

## **Regulation No. 89/2021 issued by the Rector of the Wrocław University of Environmental and Life Sciences on the 29<sup>th</sup> of April 2021**

on the rules on charging fees for the provided educational services from full-time and part-time BA/BSc, MA/MSc and long-cycle master's students, as well as the procedure and conditions for exemption from the aforementioned fees

Based on the Art. 79 and Art. 80 par. 2 of the Act issued on the 20<sup>th</sup> of July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and § 8 par. 3 point 2 of the Statute of the Wrocław University of Environmental and Life Sciences, attached to the Resolution No. 56/2019 adopted by the Senate of the Wrocław University of Environmental and Life Sciences on the 28<sup>th</sup> of June 2019 on the adoption of the Statute of the Wrocław University of Environmental and Life Sciences, as amended the following is established:

### § 1

1. The Wrocław University of Environmental and Life Sciences charges fees for educational services related to:

- 1) educating students during part-time studies,
- 2) repeating certain classes during full-time studies as a result of unsatisfactory learning results,
- 3) education at studies in a foreign language,
- 4) conducting classes not covered by the curriculum (except for classes supplementing the learning outcomes necessary to undertake MA/MSc studies in a specific field of full-time studies),
- 5) educating foreigners during full-time studies in Polish.

2. Regardless of the fees indicated in par. 1, the student has the obligation to pay fees for issuing documents connected to the course of studies in the amount determined in the regulation of the minister responsible for higher education and science, in particular for:

- 1) issuing a student ID and its duplicate,
- 2) issuing a copy of the diploma of graduation in a foreign language and a copy of the diploma supplement in a foreign language, other than the ones issued based on the Art. 77 par. 2 of the Act issued on the 20<sup>th</sup> of July 2018 - Law on Higher Education and Science,

The programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project called *Improving competency of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland*, implemented under the Measure specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18

3) issuing a duplicate of the graduation diploma and a duplicate of the supplement to the diploma,

4) issuing documents connected to the course or graduation of studies, intended for legal transactions with other countries, certified based on the request of the individual concerned, other than graduation diplomas and diploma supplements, their copies and duplicates as well as graduation certificates.

3. The fee referred to in par. 1 point 1 shall be charged for:

1) education, observing the study programme in a particular field of study, level and profile,

2) repeating certain classes, in case of resuming studies as well.

4. The fee mentioned in par. 1 point 2 shall be collected for repeating classes in reference to a subject the student failed to obtain credit for, despite the obligation to obtain a credit, consequently, obtaining an unsatisfactory result concerning the studies, after reinstatement as well.

5. The University does not charge the fees mentioned in par. 1 point 5, from foreigners indicated in the Art. 324 par. 2 of the Act issued on the 20<sup>th</sup> of July 2018 - Law on Higher Education and Science.

6. Foreigners indicated in par. 5 have the obligation to pay the fees mentioned in par. 1 points 2 and 4, observing the terms applicable to Polish citizens.

7. Rules of charging foreigners with fees for provided educational services studying under scholarship programmes, financed from external sources and the University's own funds, including the scholarship programme named after professor Stanisław Tołpa as well as those participating in joint education as well as the procedure and conditions for exemption from the discussed fees are determined in separate regulations.

8. No later than 1 day prior to the commencement of didactic classes, a person admitted or reinstated to studies confirms in the form of a declaration, that he/she has read the amount of fees for educational services provided by students starting their studies in a particular cycle of education and the procedure and conditions for exemption from the aforementioned fees. Such documents are kept in the student's personal file.

9. A model declaration referred to in par. 8, constitutes Attachment No. 1 to this regulation.

## § 2

1. The amount of fees for educational services in individual fields, levels and forms of study for a particular cycle of education is determined by the rector by issuing a regulation, after obtaining the opinion of the student government, no later than by the end of April each year.
2. The amount of the fees mentioned in § 1 par. 1 shall not exceed the costs necessary to establish and conduct studies as well as to prepare and implement the university strategy.
3. The amount of the fees set for students cannot be increased until the students are admitted to study for a particular academic year when they complete their studies, referred to in par. 1 and it is not possible to introduce new fees. This does not apply to the increase of the amount of fees referred to in § 1 par. 1 point 4.
4. In case of individuals resuming studies, the fees referred to in § 1 par. 1 amounts to the fee applicable to the cycle of education covered by the resumption.
5. The dean has an obligation to prepare, in consultation with the bursar, a proposal for the amount of tuition fees for individual full-time and part-time BA/BSc and MA/MSc studies as well as long-cycle master's studies and present this proposal the vice-rector for student affairs and education by the 10<sup>th</sup> of April.

