

The text of the regulations approved by the University Council resolution of 25 April 2018.

**FINANCIAL REGULATIONS OF THE KATOWICE SCHOOL OF  
ECONOMICS (Polish legal name: Górnośląska Wyższa Szkoła  
Handlowa im. W. Korfanteo)**



*In the case of any discrepancies between the Polish and English language versions of this document  
then the binding version shall be the Polish version.*

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## **GENERAL PROVISIONS**

### Article 1.

1. Financial Regulations of the Katowice School of Economics hereinafter referred to as: "Financial Regulations" applies to Candidates for studies and Students of first-cycle and second-cycle programme as well as long-cycle Master's degree programme conducted in a full-time and part-time form.
2. Study at the Katowice School of Economics are free. Charges for educational services related to the education of students during study do not exceed the costs incurred to conduct study at the University and run classes, including the costs of preparing and implementing university development strategies, in particular the development of research staff and teaching-research infrastructure, including depreciation and overhaul.
3. The Financial Regulations constitute an integral part of the Education Service Agreement concluded with the Katowice School of Economics (hereinafter referred to as "University" or KSE)
4. The Financial Regulations, subject to the provisions of Article 21, determine the terms and conditions of payment of the registration fee, admission fee and tuition as well as other fees charged by the University for the provision of educational services,
5. If these regulations mention about the "Table for tuition" it means the table applicable to the Student issued by the relevant Chancellor's order.
6. Fees for study are paid in the form of a bank transfer to the University's bank account. The date of payment shall be the date of receipt of funds on the University's bank account. It is allowed to make payments using electronic payment methods - payment terminals. In this case, the date of the transaction using the payment terminal is considered to be the date of settlement of the liability.
7. All payments are made in the Polish currency.
8. It is allowed to make payments in the currencies in force in the countries in which the University has foreign faculties. The student chooses the currency at the moment of signing the Education Service Agreement.

## **REGISTRATION FEE**

### Article 2.

1. The registration fee is a fee for administrative activities performed by the University during the recruitment process. The registration fee is not refundable regardless of the reason for termination of the Education Service Agreement, except for the failure to run the first semester of the given field of study by the University or failure by the Candidate to meet the condition specified in Article 169 passage 1 of the Act of 27 July 2005 - Act on Higher Education (Journal of Laws of 2005, No. 164, item 1365 with later amendments), hereinafter referred to as the "Act". The payment of the registration fee is a condition of admission to the recruitment procedure.
2. The candidate is obliged to pay the registration fee in full in the amount specified in appendix No. 1 to the bank account indicated by the University or using electronic means of payment at the latest on the date of conclusion of the Education Service Agreement (hereinafter referred to as the "Agreement").
3. During the recruitment procedure, the candidate is obliged to provide proof of payment of the registration fee; payment of the registration fee is recorded by an eligible employee of the University in the Candidate's application documents.

## **ADMISSION FEE**

### Article 3

1. The admission fee is a one-off fee for qualifying the candidate for a given field of study, level or form of study and should be brought by the Candidate.
2. The candidate qualified for the study is obliged to pay the admission fee in the amount specified in appendix 1 to the bank account indicated by the University using electronic means of payment at the latest on the date of conclusion of the Agreement. The provisions of Article 2, passage 3 apply accordingly.
3. The provision of passage 2 shall also apply to the Student who has received the Dean's consent to

change the field of study, level or form of study, with the exception of students of the first semester of study.

4. Half of the admission fee referred to in passage 2 is paid by:
  - a) Candidate for second-cycle programme who is a graduate of the University,
  - b) University Student, undertaking study in the second field of study, unless he/she is in arrears with payments to the University on the day preceding the submission of the application,
  - c) Relative of the University Student (parent, sibling, spouse or child), undertaking study at the University, unless the Student is in arrears with payments to the University on the day preceding the payment of the admission fee.
5. The admission fee is not refundable regardless of the reason for termination of the Education Service Agreement, except for the failure to run the first semester of the given field of study by the University or failure by the Candidate to meet the condition specified in Article 169 passage 1 of the Act.
6. The University may - as part of the promotion - establish, through the Chancellor's order, an admission fee in an amount other than specified in passage 2-4.
7. In the case when the candidate for study is a foreigner, the University may set, through the Chancellor's order, the admission fee in an amount different from the one specified in appendix No. 1 for additional activities related to the verification of foreign documents submitted by him/her.

