

**Agreement on the terms of payment for educational services  
provided to foreign nationals  
(for foreigners undertaking paid university studies)**

**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 authorisation by the Rector,**

**and**

.....  
(name and surname) (nationality)

Residing in .....  
(town)

at .....  
(street)

holding and identity document .....,

file No. ...., Passport No. ....,

using the mailing address: .....,

hereinafter called **"The Student"**

**§ 1  
Object of the Agreement**

This Agreement is concluded for the purpose of determining the terms of payment for university studies by foreign nationals, in accordance with Art. 43 item 4 point 2 of the Law on Higher Education of 27 July 2005 (Journal of Laws 2012 item 572, as amended),

hereinafter called **The Act**", and § 17 of the Ordinance of the Minister of Science and Higher Education of 12 October 2006 on undertaking and pursuing studies and training programmes as well as participating in research and developmental projects (Journal of Laws No 190 item 1406, as amended), hereinafter called "**The Ordinance**".

## § 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 conduct instruction in a field of studies chosen 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<sup>1</sup> before the beginning of each academic year/semester,<sup>1</sup>
  - b) The Student has been accepted as a student of ..... studies at the Faculty/Institute ....., field of study ....., form of studies .....,<sup>2</sup>
  - c) The studies selected by the Student lead to the lower academic degree of:.....<sup>2</sup>, 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, which s/he received and could read prior to entering into 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.

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<sup>1</sup> Delete as appropriate

<sup>2</sup> Complete

## § 4

### Types and amounts of fees and their changes

1. The student shall make tuition payments for the entire period of his/her studies in the amount determined in the Rector's Regulation No ..... of ..... (date) issued in accordance to § 17 items 1 and 3 of the Ordinance. The said Regulation is published in the UW Monitor. The information about the amounts of fees shall also be published on the website of the University.
2. In accordance with the Regulation, the amount of tuition fee for a year of studies stands at ..... PLN (say: .....).<sup>3</sup> If upon the Student's request, the said amount is collected in instalments, the amount of each instalment shall be: .....<sup>4</sup>
3. Foreign nationals admitted to the University as tuition-paying students shall in the first year of their studies pay the fees mentioned in item 1 plus the equivalent of 200 euro, regardless of the number of majors pursued.
4. 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. The statement shall state the amount of the total fee or the amounts and deadlines of the instalment payments.
5. Regardless of the tuition fee for part 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.
6. 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.
7. 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.
8. 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.
9. Under § 18 item 4 of the Ordinance, statutory interest shall be charged on all payments made after the applicable deadline. Being in arrears for a period longer than three months shall cause removal from the list of students.

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<sup>3</sup> Enter the amount of the total annual fee

<sup>4</sup> Enter the amount of an instalment

## **§ 5**

### **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. Individual decisions about full or partial tuition waiver for students in a difficult financial situation shall be made by the Rector pursuant to § 19 of the Ordinance or by the competent dean on the Rector's authorisation.

## **§ 6**

### **Refund of fees**

1. In case of being struck off the list of students for failure to take up the studies, the tuition fee shall be subject to full refund.
2. In case of being struck off 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 remove the Student from the list of students has become final.

## **§ 7**

### **Term and conditions of the Agreement**

1. The Agreement shall enter into force on the 1<sup>st</sup> 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.

## **§ 8**

### **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. In case of any interpretation problems, the Polish text shall be prevailing.
5. The Agreement has been drawn up in two counterparts, one for each Party.

**THE STUDENT**

**THE UNIVERSITY**

.....

(full name and surname)

.....