28 as amended) hereby becomes ineffective.

§ 3

This Ordinance enters into force as of 1 January 2021.

Rector of the University of Warsaw: A. Z. Nowak

Appendix to the Ordinance No. 291
of the Rector of the University of Warsaw
dated 21 December 2020
on the University Social Benefits Fund Rules and Regulations

**UNIVERSITY SOCIAL BENEFITS FUND
RULES AND REGULATIONS**

Pursuant to the provisions of Article 8 section 2 of the Company Social Benefits Fund Act dated 4 March 1994 (consolidated text: Polish Journal of Laws of 2020, item 1070; hereinafter referred to as the "CSBF Act") in conjunction with Article 144 of the Act dated 20 July 2018, the Law on Higher Education and Science (consolidated text: Polish Journal of Laws of 2020, item 85, as amended) in conjunction with Article 27 section 1 of the Act on Trade Unions dated 23 May 1991 (consolidated text: Polish Journal of Laws of 2019, item 263), the University Social Benefits Fund Rules and Regulations at the University of Warsaw, hereinafter referred to as the "Rules and Regulations", are hereby approved.

I. General provisions

§ 1

1. Pursuant to the provisions of Article 144 of the Act dated 20 July 2018, the Law on Higher Education and Science and the CSBF Act, a write-off for the University Social Benefits Fund, hereinafter referred to as the "Fund", shall be made for the UW employees and the UW former employees who are pensioners and disability pensioners.

2. The Rector administers the Fund resources through the Office for Personnel Social Benefits.

3. The provisions of the CSBF Act, these Rules and Regulations and the annual distribution plan for the Fund resources constitute a basis for managing the Fund resources.

4. Pending approval of the annual distribution plan for the Fund resources, the basis for managing the Fund is provided by the preliminary budget, approved according to the procedures set forth under paragraph 2 section 1.

5. The Fund resources are collected in a separate bank account.

6. The Fund resources that are not used in a given calendar year shall pass over to the next year.

7. Trade unions operating at the University of Warsaw shall supervise the use of the Fund resources. Such supervision shall include, but not be limited to monitoring compliance of the spending of the Fund resources with the annual distribution plan for the Fund resources.

§ 2

1. The Fund Rules and Regulations, any changes hereto and the annual distribution plan for the Fund resources shall be approved by the Rector upon agreement with the trade unions operating at the University of Warsaw.

2. Decisions concerning the method of distributing the Fund resources and granting social benefits to eligible persons shall be taken by the Rector in consultation with trade unions operating at the University of Warsaw.

§ 3

1. The text of the Rules and Regulations is published on the website of the Office for Personnel Social Benefits.

2. The Rules and Regulations shall be provided upon every request of a stakeholder.

§ 4

Whenever in these Rules and Regulations reference is made without further specification to:

- 1) a UW employee – this should be understood as the persons mentioned under paragraph 6 section 1 items 1 and 2;
- 2) a spouse of a UW employee, pensioner and/or disability pensioner – this should be understood as the person with whom a UW employee, pensioner and/or disability pensioner is currently married;
- 3) a child – this should be understood as the eligible beneficiary's own, adopted or foster dependent child:
 - a) until the end of the year in which they reach the age of 15,
 - b) until the end of the year in which they reach the age of 25, if they are still learning at school, full-time first or second cycle studies, as well as long-cycle studies, until the end of their education, after having submitted a certificate confirming continued school or university education,
 - c) a child with a disability referred to item 4;
- 4) a child with a disability – this should be understood as the eligible beneficiary's own, adopted or foster dependent child who due to illness requires permanent or long-term care and assistance of another person in connection with a significantly reduced possibility of independent living, when documented by means of a decision issued by an institution authorized to assess the degree of disability, regardless of age;
- 5) a family member – this should be understood as the child mentioned under item 3, the spouse mentioned under item 2, the parent and spouse's parent mentioned under item 2;
- 6) persons sharing a common household – this is to be understood as the eligible beneficiary mentioned under paragraph 6 section 1, their spouse mentioned under item 2 and the children mentioned under item 3, living together and managing their household together;
- 7) a single parent – this is to be understood as one of the parents or a legal guardian (if the person is: single, widowed, divorced or separated under separate provisions, as well as a married person, whose spouse was deprived of parental rights and/or is serving a sentence of imprisonment), exercising permanent custody over the child/children;
- 8) income per person in the family – this is to be understood as the average monthly gross income per person in the family, calculated according to the rules set forth under paragraph 7 sections 6–9;
- 9) vacation – this is to be understood as an organized form of recreation, where the organizer ensures accommodation, food and sometimes different additional forms of leisure in exchange for a fee.

II. Intended use of the Fund

§ 5

The Fund resources shall be allocated for the following purposes:

- 1) providing subsidies for different forms of recreation;
- 2) providing financial support;
- 3) cultural and educational, as well as recreational and sport activity;
- 4) granting housing loans;
- 5) providing subsidies for the university social facilities mentioned under Article 2 item 4 of the CSBF Act;
- 6) providing support for victims of natural disasters (especially children);
- 7) providing the “educational voucher” financial benefit.

III. Eligible beneficiaries of the Fund

§ 6

1. Eligible beneficiaries of the Fund include:

- 1) full-time or part-time employees working under an appointment or an indefinite or fixed period employment contract;
- 2) employees on maternity leaves, parental leaves and extended parental leaves;
- 3) pensioners and/or disability pensioners of the University of Warsaw, who terminated their employment contracts with the University of Warsaw due to receiving a retirement/disability pension, hereinafter referred to as the “UW pensioners/disability pensioners”;
- 4) participants of full-time doctoral studies at the University of Warsaw, enrolled before the academic year 2019/2020 and doctoral students studying at doctoral schools, until they reach the age of 35, hereinafter referred to as the “UW doctoral students”;
- 5) parents and/or guardians of children of deceased UW employees, University of Warsaw pensioners/disability pensioners;
- 6) children of deceased UW employees, UW pensioners/disability pensioners who have reached the age of majority – until they complete their education, but no longer then the end of the year when they reach the age of 25, after having documented the fact of continuing education at a school and/or university;
- 7) persons covering the costs of funeral in the case of the death of a UW employee and UW pensioner/disability pensioner.

2. Within the scope set forth in the Rules and Regulations, the UW employees, UW pensioners/disability pensioners and UW doctoral students may receive benefits for their children and spouses.

IV. General rules for granting benefits from the Fund

§ 7

1. Benefits granted from the Fund and their amount depend on the funds available on the Fund account.

2. Benefits granted from the Fund are paid according to the annual Fund resources distribution plan or preliminary budget mentioned under paragraph 1 sections 3 and 4, respectively.

3. Financial benefits from the Fund are granted based on an application with appendices completed by the eligible beneficiary mentioned under paragraph 6 section 1 and/or the person mentioned under paragraph 16 section 2 items 2 to 4.

4. If the eligible beneficiary is also a UW employee and UW pensioner/disability pensioner, they can apply for such a benefit according to the rules set forth for employees.

5. The amount of benefits granted to the eligible beneficiary from the Fund depends on their life, family and financial situation, as well as the average monthly gross income per person in the family.