## TUITION

### Article 4.

1. The term "tuition" used in these regulations defines fees for the provision of educational services related to education at full-time and part-time studies, first-cycle and second-cycle programmes, and long-cycle Master's programme.
2. **The University guarantees the stability of the tuition fee throughout the duration of the study,** except for the cases specified in Article 16 of these Regulations.
3. The University uses a semester tuition system. The semester tuition is the fee for one semester. The semester tuition can be paid by the Student in full or in instalments.
4. In the case of a payment in full of the semester tuition system, the following payment dates apply:
  - a) in the winter semester - until 5 October;
  - b) in the summer semester - until 5 March.
5. In the case of a payment in instalments of the semester tuition system, the following payment dates apply:
  - a) in the winter semester (5 instalments): until 5 October, 5 November, 5 December, 5 January, 5 February;
  - b) in the summer semester (5 instalments): until 5 March, 5 April, 5 May, 5 June, 5 July.
6. Students who have concluded the Education Service Agreement that specifies different payment terms and dates than those set out in these Financial Regulations, are subject to the provisions of these agreements.
7. Students, citizens of Countries other than the Republic of Poland, whose stay in the territory of Poland depends on the receipt of a visa document, pay semester tuition in full by the dates specified in passage 4, with the reservation that the first payment is made not later than on the day of signing the Education Service Agreement.
8. Changing the tuition payment method is only possible once per semester and requires a written declaration in a given semester by the date on which the first payment takes place in accordance with the schedule for paying the tuition. The amount of tuition fees for individual fields of study and specialisations, as well as levels and forms of study, is defined in the "Table of tuition required by the University in first-cycle and second-cycle programmes as well as long-cycle Master's programme in full-time and part-time form" (hereinafter referred to as the "Table of tuition") introduced by the Chancellor's Order. The Table of tuition may be subject to changes in accordance with the rules set out in these Financial Regulations.

9. The billing period for the semester tuition is one calendar month.
10. Absence in classes do not exempt the Student from the obligation to pay tuition fees in full in accordance with the Education Service Agreement.

#### Article 5.

1. A Student who undertakes study at the University on the second specialisation within the same field of study, the tuition in the amount specified in appendix No. 1 applies to this second specialisation for each course not included in the programme of study of his/her basic specialisation implemented in the semester concerned, no more than the semester tuition currently payable on this second specialisation according to the Table of tuition.
2. The Head of Administration may establish promotional rules for determining tuition if:
  - a) The student will start another field of study at the University and is not in arrears with payments to the University,
  - b) a Student's relative (parent, sibling, spouse or child) studies at the University simultaneously with the Student, if both the student and the Student's relative are not in arrears with payments to the University the day before the submission of the application.
3. The rights referred to in passage 2 do not combine with each other or with any other promotions set by the Chancellor's order, unless otherwise stated in the promotion rules set out in the relevant Chancellor's order.
4. Promotional tuition referred to in passage 2 letter b) is granted by the Head of Administration only to a Student who submitted a request in this case, and in the event that a student and his/her relatives or a relative of the student already benefiting from this promotional tuition apply for this promotional tuition, the total promotion granted to them may not exceed 30% of the total amount of the semester tuition that would be payable in accordance with the Table of tuition. In each case an individual decision is issued.
5. In the case of financial arrears, the student loses the right to the awarded promotional tuition, referred to in passage 2. In this case, from the month following the month in which the arrears occur, a tuition fee will be charged in the amount consistent with the Table of tuition in force.
6. In the case of payment of the tuition after the deadline specified in the schedule for paying the tuition, the Student will be charged with interest in the amount of statutory interest, calculated from the outstanding amount, starting from the day following the maturity date, until the agreed tuition instalment has been settled.
7. The provisions of passage 6 shall also apply to the Student deleted from the student list.

