AGREEMENT No. ...

ON THE TERMS AND CONDITIONS FOR CHARGING FEES FOR THE PROVISION OF EDUCATIONAL SERVICES AND THE ISSUANCE OF DOCUMENTS RELATED TO THE COURSE OF STUDY FOR FULL-TIME STUDIES CONDUCTED IN POLISH

concluded by and between:

Cardinal Stefan Wyszyński University in Warsaw, ul. Dewajtis 5, 01-815 Warsaw, NIP 525-00-12-946, hereinafter referred to as “UKSW” or “University”, represented by: The Dean of the Faculty ........... ...................................... acting under the authority of the Rector,

and the Student in the field of ......., Faculty ............

Whereas:

* UKSW is a public university, financed from the state budget, operating on the basis of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2023, item 742, as further amended), hereinafter referred to: the “Act” and the Statute of Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as “Statute”;
* the rights and obligations of the Student shall be determined by the provisions of the Act and the internal regulations of the University, in particular the Academic Regulations at Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as “Academic Regulations”;
* in accordance with Articles 79 and 80 of the Act, the University shall determine the amount of fees for educational services and the conditions and procedure for exemption from payment of such fees.

The Parties to this Agreement express their willingness to maintain a written form in order to establish the terms and conditions for fulfilling the obligation to pay tuition fees, and have agreed as follows:

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1. The subject of this Agreement is to determine the terms and conditions for charging fees, as well as the amount of fees, for:
   1. repetition of courses due to unsatisfactory academic performance;
   2. education of students enrolled in programmes in a foreign language;
   3. activities not included in the curriculum;
   4. issuance of documents related to the course of study and education, as referred to in § 11(1)(1-2), (4-6), (8-9) of Ordinance No. 31/2024 of the Rector of UKSW dated 07 June 2024 on the amount of fees for educational services rendered and for the issuance of documents related to the course of study and education of doctoral students in the academic year 2024/25, issued pursuant to Articles 79 and 80 of the Act, hereinafter referred to as the “Ordinance on the amount of fees”, as well as the mutual rights and obligations of the Parties in accordance with the provisions of the Act, the Statute and the Academic Regulations.
2. The Student’s right to participate in fee-based classes referred to in paragraph 1(3) is dependent on the Student’s enrolment in these classes in the manner established in the Academic Regulations and on the payment of the fees in this respect within the deadlines established in § 4 (5) and (7) of the Ordinance on the amount of fees.
3. The Student’s participation in such activities is conducted in accordance with the procedures and conditions set forth in the Academic Regulations and in accordance with the approved programme of study.
4. Failure to pay fees on time will result in the accrual of statutory interest for each day of delay in payment.
5. The amount of fees referred to in § 1 (1-4) is determined by the Ordinance on the amount of fees, the content of which is published in BIP UKSW on the website <http://bip.uksw.edu.pl.>
6. The fees referred to in § 1 (1) and (3) are the product of the number of hours of repeated (realised) classes and the cost of one hour of classes in a given field of study in PLN, in accordance with the Ordinance, with the exception of foreign language classes and physical education classes.
7. The list of fees with respect to the field of study chosen by the Student and the deadlines for their payment is attached to the Agreement.

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1. An increase in the fees referred to in § 1 (1) may be made once per academic year and by no more than the total consumer price index in the previous calendar year, announced by the President of the Central Statistical Office pursuant to Article 94 paragraph 1 item 1 letter a of the Act of 17 December 1998 on Retirement and Disability Pensions from the Social Security Fund (Journal of Laws of 2023, item 1251, as further amended), in total by no more than 30% of the amount of such fees. Information about the change in the fee referred to in sentence 1 will be sent to the Student through the USOS system.
2. The amount of the fee referred to in § 1 (1)(3) may be changed, also increased, in the event of changes in the costs necessary to establish and conduct studies and to prepare and implement the university strategy.
3. The amount of the fee referred to in § 1 (1) may be changed, including increased, in the event of a change in the Act or other generally applicable provisions of law.
4. A Student who has paid the fee for the entire academic year or for a given semester and was subsequently removed from the list of students during the academic year and a Student who has resigned from his/her study programme shall receive a refund in the amount proportionate to the period of attending courses offered by UKSW during the academic term, according to the formula specified in paragraph 9 (5) of the Ordinance referred to in § 1 (5), taking into account the declared fee payment system.
5. The refund of the tuition fee shall be made at the request of the Student submitted in writing to the Dean’s Office of the relevant faculty, based on the formula established by UKSW.