6. The average gross monthly income per person in the family is calculated by adding the taxed and untaxed income earned in the six months preceding the submission of the application by all the persons sharing a common household, regardless of the title and source of such income, and then dividing this amount by the number of persons sharing a common household and then by six months.

7. Taxed and non-taxed income mentioned under section 6 include, but are not limited to:

- 1) income from every employment relationship, professional relationship, home-based and co-operative work relationship, less the social security contributions (retirement, disability, sickness, accident allowance), provided that in the case of irregularly paid remuneration components, such as additional annual remuneration and awards, obtained in the year before submitting the application, 1/12 of the value of such component shall be added to the income;
- 2) remuneration obtained under civil law agreements (contracts of mandate, specific task contracts) less the social security contributions;
- 3) total amount of retirement pension and disability pension, including funded pension amounts paid under the Funded Pension Act, along with increases and interest, provided that in the case of an additional annual financial benefit for pensioners and disability pensioners, 1/12 of the value of such a benefit shall be added to the income;
- 4) financial aid from other persons not living together and not managing their household together with the eligible beneficiary;
- 5) any benefits, including benefits from the Rodzina 500+ Program, parental allowance, child allowance, nursing allowance, family allowance with additional benefits, special care allowance, except for the benefits obtained from the University Social Benefits Fund;
- 6) income from business activity;
- 7) income from agricultural activities.

8. In the case of income obtained from business activity, the principle for determining the amount of income not lower than the amount of income declared for the basis of assessment of social security contributions shall be adopted, i.e. 60% of the average monthly gross remuneration in the national economy for the previous quarter, as announced in the Official Journal of the Republic of Poland "Monitor Polski" by the President of Statistics Poland, constituting the minimum base for calculating social security contributions. Should the business activity be started and social security contributions be paid on preferential terms for 24 months, the principle for determining the amount of income not lower than 30% of the minimum wage.

9. In the case of income from agricultural activities, it is assumed that the monthly income earned from every 1 equivalent hectare amounts to 1/12 of the income announced annually by means of a public announcement made by the President of Statistics Poland under Article 18 of the Agricultural Tax Act dated 15 November 1984 (consolidated text: Polish Journal of Laws of 2020, item 333).

10. An application for financial benefit from the Fund shall include, but not be limited to:

- 1) name, surname and PESEL registration number of the applicant;
- 2) in the case of applicants who are the UW employees and UW pensioners/disability pensioners, the PESEL number may be replaced by the number assigned in the SAP system;
- 3) contact phone number;
- 4) in the case of an application for child allowance: child's name, surname and date of birth;
- 5) in the case of an application for an allowance for the spouse: spouse's name, surname and date of birth;
- 6) in the case of an application submitted by the person mentioned under paragraph 6 section 1 items 5 and 6: name, surname and PESEL registration number of the deceased UW employee or deceased UW pensioner/disability pensioner;
- 7) in the case of an application submitted by a UW doctoral student: name of the organizational unit providing doctoral studies, studies commencement date;
- 8) in the case of an application submitted by the person mentioned under paragraph 6 section 1 items 4 to 7 of the Rules and Regulations – the data necessary to issue a personal income tax document: residence address and tax office particulars;
- 9) statement confirming that all the data provided in the application are true to the facts.

11. Templates of applications for benefits are available on the website of the Office for Personnel Social Benefits and at the Office.

12. Original copies of applications for benefits governed by these Rules and Regulations shall be submitted at the Office for Personnel Social Benefits, whereby:

- 1) the Office for Personnel Social Benefits may refuse to accept an incorrectly completed or incomplete application without the required documents attached;
- 2) the Office for Personnel Social Benefits may request the applicant to produce PIT settlement forms confirmed by the Tax Office for the previous year for all the adults mentioned in the benefit application.

13. The applications and required attachments should be submitted in Polish. It is permitted to file appendices to an application in a language other than Polish, if such an appendix is accompanied by the relevant translation into Polish or the applicant's statement in Polish about the content of the appendix.

14. Such statements shall be submitted in original copy. If an eligible beneficiary applies at the same time for different benefits from the CSBF that require identical statements to be submitted, it is permitted to submit an original copy of the statement with one of the applications and copies in all other cases. In such a situation conformity of the copy with the original shall be confirmed by an employee of the Office for Personnel Social Benefits.

V. Principles for granting subsidies for different forms of recreation

§ 8

Forms of recreation

Subsidies from the Fund are granted for the following forms of recreation:

- 1) organized recreation:
 - a) vacation at holiday resorts managed by the University of Warsaw, hereinafter referred to as the “holiday resorts of the University of Warsaw”,
 - b) vacation, sanatorium stays purchased individually at other institutions entitled to organize recreational activities,
 - c) school trips, camps, winter camps purchased individually at other institutions entitled to organize recreational activities for children;
- 2) tourist vacations organized individually, hereinafter referred to as “self-arranged vacations”.

§ 9

Vacation at holiday resorts of the University of Warsaw

1. The vacation announcements are published on the website of the Office for Personnel Social Benefits and announcement boards posted at the Office and include the following:

- 1) detailed dates of the peak season at the holiday resorts of the University of Warsaw;
- 2) the price of vacations at such centres during the peak season and off-season;
- 3) deadlines for booking places at the holiday resorts of the University of Warsaw.

2. Places at the holiday resorts of the University of Warsaw must be booked at the Office for Personnel Social Benefits mentioned under section 1 item 3. The order of submissions shall be decisive.

3. In case of failure to pay the fee for the vacation at the holiday resorts of the University of Warsaw by the deadline specified by the Office for Personnel Social Benefits or in case of failure to inform the Office about the payment made, the booking at the holiday resorts of the University of Warsaw shall be cancelled.

4. The UW employees, UW pensioners/disability pensioners and UW doctoral students may receive subsidies for their vacations at the holiday resorts of the University of Warsaw.

5. The eligible beneficiaries mentioned under section 4 may receive subsidies for their own vacations, child's/children's vacations and spouse's vacations under the terms set forth under paragraph 12.

6. The persons mentioned under paragraph 6 section 1 item 5 may receive subsidies for their vacations at the holiday resorts of the University of Warsaw for the children of deceased UW employees, UW pensioners/disability pensioners and the persons mentioned under paragraph 6 section 1 item 6 may receive subsidies for their own vacations.

7. The amount of the subsidy for vacations at the holiday resorts of the University of Warsaw shall constitute the difference between the amount of the fee due for vacations at such resorts, calculated based on the rates specified in the vacation announcements mentioned under section 1, and the discounted fee calculated according to Appendix No. 1 Table 1A or 1B to the Rules and Regulations.