#### Article 6.

1. The tuition should be paid into an individual Student's account in the University's SIMP<sup>1</sup> system, the number thereof Student receives during recruitment.
2. If the candidate is admitted for studies after 5 October (or after 5 March, respectively), the semester tuition should be paid at the latest on the day of confirmation of receipt of the admission decision, in the full amount specified in the Table of tuition or equal to at least the total amount of the instalments whose payment date was before the date of the receipt of this decision,
3. In the case of submitting the set of documents required for the final examination before the date of payment of a given instalment, the Student is obliged to pay the difference between the full tuition amount specified in the Table of tuition and the sum of the instalments paid up to the date of submission of these documents.

#### Article 7.

1. The Student, to whom the Dean granted the right to study according to an individual study plan referred to in Article 55 of the Study Regulations, pays the tuition agreed between him/her and the University in the amount determined individually in the Dean's decision to award an individual study plan.

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<sup>1</sup> Banking System of Individual Mass Payments

2. The Student, to whom the Dean granted the right to study in accordance with the Individual Study Plan (ISP) for one semester, referred to in Article 56 of the Study Regulations, pays semester tuition in accordance with the Table of tuition for a given semester and a one-off payment in the amount specified in appendix No. 1 for each the semester for which ISP was awarded.
3. The Student, to whom the Dean granted the right to study in accordance with the Individual Study Plan for the entire period of study referred to in Article 56 passage 7 of the Study Regulations, in addition to payment of the tuition in the manner specified in the Agreement, pays a one-off fee in the amount specified in appendix No. 1. In the case of the resignation the fee is not refundable.

#### Article 8.

1. If the completion of the study requires completion of the specialisation, the University will open only one specialisation, chosen by the majority of students of the field of study in the case when the dean group will be up to 25 students.
2. In the case referred to in passage 1, Students studying on such a selected specialisation complete it within the tuition specified in the Table of tuition.
3. In the case referred to in passage 1, at the request of the Students, the University may open an additional specialisation (the so-called small specialisation). In this case, the Student studying within this specialisation pays a fee in the amount specified in appendix No. 1, for each semester in which this specialisation is being run. At the Student's request, the small specialisation can also be run according to an individual study plan and education programme.
4. In the cases referred to in passage 2-3, the University reserves the right to organise activities for students of various fields of study, levels and forms of study at the headquarters of the University, as well as its off-site units.

## VOCATIONAL PLACEMENT

#### Article 9.

1. If nothing else results from the Agreement for the organisation of vocational placement concluded by the University, the University does not cover any costs related to the organisation and implementation of vocational placement.
2. In the event where the University incurs costs related to the organisation and implementation of the Student's vocational placement - the University may charge the Student in part with costs related to the implementation of this vocational placement.
3. The Student is obliged to cover the costs related to obtaining the doctor's examinations, insurance, qualifications, courses, certificates and costs related to protective clothing or equipment required for conducting (admitting) the vocational placement.
4. The Student is obliged to cover the costs of travel, meals and accommodation during the vocational placement and during other forms of practical vocational training. This also applies to the costs of field activities and camps as well as the costs of participation in fairs, which are part of the vocational placement.
5. The unit/institution accepting the Student for the vocational placement can cover the Student's maintenance costs, provide him/her with accommodation or pay him/her a remuneration for work.
6. The Student who failed to complete the vocational placement or a part of the programme/plan of study at the designated working hours, place, date and time, was disciplinary removed from the vocational placement due to violation of health and safety regulations or other reasons on the part of the Student, interrupted the vocational placement through his/her own fault or did not submit the report or a diary with evidence of the vocational placement issued by the head of the organisational unit in which he/she completed the vocational placement, is obliged to repeat the vocational placement.
7. Repeating the vocational placement or part of it is chargeable. The fee for repeating the vocational placement or its part is set out in appendix 1.
8. The Student who - with the consent of the dean and the representative for the field of study - completes

the vocational placement after completing all the subjects provided in the study plan and before taking the final examination, which may result in extending the period of study beyond the period of the study plan, pays semester tuition and fees related to the repetition of the vocational placement and the extension of the deadline for submitting documents for the final examination in the amount specified in appendix No.