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1. The Student, with the exception of the fees specified in § 1 (1) (2), may apply for exemption from fees in whole or in part on the basis of a reasoned application.
2. The procedure and conditions for exemption from fees are set forth in Resolution No. 282/2020 of the Senate of the Cardinal Stefan Wyszyński University in Warsaw on the conditions and procedure for waiver of fees listed in Article 79(1) and (2) of the Law on Higher Education and Science, as further amended.
3. Decisions on individual cases are made by the Dean of the unit organising the study of the degree programme.

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1. The Agreement shall enter into force with effect from 1 October 2024 and shall remain in force until the date of the Student’s graduation, subject to earlier termination of the Agreement due removal from the list of students, for reasons provided for in the Act.
2. If the Student fails to pay the fees for educational services specified in § 1 (1) (1-3) within the established time limit, the University shall call on the Student to voluntarily fulfil the obligation within 14 days after the expiration of the deadline for payment of fees. Failure to pay the fee by the due date may be grounds for removal of the Student from the list of students.
3. Any changes to the Agreement shall be made in writing in the form of an annex, otherwise it shall be null and void, with the exception of the amendment to the Agreement referred to in § 2 (1).

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1. The Student declares that he/she is familiar with the Academic Regulations, as well as the Ordinance on the amount of fees issued pursuant to Article 79 of the Act, with which he/she has become familiar before signing the Agreement.
2. The Student agrees to notify the University in writing of any change in his/her personal information described in this Agreement. The consequences of failure to perform this duty will be borne by the Student.

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The Agreement does not relieve the Student from the obligation to comply with the regulations in force at the University, in particular the provisions of the Academic Regulations and other legal acts issued by the University authorities.

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The Parties acknowledge that the common courts with jurisdiction over the seat of UKSW shall have jurisdiction over disputes concerning payment for studies or educational services that may arise in connection with this Agreement.

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In matters not regulated in the Agreement, the provisions of the Law on Higher Education and Science and the internal law of UKSW, as well as the provisions of generally applicable law shall apply.

Dean of the Faculty ........

**Name and surname of the Dean**

**...........................................                                            ...........................................**UNIVERSITY                                                                          STUDENT\*

 \*The Student provides a signature through the **ACCEPT** button

**Note - you are making a binding declaration of intent to enter into an agreement with UKSW**

Appendix to the agreement concluded on ...........

1. In accordance with the Ordinance on the amount of fees, a fee is charged for:

1) documents related to the course of study:

a) issuing the Electronic Student ID, ......................

b) issuing a student record book, ....................

c) issuing an additional copy of a graduation diploma

or a copy of a diploma supplement in a foreign language, .....................

d) legalising documents intended for legal transactions with foreign entities,

other than a graduation diploma and supplement, ..............

e) issuing a duplicate graduation diploma, .................

f) issuing a duplicate supplement to the diploma, .....................

2) educational services:

a) the fee for repetition of classes due to unsatisfactory academic performance and for classes not included in the study plan is the product of the number of hours repeated and the cost of one hour of classes in a given field of study in PLN, subject to point b. For the following field of study ....... (indicate the name of the course, level and form of study) the cost of one hour is PLN ....................,

b) the fee for repeating a semester of physical education classes or a foreign language course is PLN .................... .

2. For issuing a duplicate of documents referred to in paragraph 1 (1) (a-b) a fee is charged in the amount 50% higher than for issuing the original copy.

3. A Student who is in a difficult financial situation may apply to the Rector for exemption from the fees for the documents referred to in paragraph 1.

4. The fee mentioned in paragraph 1 (1) (a) in the case of candidates shall be paid to a separate special bank account of the UKSW used exclusively for payment for ELS and ELD. In the case of persons who are replacing their document, the payments are made to an individual IPM account available in the USOSweb system.

5. The fees specified in section 1 (1) (b-d) of this Appendix shall be paid by the Student to the individual bank account ................................. .

6. The fees specified in section 1 (1) (e-f) shall be paid by the Student to the general basic bank account of UKSW. Proof of payment of this fee shall be submitted to the Dean’s Office for inclusion in the Student’s personal file.

7. The deadlines for payment of document fees are determined by the Dean.