§ 10

Subsidies for organized recreation purchased individually

1. The UW employees and UW pensioners/disability pensioners may receive subsidies for their recreation mentioned under paragraph 8 item 1 (b) and (c).
2. The eligible beneficiaries mentioned under section 1 may receive subsidies for their own recreation, child's/children's recreation and spouse's recreation under the terms set forth under paragraph 12.
3. The UW doctoral students may receive subsidies for their recreation mentioned under paragraph 8 item 1 (b). The subsidies may include the UW doctoral student's own recreation and the recreation of their child/children.
4. The subsidies may include the recreation mentioned under paragraph 8 item 1 (b) and (c), lasting minimum seven days.
5. The original copy of a certificate confirming continued school education, first or second cycle studies or long-cycle studies or a decision issued by the institutions authorized to assess the degree of disability should be attached to the application for subsidizing the recreation of children above the age of 15.
6. The amount of organized recreation subsidy mentioned under paragraph 8 item 1 (b), shall be the difference between the price not higher than the price of holiday referral in the first half of August at the University of Warsaw recreation and children's holiday resort "Bajka" in Łukęcin, provided in the vacation announcements mentioned under paragraph 9 section 1, and the discounted payment calculated according to the Appendix No. 1 Table 1 to the Rules and Regulations.
7. The amount of the subsidy for organized recreation mentioned under paragraph 8 item 1 (b) shall be the difference between the price not higher than school trips, camps and winter camps subsidy basis and the discounted payment calculated according to Appendix No. 1 Table 1 to the Rules and Regulations.
8. In 2021, the subsidy basis for school trips, camps and winter camps is PLN 1,648.00.
9. Starting from 2022, the subsidy basis for school trips, camps and winter camps set forth under section 8 shall be changed annually to a degree corresponding to the price of holiday referral in the first half of August at the University of Warsaw recreation and children's holiday resort "Bajka" in Łukęcin, provided in the vacation announcement mentioned under paragraph 9 section 1, compared to the previous year.

§ 11

Subsidies for self-arranged vacations

1. The UW employees and UW pensioners/disability pensioners may receive subsidies for their self-arranged vacations.
2. The eligible beneficiaries mentioned under section 1 may receive subsidies for their own recreation, child's/children's recreation and spouse's recreation under the terms set forth under paragraph 12.
3. The persons mentioned under paragraph 6 section 1 items 5 and 6 may also obtain subsidies for self-arranged vacations for the children of deceased UW employees and deceased UW pensioners/disability pensioners.

4. The amount of subsidy for self-arranged vacations is established according to Appendix No. 1 Table 2 to the Rules and Regulations.

§ 12

Detailed principles for subsidizing recreation

1. Once per calendar year, the UW employees and UW pensioners/disability pensioners may receive a subsidy for their own recreation and recreation of their children in one of the forms mentioned under paragraph 8, subject to sections 2, 3 and 8.

2. The UW employees and UW pensioners/disability pensioners:

- 1) single parents with a gross income per person in the family that does not exceed the lowest income threshold set forth in Appendix No. 1 Table 1 Part B, or
- 2) parents of at least three children with a gross income per person in the family that does not exceed the lowest income threshold set forth in Appendix No. 1 Table 1 Part A,

may seek one additional organized recreation subsidy for their child/children in a calendar year.

3. The UW employees and UW pensioners/disability pensioners with a dependent child with disability may seek one additional organized recreation subsidy for that child in a calendar year.

4. Where the gross income per person in the family does not exceed the lowest income threshold set forth in Appendix No. 1 Table 2 Part A, respectively, once every four years the UW employees and UW pensioners/disability pensioners may receive subsidies for their spouse's recreation in one of the forms mentioned under paragraph 8 item 1 (a) and (b) and item 2.

5. Once per calendar year, the UW doctoral students may receive a subsidy for their own recreation and recreation of their children in one of the forms mentioned under paragraph 8 section 1.

6. The persons mentioned under paragraph 6 section 1 items 5 and 6 may once in a calendar year receive subsidies, respectively, for the recreation of the children of the deceased UW employees and deceased UW pensioners/disability pensioners, and/or for their own recreation in one of the forms mentioned under paragraph 8.

7. The persons mentioned under paragraph 6 section 1 items 5 and 6, with a gross income per person in the family that does not exceed the lowest income threshold set forth in Appendix No. 1 Table 1 Part A, may seek one additional subsidy for organized recreation in a calendar year for the children of the deceased UW employees and deceased UW pensioners/disability pensioners, and/or their own recreation, as applicable.

8. The UW employees, UW pensioners/disability pensioners and UW doctoral students may seek additional subsidies for vacations purchased at holiday resorts of the University of Warsaw:

- 1) if, during the peak season specified in the vacation announcements mentioned under paragraph 9, section 1, there are places available seven days before the beginning of a stay at holiday resorts of the University of Warsaw;
- 2) in the so-called off--season period – up to 21 days of stay in a calendar year.

9. The UW employees and UW pensioners/disability pensioners may seek additional subsidies for vacations purchased at holiday resorts of the University of Warsaw for children with disability, according to the terms set forth under section 8.

10. The parents or legal guardians mentioned under paragraph 6 section 1 item 5 may seek additional subsidies for vacations purchased at holiday resorts of the University of Warsaw for the children of the deceased UW employees and deceased UW pensioners/disability pensioners, according to the terms set forth under section 8.

11. If both parents of a child are UW employees and/or UW pensioners/disability pensioners, each of them may seek a holiday subsidy for the same child.

12. The employees mentioned under paragraph 6 section 1 item 1 may submit a subsidy application for their own self-arranged holiday after exhausting their 14-day continuous vacations, including holiday leave days, Saturdays, Sundays, statutory holidays and other days free from work pursuant to the generally applicable provisions or an ordinance of the University of Warsaw Rector's on days free from work for non-academic staff in a given calendar year.

13. The UW employees and UW pensioners/disability pensioners who seek a recreation subsidy for their spouse according to the terms set forth under section 4 shall submit an application for such a subsidy along with their own recreation subsidy application.

14. In the case of employees who exhausted their 14-day continuous vacations mentioned under section 12 after 5 December of a given year, the rule regarding the application submission after using the vacation shall not apply.

§ 13

Recreation subsidy application

1. A recreation subsidy application shall include the following, in addition to the data mentioned under paragraph 7 section 10:

- 1) declaration of income per person in the family;
- 2) declaration on the number of persons sharing a common household, including the number of dependent children;
- 3) declaration of single parenthood;
- 4) in the case of an application for a subsidy of vacations at University of Warsaw resorts: name of the resort where the applicant is applying to purchase the vacation and the planned date of the vacation;
- 5) in the case of persons mentioned under paragraph 6 section 1 items 3-6 specifying the benefit disbursement method and, as applicable for the indicated method of benefit disbursement, the number of the personal bank account or address to which the payment is to be made.

2. An application for subsidizing the recreation of children above the age of 15 should be accompanied by the original copy of a certificate confirming continued school education, full-time first or second cycle studies, or long-cycle studies confirmed to be a true copy of the original or a decision issued by an institution authorized to assess the degree of disability.

3. The original invoice/receipt issued by the entity authorized to organize the recreation should be attached to the subsidy application mentioned under paragraph 8 item 1 (b) and (c). The invoice/receipt must be made out in the applicant's (or spouse's) name and include the names of the individuals taking the vacation, the unit price of the vacation for each person listed and the date of stay.