## **EXAMINATION SESSION**

### Article 10.

1. For the individual examination schedule (IES) granted to the Student by the decision of the Dean referred to in Article 28 of the Study Regulations, the Student pays a one-off payment in the amount specified in appendix No. 1.
2. For session consultations referred to in Article 31 passage 9 of the Study Regulations, the Student pays a fee in the amount specified in Appendix No. 1 for each of these consultations.
3. For the right to attend classes and consultations of the failed subject until the end of the period for which the Student obtained a short-term conditional entry (SCE) for the next semester of studies referred to in Article 35 passage 4 of the Study Regulations, the Student pays the fee in the amount specified in appendix No. 1 separately for each failed exam (no credit and exam) subject to the entry, provided that if the student in the examination session got the credit only in this subject, the fee is half of the fee specified in appendix No. 1 separately for each failed subject covered by the entry.
4. For a long-term conditional entry (LCD) for the next semester with a referral for repeating the subject referred to in Article 36 passage 1 item 2) of Study Regulations, the Student pays the fee in the amount specified in appendix No. 1 for each repeated subject.
5. In the event that the student does not pass classes carried out in the form of e-learning, the University may, at the request of the student, restart student access to a specific content on the e-learning platform, after payment by the Student of the fee in the amount specified in appendix No. 1.
6. A student of physiotherapy and nursing who has received the Dean's consent to repeat a given subject/subjects in the next semester of studies due to the lack of classification due to the excessive absence in the course, pays the fee in the amount specified in appendix No. 1.

## **REPEATING THE SEMESTER**

### Article 11.

1. A student who, by the decision of the Dean, was directed to repeating the semester/year and is awaiting the commencement of this semester, pays in the waiting period a fee in the amount specified in appendix No. 1 for each month of waiting.
2. A student who has received the Dean's consent to repeat the first semester along with the change of the field of study and form of study during the period of waiting for the beginning of the semester, pays the tuition in the amount specified in passage 1.
3. The student repeating the semester of study pays full tuition in accordance with the Table of tuition applicable to the repeated semester of study.
4. Student submitting the application for repealing the decision on repeating the semester, referred to in Article 34 passage 3 of the Study Regulations, pays a fee for administrative actions related to the repealing of this decision in the amount specified in appendix No. 1.

## **LEAVES**

### Article 12.

1. The student staying on leave based on the Dean's decision:
  - a) short-term or

- b) long-term (semester or annual)  
retains the status of a Student and has the right to participate in lectures and use the University's infrastructure.
2. The condition for granting consent for leave is the student's lack of arrears towards the University.
  3. The student applying for a semester or annual leave pays a fee for the whole period covered by the leave, in the amount specified in appendix No. 1 for each month of the leave
  4. A student staying on a short-term leave (max 2 months) pays the tuition in full in accordance with the Table of tuition.

## **PROGRAMME DIFFERENCES**

### Article 13

1. Programme differences are chargeable.
2. If it is necessary for the Student to supplement the programme differences, he/she pays the amount specified in appendix No. 1 for taking the exam/credit for each supplemented subject.
3. There should not be more than 5 programme differences per one semester.
4. Exceeding the number of programme differences specified in passage 3 may extend the period of study in relation to the planned period of study. The provisions of passage 3 apply accordingly. In each additional semester the Student is obliged to pay tuition in the amount of the tuition required in the last semester of study in accordance with the Table of tuition. In this case, the tuition includes fees for programme differences.
5. In the case of exceeding the number of programme differences specified in passage 3. The student can supplement these differences without extending the period of study, provided that in such a case the fee for each completed subject within the programme differences is determined individually by the dean for student affairs or a person authorised by him/her.

## **LAST SEMESTER OF STUDY**

### Article 14.

1. The student of the last semester of study who failed to pass this semester on 31 March or 30 September due to the lack of all positive credits and examinations that complete the study plan and educational program, including obligatory vocational placement, is directed to repeating the last semester of study, provided that starting from 1 March or 1 October, respectively, until the last day of the month of semester verification, referred to in Article 33 passage 1 of the Study Regulations, the Student pays the tuition in the amount in accordance with passage 4, and from the next month, until the beginning of the repeated semester, he/she pays the tuition in the amount in accordance with Article 11 passage 1 to these Regulations.
2. In the event that the reason for failing the semester is solely not submitting the final thesis or the final examination - The student is deleted from the list of students on 31 March or 30 September, unless he/she submits the request referred to in Article 39 passage 1 of the Study Regulations. In the event of deletion of the Student on 31 March, the Student pays tuition for March in the amount in accordance with passage 4.
3. In the event that the student passes the last semester of studies in the winter semester's repeat session and submits the final thesis by 31 March, the fees for the month March are not collected.
4. The student of the last semester of study referred to in Article 39 passage 1 of the Study Regulations, who submitted to the Dean, a written, supported request for extending the deadline for submission of the final thesis by one semester starting from 1 March/1 October, respectively - within the tuition payment deadline, until the end of the month in which he/she received confirmation from the Student Affairs Office of the fact of submitting a set of documents for the final examination or was deleted from the list of students in the mode referred to in Article 39 passage 1 of Study Regulations - a fee in the amount specified in appendix No. 1 for each month.