4. In the case mentioned under paragraph 12 section 2, 4 and 7, the recreation subsidy application must be accompanied by certificates for all the persons sharing a common household of the average monthly gross income earned during the six months preceding submission of the application.

5. In the case mentioned under paragraph 12 section 3, an organized recreation subsidy application must be accompanied by a decision issued by an institution authorized to assess the degree of disability certified to be a true copy of the original.

6. Recreation subsidy applications for a given calendar year must be submitted at the Office for Personnel Social Benefits by the final deadline of 31 December of the same year – the date of receipt of the application at the Office is binding.

7. Recreation subsidy applications for a given calendar year submitted by 5 December of that year, and if that date falls on a legal holiday – by the first working day following 5 December – will be considered and processed in the calendar year to which they relate.

8. Recreation subsidy applications submitted after the deadline mentioned under section 7, but no later than by 31 December of a given calendar year, will be considered and implemented in January of the following calendar year.

9. In the case of the UW employees whose employment relationship expires or is terminated, a recreation subsidy application must be submitted no later than one month after the expiration or termination of the employment relationship. The above shall not apply to the UW employees whose employment relationship with the University of Warsaw is terminated due to retirement or disability pension.

§ 14

Subsidies for additional recreation over the Christmas and New Year period

1. To the extent funds are available in the Fund, they may be provided in the annual Fund resources distribution plan to subsidize additional recreation for the UW employees and UW pensioners/disability pensioners over the Christmas and New Year period.

2. The principles, value and dates for granting the benefit referred to under section 1 will be determined each time by the Rector in consultation with the trade unions operating at the University of Warsaw.

3. The application for the benefit mentioned under section 1, apart from the data mentioned under paragraph 7 section 10 items 1 to 3 and 9, also contains the data mentioned under paragraph 13 section 1 items 1 and 5.

4. If the rules mentioned under section 2 require the collection of personal data beyond that specified under section 3 and to submit additional documents, such data and documents will be indicated in the determination mentioned under section 2.

5. The value of the benefit mentioned under section 1 depends on the family and financial situation of the eligible beneficiary.

VI. Financial support principles

§ 16

Types of financial aid

1. Financial aid is non-refundable financial support granted to eligible beneficiaries:

1) affected by:

- a) individual fortuitous events, including, but not limited to fire, flood, theft,
- b) disease,
- c) death of a family member,
- d) natural disaster

– causing a temporary significant worsening of their living standards;

2) encountering a particularly difficult financial situation which does not allow them to meet their basic living needs;

3) due to childbirth;

4) covering funeral expenses in the event of the death of a UW employee and UW pensioner/disability pensioner;

5) in connection with special working conditions at the University of Warsaw during the COVID-19 pandemic;

6) in connection with specific economic conditions in 2022.

2. The following persons may file an application for financial aid:

1) an eligible beneficiary;

2) the head of an organizational unit of the University of Warsaw in which the eligible beneficiary was employed;

3) a member of the university or faculty trade union bodies active at the University of Warsaw;

4) a member of the Senate Commission for Social Matters;

3. Applications are verified in formal terms by the Office for Personnel Social Benefits.

4. The applications are considered by the Financial Aid Committee established by the Rector. The benefits shall be granted by the Committee, taking into account the provisions contained in these Rules and Regulations and in Annex 2 to the Rules and Regulations.

5. In cases of doubt, a team appointed by the Commission may conduct a community interview – this applies to the aid mentioned under section 1 item 1 (b) and item 2.

6. The rules, including the rules for submitting the documents referred to in paragraph 18, section 2, the value and deadlines of financial aid referred to in section 1, item 5 and 6, shall be determined by the Rector in consultation with trade unions operating at the University of Warsaw.

§ 17

Entitlements to apply for financial aid

1. The UW employees and UW pensioners/disability pensioners may also apply for the forms of financial aid mentioned under paragraph 16 section 1 items 1–3.
2. The UW doctoral students may apply for the forms of financial aid mentioned under paragraph 16 section 1 item 1 (a) and (b), item 2 and 3.
3. The UW doctoral students may also apply for the forms of financial aid mentioned under paragraph 16 section 1 item 1(c) whereby only in the case of the death of a spouse and/or child.
4. An eligible beneficiary mentioned under paragraph 16 section 1 item 4 is a person who presents documents (invoices) confirming the payment of such person's expenses incurred for a funeral of a UW employee or UW pensioner/disability pensioner.
5. Where there is concurrent entitlement to a death benefit for a family member and to a benefit for persons covering funeral expenses in the event of the death of a UW employee or UW pensioner/disability pensioner, only the second of the abovementioned benefits shall be due.
6. An application may be submitted for the financial aid due to the birth of a child/children, death of a family member or covering funeral expenses in the event of death of a UW employee or UW pensioner/disability pensioner not later than one year from the event.
7. A UW employee or UW doctoral student may apply for financial aid due to the birth of a child/children or death of a family member, if the event occurred during the employment period at the University of Warsaw or the doctoral studies at the University of Warsaw, as applicable.
8. If a UW employee, UW pensioner/disability pensioner or UW doctoral student is married to another entitled beneficiary, each one of them may apply for financial aid.

§ 18

Applying for financial aid

1. A financial aid application shall include the following, in addition to the data mentioned under paragraph 7 section 10 items 1–3 and 7–9:
 - 1) the names of all persons sharing a common household and the dates of birth of the children;
 - 2) statement of reasons for the application.
2. The following should be attached to the financial aid application:
 - 1) certificates from employers on the average income from the employment relationship for the last 6 months preceding the submission of the application, calculated according to the rules specified under paragraph 7 section 6, including the components mentioned under paragraph 7 section 7 item 1;
 - 2) certificates from workplaces stating the amount of salary received under civil law contracts – for the last six months preceding the submission of the application;
 - 3) a certificate of the competent municipality authority on the size of the agricultural holding expressed in equivalent hectares of the total area;
 - 4) a decision or a certificate from the competent authority on the amount and period of receiving a maternity benefit, parental allowance, child allowance, family allowances, nursing allowance;
 - 5) a decision or a certificate from the competent authority on the amount of the pension or disability pension;

- 6) and in the case of an unemployed spouse:
 - a) a certificate from the employment office confirming the fact of being unemployed with or without the right to unemployment benefits, or
 - b) certificate confirming health insurance coverage provided by the University of Warsaw;
- 7) if there are children over 15 years of age sharing the common household, the original copy of a certificate confirming continued school education, first or second cycle studies or long-cycle studies;
- 8) in the case of applying for financial aid mentioned under paragraph 16 section 1 item 1 (a) - a certificate issued by the parties authorized to confirm a fortuitous event;
- 9) in the case of applying for the financial aid mentioned under paragraph 16 section 1 item 1 (b):
 - a) a health status medical certificate,
 - b) a disability certificate or disability level certificate, Social Insurance Institution (ZUS) certificate of incapacity to work or inability to lead an independent life, certificate of inclusion in one of the disability groups or a document confirming permanent or long-term inability to work in an agricultural holding,
 - c) documentation confirming medical expenses incurred during the six months preceding submission of the application;
- 10) in the case of applying for the financial aid mentioned under paragraph 16 section 1 item 3 – an abridged copy of the child’s birth certificate;
- 11) in the case of applying for the financial aid mentioned under paragraph 16 section 1 item 1 (c) and item 4 – a full or abridged copy of the death certificate of a UW employee and UW pensioner/disability pensioners or their family member;
- 12) in the case of applying for the financial aid mentioned under paragraph 16 section 1 item 1 (c):
 - a) due to a parent’s death – an abridged copy of the birth certificate,
 - b) due to the death of a spouse’s parent – an abbreviated copy of the marriage certificate, and in the case of widows and widowers, an abbreviated copy of their spouse’s death certificate and a statement that they did not get married again;
- 13) in the case of applying for the financial aid mentioned under paragraph 16 section 1 item 4 – invoices confirming coverage of the costs of a funeral of a UW employee or UW pensioner/disability pensioner, issued to the name of the applicant and including the name and surname of the deceased.

3. The amount of financial aid is determined in Appendix No. 2. Allowance payments shall depend on the financial resources planned for a given year in the annual Fund resources distribution plan mentioned under paragraph 1 section 4.

4. The Rector in consultation with the trade unions and taking into account the opinion of the Senate Commission for Social Matters may, in the case of a particularly difficult life situation, grant financial aid exceeding the maximum value of the respective type of financial aid as defined in Appendix No. 2.

5. The entitled beneficiary may receive each form of financial aid mentioned under paragraph 16 section 1 item 1 (a), (b), (d) and item 2 once a year.

VII. “Educational voucher”

§ 19

1. Depending on the financial resources of the University of Warsaw, a financial benefit, namely the so-called “educational voucher”, may be granted from the

CSBF for a child/children of a UW employee or UW pensioner/disability pensioner and a deceased UW employee or deceased UW pensioner/disability pensioner who continues their education.

2. The benefit is due for children over the age of five who have started compulsory education until they reach the age of 19, but no longer than until they finish school.

3. The benefit shall not be due for children with performing the obligation of one year pre-school preparation.

4. Apart from the relevant data mentioned under paragraph 7 section 10 items 1 to 4 and items 6, 8, 9, an application for an "educational voucher" shall include the declaration of income per person in the family.

5. The application mentioned under section 4 must be accompanied by a certificate from a school confirming primary or secondary school attendance in the school year to which the benefit applies.

6. The value of the benefit depends on the family and financial situation of the entitled beneficiary.

7. Should both parents be UW employees or UW pensioners/disability pensioners, only one of them may apply for benefits for the same child.

8. The principles, value and dates of granting the benefit will be determined each year by the Rector in consultation with trade unions operating at the University of Warsaw.

9. If the rules mentioned under section 8 require the collection of personal data beyond the scope specified under section 4 and to submit additional documents beyond the scope specified under section 5, such data and documents will be indicated in the determination mentioned under section 8.

VIII. Cultural, tourist and sports events

§ 20

1. Cultural, tourist and sports activity may be financed from the Fund.

2. The announcements on organized events can be found on the websites of the University of Warsaw.

3. The principles of payment for events are determined each time by the Rector on the basis of cost estimates agreed with the trade unions operating at the University of Warsaw.

§ 21

1. To the extent funds are available in the Fund, they may be provided in the annual Fund resources distribution plan to subsidize trips for the University of Warsaw pensioners/disability pensioners.

2. Trip subsidies are based on the cost of transportation, lodging, meals and incidental entertainment included in the trip program.

3. The date of the trip, the location and the application deadlines are published in an announcement posted on the Office for Personnel Social Benefits website and on the Office's announcement boards.

4. A trip application shall include the following, in addition to the data under paragraph 7 section 10 items 1 to 3:

- 1) a declaration of income per person in the family;
- 2) a declaration on the number of persons sharing a common household;
- 3) determination of the year of retirement or disability pension, department at which the applicant worked and of their last position;
- 4) residence address (town, postal code, street, house and apartment number).

IX. Loans for residential purposes

§ 22

Types of loans

1. The resources accumulated in the Fund for residential purposes may be used for measures aimed at improving the housing situation of the UW employees, UW pensioners/disability pensioners and UW doctoral students, referring to the following:

- 1) the purchase of an apartment or a house;
- 2) the construction/extension of a house or a dwelling unit constituting a separate real property;
- 3) supplementing the contribution to an apartment in a housing cooperative, TBS or to a developer;
- 4) the renovation, modernization or finishing works at an apartment or a house;
- 5) renovation of residential premises at a Faculty Residence Hall of the University of Warsaw;
- 6) the transformation of the right to co-operative premises or purchase of the occupied premises previously owned by the municipality or a company;
- 7) the construction of the first home or purchase of the first apartment, first house or contribution to the first apartment or first house in a housing cooperative, TBS or to a developer (paragraph 29).

2. The Rector, in agreement with trade unions operating at the University of Warsaw, after considering a justified application of an entitled beneficiary applying for a loan, may agree to grant a loan for a purpose not listed under section 1 provided that the loan will be used for housing purposes.

§ 23

Entitled beneficiaries

1. The following persons may use the loans listed under paragraph 22 section 1:

- 1) the UW employees and UW pensioners/disability pensioners having a permanent place of registered residence in the territory of the Republic of Poland;
- 2) the UW doctoral students residing at the Faculty Residence Hall of the University of Warsaw – within the scope of paragraph 22 section 1 item 5.

2. The loans from the Fund for housing purposes are granted primarily to the following eligible beneficiaries:

- 1) those with a low income per person in the family;
- 2) those living in difficult housing conditions;
- 3) large families and single parents.

3. When granting housing loans and setting repayment terms, the main factors taken into account include the material conditions of the entitled beneficiaries and the repayment capacity.

4. Entitled beneficiaries applying for a loan listed below may not be simultaneously indebted on one of the following loans:

- 1) purchase of an apartment or a house;

- 2) building/extension of a house or residential premises constituting a separate real property;
- 3) supplementing the contribution to an apartment in a housing cooperative, TBS or to a developer;
- 4) transformation of the right to co-operative premises or purchase of the occupied premises previously owned by the municipality or a company.

5. In the case of the UW employees or UW doctoral students, a loan contract may be concluded for a period not longer than the employment relationship or doctoral studies, subject to paragraph 25 section 1.

6. The spouses being the UW employees may simultaneously use the loans mentioned under paragraph 22 section 1 items 1–3, according to the terms set forth under paragraph 24 section 7.

7. Loans to renovate, modernize or finish a home or apartment may be used simultaneously by spouses who are the UW employees (spouses may not be each other's loan guarantors).

§ 24

Amount of loans

1. The maximum amount of the loans mentioned under paragraph 22 section 1 is specified in Appendix No. 3, subject to sections 2–5.

2. The amount of a loan granted for the purchase of an apartment or house, as mentioned under paragraph 22 section 1 item 1, and a loan for the purchase of the first apartment, first house or supplementing the contribution for the first apartment or first house in a housing cooperative, TBS or to a developer, mentioned under paragraph 22 section 1 item 7, cannot be higher than 50% of the purchase amount of the abovementioned real estate.