5. The student who, in accordance with the Study Regulations and on the date specified in the Chancellor's order, submitted a set of documents for the final examination together with periodic student achievement cards (all entries required together with a diploma seminar) and a final thesis that was successfully accepted by the Promoter (annotation, date, signature) and positively verified in terms of compliance with the requirements of writing the final thesis at the University, receives confirmation. The date of positive verification is the date of confirmation.

## **REGAINING STUDENT'S RIGHTS / TRANSFER**

### **Article 15.**

1. The student deleted from the list of University Students who has been re-admitted to university, pays the admission fee in full.
2. In the case of re-admission to university, in the mode referred to in Article 39 passage 4 letter a) of Study Regulations, that is, only for the purpose of submitting a final examination, i.e. when the Student submits a final thesis accepted by the Promoter, the Student shall pay the admission fee in the amount specified in appendix No. 1.
3. In the case of re-admission to university, in the mode referred to in Article 39 passage 4 letter b) of Study Regulations, i.e. when the final thesis is not ready to be defended, the Student is obliged to pay the admission fee in the amount specified in appendix No. 1 and the fee in the amount specified in appendix No. 1 for each month, provided that the right to resume in this mode is only granted to students who need at least an additional three months to prepare their final thesis. 1 for each month, provided that the right to resume in this mode is only granted to students who need at least an additional three months to prepare their final thesis.
4. A student of another university who has moved to the University pays the registration and admission fee in full and tuition in accordance with the Table of tuition in force.
5. In the cases referred to in passages 1 - 4 admission fee should be paid on the day the Student complements the formalities related to issuing the decision on re-admission to study or consent of the Dean for the transfer of the student from another university. Tuition is chargeable on general terms.
6. In the case referred to in Article 39 passage 6 of Study Regulations, the provisions of passage 3 of this item shall apply accordingly.

## **RULES OF VALORISATION**

### **Article 16.**

1. At the beginning of each subsequent semester, the University reserves the right to increase the tuition and fees referred to in the Financial Regulations in the event of:
  - a) decrease in the number of students in a given field of study, specialisation and year of full-time or part-time studies by more than 20% in relation to the number of students from the day of the commencement of study,
  - b) increase in the costs of pursuing specific fields of study caused by a change in universally binding law, in particular a change in existing education standards (teaching) or teaching standards preparing to practice as a teacher or change in regulations specifying minimum staffing requirements for a given field of study and level of education,
  - c) other important reasons independent of the University, as long as they cause an increase in the cost of didactic or research activities in the given field of study and level of education
2. The increase discussed in passage 1 cannot be more than 10% of the tuition at a time.
3. The amounts of the tuition specified in the Table of tuition and the fees referred to in the Financial Regulations are net amounts and are exempt from value added tax (VAT). If these liabilities are covered by the aforementioned tax, they will be increased by the tax due in accordance with generally applicable law.

## OTHER FEES

### Article 17.

1. Fees for issuing documents listed in the Regulation of the Minister competent for higher education, i.e. :
  - a) student ID card - PLN 5.00, the fee for the first ID card is included in the tuition fee due for the first semester,
  - b) diploma of graduation along with two certified copies - PLN 60.00
  - c) additional copy of the diploma in a foreign language - PLN 40.00
2. For issuing a duplicate document, a fee is charged by half as much as for issuing the original.
3. For certified copies of documents intended for legal transactions with foreign countries, a fee of PLN 19.00 is charged.
4. The exemption from the fee referred to in Article 17 passage 1 item b) applies to students starting education in the academic year 2018/2019 and subsequent.

### Article 18.

1. Fees for issuing documents (and their duplicates) other than those listed in the relevant Regulation of the Minister competent for higher education are charged in the amount specified in appendix No. 1. These fees include fees for:
  - a) issuing a duplicate of student practical placement log in the fields of study: cosmetology, physiotherapy, nursing and pedagogy,
  - b) complementing the duplicate of the log
  - c) issuing a certificate issued at the request of the Student / Graduate, so-called history payments for study,
  - d) duplicate of ID for the fields of study of Nursing, Cosmetology and Physiotherapy, - duplicated with the content above
2. No fees shall be charged for issuing the first certificates in a given semester specified in passage 1 item 0.
3. In the event of financial arrears, the Student will be charged for correspondence including the flat-rate debt collection costs. Each time the amount of the aforementioned costs in a given academic year will be determined by the Chancellor's order.
4. Students also pay fees related to the stay at training camps, fairs, field trips, field exercises, in particular, for example, accommodation, board and travel costs.
5. There are also paid educational benefits not included in the plan of study in the basic field of study, such as studying additional subjects, other educational services related to the acquisition of additional qualifications. The detailed payment terms are defined by the Chancellor's order.
6. At the student's request, the University may send documents regarding the course of study by registered letter with cash on delivery.

## ARREARS

### Article 19.

1. In particularly justified cases, at the student's justified request, it is possible to postpone the date of payment of the tuition fee with the consent of the Head of Administration. A student who has obtained a permission to postpone the payment deadline is obliged to pay interest for late payment.
2. In the event of arrears in fees for study, the University calls on the Student to pay arrears. In the absence of a payment within a specified period, the Faculty Dean may issue decisions on deletion from the Student list, from which the Student has the right to submit an appeal in the manner specified in the Study Regulations and in accordance with applicable law.
3. In the event of arrears in fees for study, regardless of the consequences flowing from the Study Regulations, the University reserves the right to take actions against the student, aimed at debt recovery, in particular the sale of debt.

4. In the case of financial arrears, the Student:
  - a) loses the right to the concessions and promotions granted,
  - b) will not receive an entry for the next semester of study,
  - c) will not submit the set of documents for final exam.

## DISCOUNT AND PROMOTION SYSTEM

### Article20.

During study at the University, the Student has the right to take advantage of discounts and promotions in fees. The detailed rules for granting discounts and promotions are specified in each case by the appropriate Chancellor's order.

## FINAL PROVISIONS

### Article21.

1. Exemption from the obligation to pass certain classes as well as transferring the grade from the subject which the student passed in the course of the current study does not affect the amount of tuition.
2. In justified cases, the Chancellor or Heads of division may refrain from calculating tuition and fees provided for in the Financial Regulations or set their individual rate, as well as postpone their payment dates, distribute them into instalments and refrain from charging interest for late payment.
3. If the studies are conducted in accordance with the principles of separate international projects or programmes, and the rules for participation in these international projects or programmes provide for regulations other than those contained in these Financial Regulations, the rules for participation in international projects or programmes apply.
4. The amount and rules of tuition payment as well as fees for study in English as a lecture language and study carried out as part of international programmes and projects are set out in Appendix No. **Error! The reference source cannot be found**, to the Financial Regulations.
5. The amount of fees and the rules for their payment by Students studying according to an individual study programme are determined between the University and the Student individually.
6. The costs of medical examinations, laboratory tests, preventive vaccinations and insurance are borne by Candidate / Student.

### Article 22.

1. These Financial Regulations come into force on the day of recruitment commencement for the winter semester of the academic year 2018/2019 for Students concluding the Agreement during the recruitment period for this semester, and in relation to other University Students from 1 October 2018, subject to passage 2.
2. The Financial Regulations approved by the resolution of the University Senate of 27 April 2017 lose their validity.

### Article 23.

Regarding any financial decisions made on the basis of the Financial Regulations, the Student is entitled to appeal in the mode and on the principles adopted in the University Statute.

## INTERIM PROVISIONS

### Article 24.

1. Decisions made on the basis of the Financial Regulations referred to in Article 22 passage 2 and on the basis of legal acts issued on its basis shall remain in force, however not later than by 30 September 2018.
2. In the event that the student submitted an application in his/her case during the validity of the Financial

Regulations referred to in Article 22 passage 2, and the decision in this matter is made or is to be made during the time of validity of these regulations, the provisions for the Student shall be more favourable.