3. The amount of a loan for building the first house mentioned under paragraph 22 section 1 item 7 may not be higher than 50% of the construction costs.

4. The amount of a loan for building/extending a house or residential premises constituting a separate real property mentioned under paragraph 22 section 1 item 2 may not be higher than 15% of the cost estimate value of a given investment.

5. The amount of a loan for the transformation of the right to co-operative premises or purchase of occupied premises previously owned by the municipality or a company mentioned under paragraph 22 section 1 item 6 may not exceed 50% of the required amount.

6. The Rector, in agreement with the trade unions operating at the University of Warsaw, after considering a justified request of an eligible beneficiary applying for a loan, may agree to grant a loan for housing purposes mentioned under paragraph 22 section 1 in an amount higher than the amount specified in Appendix No. 3, provided that the amount of the loan granted may not exceed the values mentioned under sections 2–5.

7. The loans mentioned under paragraph 22 section 1 item 1–3 may be granted to only one of the spouses working at the University of Warsaw up to 150% of the amount set forth in Appendix No. 3 to the Rules and Regulations or to each one of them up to 75% of this amount.

§ 25

Loan payment term

1. The payment term of a loan mentioned under paragraph 22 section 1:
 - 1) items 1–3 and 6 shall be up to 5 years;
 - 2) item 4 shall be up to 6 years;
 - 3) item 5 shall be up to 2 years;
 - 4) item 7 shall be up to 15 years.
2. Upon a justified request of an entitled beneficiary applying for a loan, the Rector, in consultation with the trade unions operating at the University of Warsaw, may agree to repay a loan mentioned under paragraph 22, section 1, items 1 to 6 over a period longer than that specified under section 1, items 1 to 3. The loan payment term may be extended up to a maximum of 10 years.

§ 26

The amount of the loan and the repayment period depend on the income per person in the family, calculated on the basis of the documents submitted with the loan application.

§ 27

Loan interest rate

1. The loans mentioned under paragraph 22 section 1 items 1 to 6 granted for the period mentioned under paragraph 25 section 1 items 1 to 3, respectively, shall be subject to a one-off interest rate of 8% of the loan granted.
2. The loans mentioned under paragraph 22 section 1 item 7 are subject to a one-off interest rate in the amount of 10% of the loan granted.
3. The loans mentioned under paragraph 22 section 1 items 1 to 4 and 6 granted by the Rector in the amount higher than results from Appendix No. 3 shall be subject to a one-off interest rate of 8% of the amount of the loan granted, unless the payment period is extended over the periods mentioned under paragraph 25 section 1 items 1 and 2, respectively.
4. The loans mentioned under paragraph 22 section 1 items 1 to 4 and 6 granted by the Rector in the amount higher than it results from Appendix No. 3 shall be extended over the periods mentioned under paragraph 25 section 1 items 1 and 2, respectively, shall be subject to one-off interest rate of 10% of the amount of the loan granted.
5. The loan interest amount shall contribute to increase the Fund resources.
6. The amount of interest is not reduced if the loan is repaid earlier than agreed in the contract.
7. Should the loan be repaid in full before its repayment deadline, the interest shall not be subject to repayment.

§ 28

Terms and conditions for obtaining a loan

1. In order to obtain a loan for the purchase of an apartment or house, a notarized deed confirming the purchase must be presented within three months of signing it.

2. The condition for obtaining a loan for building/extension of a house or residential premises constituting a separate real property is to provide the following documents:

- 1) a real property ownership deed;
- 2) a building/extension permit;
- 3) a cost estimate;
- 4) a certificate issued by the supervision inspector to confirm the progress of the construction at a level of at least 20%.

3. The condition for obtaining a loan for supplementing the contribution to an apartment in a housing cooperative, TBS or for a developer, mentioned under paragraph 22 section 1 item 3, is the purchase of at least 50% of the apartment by an eligible beneficiary applying for a loan, as well as documentation of the amount of the required contribution and documented amount of accumulated own funds in the amount of at least 20% of the costs – a certificate issued by the cooperative, TBS or a developer.

4. The condition to obtain a loan for renovation, modernization or finishing works for an apartment or house may be found in the valuation application and statement of renovation, modernization or finishing works.

5. Residents of the Faculty Residence Hall who obtained loans for renovation, modernization of an apartment or house may apply for a loan for renovation of premises once every two years, and persons accommodated for the first time, after the premises have been occupied.

6. Obtaining a loan for the transformation of the right to cooperative premises or purchase of the occupied premises previously owned by the municipality or a company shall be conditional upon providing a letter with the consent of a co-operative or owner for the purchase and valuation of the premises.

§ 29

Loans for the first house or first apartment

1. The entitled beneficiary seeking a loan for construction of the first house or purchase of the first apartment, first home or contribution to the first apartment or first house at a housing co-operative, TBS or developer must meet the following conditions jointly:

- 1) be employed for a period of three years at the University of Warsaw (the three years employment period shall include the doctoral studies period) or for a period of one year if the University of Warsaw is their first workplace;
- 2) be employed full-time for a time period not shorter than the loan repayment period;
- 3) have no residential premises of their own or the rights of the main tenant (also refers to the spouse);
- 4) have a fixed place of registered residence in the territory of the Republic of Poland;
- 5) in the case of a loan for the purchase of the first apartment, first home or contribution to the first apartment or first house at a housing co-operative, TBS or developer – purchasing at least 50% of the apartment/house by an entitled beneficiary applying for the loan,

- 6) the condition for obtaining a loan for supplementing the contribution for an apartment in a housing cooperative, TBS or for a developer – documentation of the amount of the required contribution and documented amount of accumulated own funds in the amount of at least 20% of the costs – a certificate issued by the cooperative, TBS, developer.

2 The following should be attached to the loan application:

- 1) documents confirming the income of all the persons sharing a common household for the year preceding the application;
- 2) documents indicating that neither the applicant nor their spouse are owners nor main tenants of the apartment, which shall include, but not be limited to:
 - a) a permanent residence certificate,
 - b) a certificate from a co-operative or self-government unit, as applicable, stating that such persons are not the main tenants of the premises,
 - c) an excerpt from the Land and Mortgage Register,
 - d) a certified true copy of the original decision of the competent tax authority determining the real property tax for a given financial year;
- 3) the information on the planned date of purchasing the apartment;
- 4) in the case of loans for the purchase of the first apartment, first house or contribution to the first apartment or first house in a housing cooperative, TBS or to a developer – a real property purchase deed;
- 5) in the case loans for the construction of the first house – documents mentioned under paragraph 28 section 2.
- 6) a written statement of two guarantors, UW employees employed full time for a period not shorter than the loan repayment period, granting their consent to act as guarantors for the loan. The Office of Human Resources confirms the employment of guarantors on their statement.

3. Should the employment relationship be terminated, the loan shall be repaid immediately (with any interest due).

4. In exceptional fortuitous situations, documented by the borrower, the Rector, in agreement with the trade unions, may provide consent to repay the loan after termination of employment at the University of Warsaw. Upon the Rector's consent, an understanding shall be concluded with the borrower, accompanied by a statement on submission to enforcement in the form of a notarial deed, pursuant to Article 777 paragraph 1 item 4 of the Polish Code of Civil Proceedings, otherwise being null and void.

5. The person that obtained the loan mentioned under paragraph 22 section 1 item 7 may also apply for a loan for renovation, modernization or finishing works for an apartment or a house.

6. The housing loans mentioned under paragraph 22 section 1 item 7 are not subject to redemption.

§ 30 Guarantors

1. In order to conclude a loan contract, two guarantors are required, who must be employed full time at the University of Warsaw and for a time period not shorter than the loan repayment period.

2. Persons on parental or unpaid leaves cannot be guarantors.

3. A spouse cannot be a guarantor.

4. A guarantor may not be a person whose total liabilities towards the Fund on account of loans guaranteed at the moment of acting as a guarantor for another loan is higher than PLN 50,000.00.

5. A guarantor may not be a person whose total liabilities towards the Fund on account of outstanding loans at the moment of acting as a guarantor for a loan is higher than PLN 50,000.00.

6. A guarantor may not be a person whose total liabilities towards the Fund on account of loans guaranteed by them at the moment of acting as a guarantor for a loan is higher than PLN 90,000.00.

7. Upon agreement with the trade unions operating at the University of Warsaw, the Rector may make an individual decision on increasing the amount of permitted encumbrances of a guarantor.

8. A person who received the loan for housing purposes mentioned under paragraph 22 section 1 item 7 may not be a guarantor of other Fund loans in the period of its repayment.

§ 31

Loan disbursement

The loans mentioned under paragraph 22 section 1 items 3, 6 and 7 (excluding loans for the construction of the first home) shall be disbursed by means of a bank transfer to the seller's account and the remaining loans shall be disbursed as specified by the borrower (to a personal account or paid in cash at the branch of the bank servicing the University of Warsaw account).

§ 32

Loan repayment

1. Loan repayment shall start not later than three months after the day when the loan is granted.

2. Upon agreement with the trade unions operating at the University of Warsaw, upon a well-grounded application of the borrower, the Rector may suspend the repayment of the loan for a time period not longer than two years. The loan repayment suspension option does not apply to the loans mentioned under paragraph 22 section 1 item 7.

3. After terminating the employment relationship with the University of Warsaw, the amount of the loan mentioned under paragraph 22 section 1 items 1 to 6 shall be immediately repaid in full, with any interest due. This does not apply to UW employees who:

- 1) are to receive a pension or disability pension;
- 2) indicate a UW employee to act as a guarantor who consents to assume the debt. Such a consent must be expressed in writing in the presence of the employee of the Office for Personnel Social Benefits.

4. The UW employees on parental leaves, UW pensioners/disability pensioners and UW doctoral students who obtained a loan shall pay monthly loan instalments to the main cashier of the University of Warsaw or to the Fund bank account.

5. A borrower who fails to meet the conditions set forth in the contract shall lose the right to use the CSBF loans for five years as of the date of the last loan instalment.

§ 33

1. Upon a justified request of the borrower or the guarantors, the Rector, in consultation with the trade unions, may agree to change the terms of debt repayment (except for loans granted under paragraph 29 of the Rules and Regulations).

2. Where the borrower dies during the loan repayment period, the guarantors may request the Rector to be released from repayment of the remaining balance (this does not apply to loans for which the borrower has submitted a notarized deed of submission to enforcement under Article 777 paragraph 1 item 4 of the Polish Code of Civil Proceedings). After having obtained such consent, the unpaid part of the loan shall be redeemed.

3. In exceptional fortuitous situations, documented by the borrower or guarantors, the Rector, in consultation with the trade unions, may cancel the loan (except for loans granted under paragraph 29 of the Rules and Regulations and loans for which a notarized deed of submission to enforcement has been submitted under Article 777 paragraph 1 item 4 of the Polish Code of Civil Proceedings).

§ 34

1. An eligible beneficiary applying for a housing loan shall submit to the Office for Personnel Social Benefits an application in accordance with the template mentioned under paragraph 7 section 11, together with the necessary documents.

2. Applications are considered in the order of their submission date.

3. The Office for Personnel Social Benefits shall draft contracts to be signed with the borrowers and receives suretyships from the guarantors being UW employees, upon producing a valid ID card, passport or permanent residence card.

§ 35

1. The rules of repayment of a housing loan are specified in the loan contract between the borrower and the lender (the University of Warsaw).

2. Loan contracts concluded for an amount of PLN 40,000.00 and above shall be supplemented by the borrower with a statement to the effect that within 14 days from the date of conclusion of the contract they shall submit, in the form of a notarial deed, pursuant to Art. 777 paragraph 1 item 4 of the Polish Code of Civil Proceedings, a statement on submitting to enforcement within the scope of the obligation to repay the loan, otherwise the contract shall be null and void.

3. In the case mentioned under section 2, the loan will be disbursed after the borrower delivers one copy of the notarized deed to the Office for Personnel Social Benefits.

4. The notarial deed mentioned under section 2 is an integral part of the contract and is kept at the Office for Personnel Social Benefits.

5. The borrower shall cover the costs of the notarial deed.

X. Personal data protection

§ 36

1. The personal data controller for the data collected in connection with seeking benefits from the Fund shall be the University of Warsaw with its registered office at 26/28 Krakowskie Przedmieście, 00-927 Warsaw.

2. The data controller has appointed a Data Protection Officer (DPO) who supervises the correct processing of personal data and who may be contacted via e-mail: iod@adm.uw.edu.pl

3. The personal data mentioned under section 1 are processed in order to grant, pay and settle Fund benefits, such as:

- 1) subsidies for different forms of recreation;
- 2) financial aid;
- 3) the educational voucher;
- 4) subsidies for cultural, tourist and sports events;
- 5) housing loans.

4. The data provided shall be processed on the basis of Article 6(1)(c) of the GDPR and Article 9(2)(b) of the GDPR – the processing is necessary to comply with a legal obligation imposed on the controller. The legal obligation arises from the provisions of the Act on the Company Social Fund, the Act on the Principles for Registration and Identification of Taxpayers and Payers; the Act on Personal Income Tax.

5. Providing data is voluntary. However, if the data is not provided, the award, disbursement and settlement of benefits from the Fund shall not be possible.

6. Access to personal data shall be granted to authorized employees of the controller. Personal data shall be made available to authorized entities pursuant to the provisions of the law. Recipients of personal data will also be entities responsible for the destruction of documentation on the basis of a data processing agreement, which will ensure an adequate level of protection for the data.

7. The personal data provided in the applications shall be stored for a period of 5 years as of the end of the calendar year in which the benefit has been granted, and in the case of housing loans – for a period of six years as of the end of the calendar year in which the loan was repaid or redeemed.

8. According to the principles specified by the GDPR, a person whose data are being processed in connection with using Fund benefits, shall have the right to access the content of their data and the right to correct, erase (subject to Article 17 section 3 of the GDPR), restrict processing of such data, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.

9. The data processed in connection with the use of benefits from the Fund shall not be processed by automated means and shall not be subject to profiling.

*Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal EU L 119 of 4 May 2016, page 1, as amended).

XI. Final provisions

§ 37

1. In especially justified cases, decisions to grant benefits from the Fund shall be considered on a case-by-case basis in accordance with the procedure set out under paragraph 2 section 2 of the Rules and Regulations.

2. The Chancellor may be authorized to make decisions in matters arising from paragraph 18 section 3 and paragraph 32 section 2 of the Rules and Regulations.

§ 38

1. In matters not stipulated under these Rules and Regulations, the generally applicable provisions of law shall apply.

2. Changes to these Rules and Regulations shall be made by the Rector in the form of an annex agreed upon with the trade unions operating at the University of Warsaw.

**TABLE 1
PRICES OF REFERRALS
TO THE UNIVERSITY OF WARSAW RESORTS**

Average monthly gross income per person in the family		Payment for vacations/organized recreation
A) for UW employees, UW pensioners/disability pensioners, UW doctoral students		
	up to PLN 800.00	20% of the referral price
above PLN 800.00	up to PLN 900.00	25% of the referral price
above PLN 900.00	up to PLN 1,100.00	30% of the referral price
above PLN 1,100.00	up to PLN 1,400.00	35% of the referral price
above PLN 1,400.00		40% of the referral price
B) for UW employees, UW pensioners/disability pensioners, UW doctoral students who are single or single parents		
	up to PLN 1,100.00	20% of the referral price
above PLN 1,100.00	up to PLN 1,200.00	25% of the referral price
above PLN 1,200.00	up to PLN 1,400.00	30% of the referral price
above PLN 1,401.00	up to PLN 1,700.00	35% of the referral price
above PLN 1,700.00		40% of the referral price

**TABLE 2
SUBSIDIES FOR SELF-ARRANGED VACATIONS**

Average monthly gross income per person in the family		Payment for vacations/organized recreation
A) for UW employees, UW pensioners and disability pensioners		
	up to PLN 800.00	PLN 1,600.00
above PLN 800.00	up to PLN 1,000.00	PLN 1,400.00
above PLN 1,000.00	up to PLN 1,400.00	PLN 1,200.00
above PLN 1,400.00		PLN 1,000.00
B) for UW employees, UW pensioners and disability pensioners who are single or single parents		
	up to PLN 1,100.00	PLN 1,600.00
above PLN 1,100.00	up to PLN 1,300.00	PLN 1,400.00
above PLN 1,300.00	up to PLN 1,700.00	PLN 1,200.00
above PLN 1,700.00		PLN 1,000.00
C) for the children of UW employees, UW pensioners/disability pensioners		
	up to PLN 800.00	PLN 850.00
above PLN 800.00	up to PLN 1,000.00	PLN 800.00
above PLN 1,000.00	up to PLN 1,400.00	PLN 750.00
above PLN 1,400.00		PLN 700.00

D) for the children of UW employees, UW pensioners/disability pensioners who are single parents		
	up to PLN 1,100.00	PLN 850.00
above PLN 1,100.00	up to PLN 1,300.00	PLN 800.00
above PLN 1,300.00	up to PLN 1,700.00	PLN 750.00
above PLN 1,700.00		PLN 700.00

GRANTING NON-REPAYABLE FINANCIAL AID

	Value of the financial aid
1. Due to an individual fortuitous event	
e.g. flooding of an apartment, theft	from PLN 400.00 to PLN 1,500.00
2. Due to disease and costs of treatment	
a) the amount of financial aid depends on the submitted documents confirming the costs of treatment, financial and family situation	from PLN 400.00 to PLN 2,000.00
b) a UW pensioner/disability pensioner with a chronic disease, who requires another person's support due to their health status, after having documented this fact, may receive financial aid in the amount of PLN 2,400; the financial aid is paid in three equal instalments – prior to disbursement of the subsequent instalments, it is required to provide a current document confirming disbursement of the pension/disability pension	
3. Due to death	
a) of a family member of a UW employee, UW pensioner/disability pensioner	
average monthly per person in the family gross income:	
up to PLN 2,300.00	up to PLN 1,000.00
above PLN 2,300.00	up to PLN 700.00
b) a UW employee, UW pensioner/disability pensioner whose funeral costs were covered by the applicant	
average monthly per person in the family gross income:	
up to PLN 2,300.00	up to PLN 1,300.00
above PLN 2,300.00	up to PLN 1,000.00
4. Due to a particularly difficult financial situation	
average monthly gross income per person in the family	
up to PLN 800.00	up to PLN 800.00
more than PLN 800.00 up to PLN 900.00	up to PLN 700.00
more than PLN 900.00 up to PLN 1,000.00	up to PLN 600.00
average monthly gross income for single-person households	
up to PLN 950.00	up to PLN 700.00
more than PLN 950.00 up to PLN 1,100.00	up to PLN 600.00
more than PLN 1100.00 up to PLN 1,200.00	up to PLN 500.00
5. Due to childbirth (per child)	
average monthly gross income per person in the family	
up to PLN 2,300.00	up to PLN 1,300.00
above PLN 2,300.00	up to PLN 1,000.00

AMOUNT OF LOANS AND REPAYMENT TERMS

1. Purchase of an apartment/house; construction/extension of a house or residential premises constituting separate real property; supplementing the contribution to an apartment in a housing cooperative, TBS or to a developer
loan amount: up to PLN 40,000.00
interest: 8%
amount due: PLN 43,200.00
with an average monthly gross income per person in the family below PLN 1,100.00 – repayment up to 5 years
instalment amount: PLN 43,200.00: 60 instalments (5 years) = PLN 720.00
2. Renovation/modernization of an apartment or a house
loan amount: up to PLN 20,000.00
interest: 8%
amount due: PLN 21,600.00
with an average monthly gross income per person in the family below PLN 1,100.00 – repayment up to 6 years
instalment amount: PLN 21,600.00: 72 instalments (6 years) = PLN 300.00
3. Renovation of residence premises at the Faculty Residence Hall
loan amount: up to PLN 4,000.00
interest: 8%
amount due: PLN 4,320.00
instalment amount: PLN 4,320.00: 24 instalments (2 years) = PLN 180.00
instalment amount: PLN 4,320.00: 18 instalments (1.5 year) = PLN 240.00
4. Transformation of the right to co-operative premises or purchase of occupied premises previously owned by the municipality or employer
loan amount: up to PLN 20,000.00
interest: 8%
amount due: PLN 21,600.00
with an average monthly gross income per person in the family below PLN 1,100.00 – repayment up to 5 years
instalment amount: PLN 21,600.00: 60 instalments (5 years) = PLN 360.00
5. Construction of the first home or purchase of the first apartment, first house or contribution to the first apartment or first house in a housing cooperative, TBS or to a developer (refers to paragraph 29 of the Rules and Regulations)
loan amount: up to PLN 90,000.00
interest: 10%
amount due: PLN 99,000.00
with an average monthly gross income per person in the family below PLN 1,100.00 - repayment up to 15 years
instalment amount: PLN 99,000.00: 180 instalments (15 years) = PLN 550.00