Appendix No. 1 to the Financial  
Regulations of the Katowice School of  
Economics

| Specification  | Provision of the Regulations             | Value in PLN | Value in EUR | Value in CZK   | Payment term  |
|--|--|--------------|--------------|----------------|---|
| Registration fee for documents submitted in Polish   | Article 2 passage 2                      | PLN 150.00   | EUR 38.00    | CZK 500.00     | payable, at the latest, on the date of conclusion of the Education Service  |
| Registration fee for documents submitted in language other than Polish                                     | Article 2 passage 2<br>Article 2 passage | PLN 250.00   | EUR 63.00    | CZK 1 670.00   | payable, at the latest, on the date of conclusion of the Education Service  |
| Admission fee  | Article 3 passage 2                      | PLN 500.00   | EUR 125.00   | CZK 3 300.00   | payable, at the latest, on the date of conclusion of the Education Service  |
| The payment for the subject on the second specialisation   | Article 5 passage 1                      | PLN 200.00   | EUR 50.00    | CZK 1 300.00   | 5 October for courses carried out in the winter semester and 5 March for courses carried out in the summer semester |
| Payment for the Individual Study Plan for the period of the first semester                                 | Article 7 passage 2                      | PLN 200.00   | EUR 50.00    | CZK 1 300.00   | payable within 5 days from the date of receipt of the decision  |
| Payment for the Individual Study Plan for the whole period of first-cycle programme                        | Article 7 passage 7 passage              | PLN 750.00   | EUR 190.00   | CZK 5 000.00   | payable within 5 days from the date of receipt of the decision  |
| Payment for the Individual Study Plan for the whole period of second-cycle programme                       | Article 7 passage 3 passage              | PLN 500.00   | EUR 125.00   | CZK 3 300.00   | payable within 5 days from the date of receipt of the decision  |
| Payment for the Individual Study Plan for the whole period of long-cycle Master's programme                | Article 7 passage 3<br>Article 7 passage | PLN 1 200.00 | EUR 300.00   | CZK 8 000.00   | payable within 5 days from the date of receipt of the decision  |
| Payment for a small specialisation   | Article 8 passage 3                      | PLN 300.00   | EUR 75.00    | Not applicable | Paid with tuition   |
| Fees for repeating the vocational placement or part of it in the field of physiotherapy                    | Article 9 passage 7                      | PLN 1 000.00 | EUR 250.00   | CZK 6 700.00   | payable within 5 days from the date of receipt of the decision  |
| Fees for repeating the vocational placement or part of it in the field other than physiotherapy            | Article 9 passage 7                      | PLN 350.00   | EUR 88.00    | CZK 2 300.00   | payable within 5 days from the date of receipt of the decision  |
| Fee for individual examination schedule (IES)  | Article 10 passage 1                     | PLN 200.00   | EUR 50.00    | CZK 1 300.00   | payable within 5 days from the date of receipt of the decision  |
| Fees for session consultations   | Article 10 passage 2                     | PLN 50.00    | EUR 13.00    | CZK 330.00     | payable within 5 days from the date of receipt of the consultation  |
| Payment for a short-term conditional entry (SCE)   | Article 10 passage 3                     | PLN 280.00   | EUR 70.00    | CZK 1 800.00   | payable within 5 days from the date of receipt of the decision  |
| Payment for a long-term conditional entry (LCE)  | Article 10 passage 4                     | PLN 350.00   | EUR 88.00    | CZK 2 300.00   | payable by the date of submitting the   |
| Fee for re-launching the e-learning platform   | Article 10 passage 5                     | PLN 100.00   | EUR 25.00    | CZK 670.00     | payable by the date of submitting the   |
| Fees for repeating the subject in the field of physiotherapy and nursing due to the lack of classification | Article 10 passage 6                     | PLN 600.00   | EUR 150.00   | Not applicable | payable within 5 days from the date of issue of the decision  |
| Fee for waiting for repeating the semester   | Article 11 passage 1                     | PLN 150.00   | EUR 38.00    | CZK 1 000.00   | by the 5th day of the given month   |

|   |   |              |              |                |  |
|---|---|--------------|--------------|----------------|--|
| Fees for administrative activities related to the repeal of the decision on repeating the semester  | Article 11 passage 4                    | PLN 300.00   | EUR 75.00    | CZK 2 000.00   | payable within 5 days from the date of receipt of the decision           |
| Payment for long-term leave   | Article 12 passage 3                    | PLN 150.00   | EUR 38.00    | CZK 1 000.00   | by the 5th day of the given month  |
| Fee for one programme difference in all fields of study except physiotherapy and nursing  | Article 13 passage 2                    | PLN 200.00   | EUR 50.00    | CZK 1 300.00   | until the day of taking the examination / test                           |
| Fees for one program difference in the field of physiotherapy or nursing implemented in a form of subject lectures at the University within one semester  | Article 13 passage 2§ 13 passage        | PLN 150.00   | EUR 38.00    | Not applicable | payable within 5 days from the date of receipt of the decision           |
| Fees for one program difference in the field of physiotherapy or nursing implemented in a different form than the lecture at the University within one semester   | Article 13 passage 2§ 13 passage        | PLN 600.00   | EUR 150.00   | Not applicable | payable within 5 days from the date of receipt of the decision           |
| Fees for one programme difference in the field of physiotherapy or nursing implemented in the form of so-called "Outside classes" outside the School (eg. in hospitals, clinics, medical centres) during one semester | Article 13 passage 2§ 13 passage        | PLN 600.00   | EUR 150.00   | Not applicable | payable within 5 days from the date of receipt of the decision           |
| Fees for prolonging the deadline for submitting documents   | 8 14 passage 4                          | PLN 250.00   | EUR 60.00    | CZK 1 700.00   | by the 5th day of the given month  |
| Admission fee in the case of re-admission to university, in the mode referred to in Article 39 passage 4 letter a) of the Study Regulations   | 8 15 passage 2                          | PLN 1 200.00 | EUR 300.00   | CZK 8 000.00   | payable within 5 days from the date of receipt of the decision           |
| Admission fee in the case of re-admission to university, in the mode referred to in Article 39 passage 4 letter b) of the Study Regulations   | 8 15 passage 3                          | PLN 500.00   | EUR 125.00   | CZK 3 300.00   | payable within 5 days from the date of receipt of the decision           |
| Monthly fee in the case of re-admission, in the mode referred to in Article 39 passage 4 letter b) of the Study Regulations   | 8 15 passage 38 15 passage              | PLN 350.00   | EUR 88.00    | CZK 2 300.00   | by the 5th day of the given month  |
| Fees for issuing a duplicate of student's ID  | Article 17 passage 1 item a)            | PLN 7.5      | EUR 2.00     | CZK 50.00      | payable by the day of submitting the application for the duplicate       |
| Fees for issuing a graduation diploma of higher education along with two duplicates.  | Article 17 passage 1 item b)            | PLN 60.00    | EUR 15.00    | CZK 400.00     | payable by the day of submitting the documents for the final examination |
| Fees for issuing an additional copy of the diploma in a foreign language.   | Article 17 passage 1 item c) Article 17 | PLN 40.00    | EUR 10.00    | 270.00 CZK     | payable by the day of submitting the application for the                 |
| Fees for publishing a duplicate of student vocational placement log in the fields: Cosmetology, Physiotherapy, Pedagogy and Nursing   | Article 18 passage 1 item a)            | PLN 50.00    | EUR 13.00    | Not applicable | payable by the day of submitting the application for the document        |
| Fee for completing a log duplicate  | Article 18 passage 1                    | PLN 150.00   | EUR 38.00    | Not applicable | payable by the date of submitting the                                    |
| The payment for issuing a certificate of the so-called payment history for students   | Article 18 passage 1 item b)            | PLN 50.00    | EUR 13.00    | CZK 330.00     | payable by the date of submitting the                                    |
| Fees for issuing an ID duplicate for the fields of Nursing, Physiotherapy, Cosmetology  | Article 18 passage 1 item d)            | PLN 20.00    | PLN 5.00 EUR | Not applicable | payable by the day of submitting the application for the document        |

\* pursuant to § 18 passage 2, no fees shall be charged for issuing the first certificates in a given semester



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