## § 3

1. The fees referred to in § 1 par. 1 are to be paid in full in Polish zloty to the bank account indicated by the university no later than 1 day prior to the beginning of the semester.
2. In particularly justified cases, the dean has the right to postpone the payment date by a maximum of 14 days.
3. The date of payment of the fee is understood as the date when it is credited on the account indicated by the university.
4. Failure to pay the fee within the determined deadline or making only a partial payment can constitute grounds for removal from the list of students, after the unsuccessful expiry of the additional deadline set by the university for payment of the fee, not longer than 14 days.
5. Failure to pay the fees referred to in § 1 par. 1, within the prescribed period, shall result in the obligation to pay interest in the amount equivalent to statutory interest for each day of delay.
6. Removal from the list of students does not release the student from the obligation to pay the overdue fees together with interest.

7. Failure to cover the outstanding fees together with interest, after receiving the final call for payment, may result in litigation.
8. The title of the bank transfer is to include: student's album number and the type of fee paid.
9. The University does not cover the costs related to the payment of fees (for example, costs connected with a bank transfer).
10. The student has an obligation to notify the university of any change concerning his or her personal data, this includes, the correspondence address. The consequences of failure to fulfil this obligation are to be borne by the student. Correspondence sent to the address indicated by the student as the correspondence address is deemed effectively delivered.

#### § 4

1. A student who has completed at least the first year of studies has the right to apply for a total or partial exemption from semester fees for education at the studies referred to in § 1 par. 1 points 1, 3 and 5.
2. A student can file an application concerning the issues referred to in par. 1, only in exceptional and particularly justified cases, such as:
  - 1) when the student finds himself or herself in an exceptionally difficult financial situation after starting the studies due to force majeure,
  - 2) obtaining outstanding results as regards education,
  - 3) participation in international programmes, excluding Erasmus + inter-university exchange programmes.
3. In case mentioned in par. 2 point 2, a student can file an application if he/she has a grade average covering the previous year of studies amounting at least to 4.75 and calculated in accordance with the Wrocław University of the Environmental and Life Studies Study Regulations.
4. The application mentioned in par. 2, is to contain a complete set of documents confirming the circumstances justifying the exemption, such as:
  - 1) a set of documentation necessary to determine the income per single family member, confirming the financial situation, observing the requirements for applying for a social scholarship determined in separate regulations;
  - 2) documents confirming the occurrence of fortuitous circumstances mentioned in par. 2 point 1;

The programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project called *Improving competency of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland*, implemented under the Measure specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18

- 3) other documents confirming the circumstances indicated in the application.
5. The application referred to in par. 1. 2-4, should be submitted no later than one week prior to the beginning of the semester.
6. One can submit the application after the deadline referred to in par. 1, if the reason justifying the exemption or the obligation to pay the fee appeared during the academic year. In such a case, the application is to be submitted within 14 days from the occurrence of the reason for exemption or the obligation to pay the fee, but not later than by the end of May of the particular academic year.
7. The financial situation of the applicant is verified observing the rules applicable in case of the procedure of granting a social scholarship.
8. If the documentation referred to in par. 4, has not been made in Polish, one has to present a certified translation into Polish as well.
9. The decision on exemption from the fees mentioned in par. 1 is to be issued by the dean based on the authorization granted by the rector, with the provision that in case of the exemption from tuition fees exceeding 20% of the tuition fees indicated in § 1 par. 1 points 1 and 5, and more than 10% of the tuition fee for studies referred to in § 1 par. 1 point 3 the dean has to obtain the approval of the vice-rector for student affairs and education.
10. The student has the right to appeal to the rector against the dean's decision for reconsideration within 14 days from the date of delivery of the decision.
11. The Rector's decision is final.

## § 5

1. In particularly justified cases caused by a difficult financial situation, the fees referred to in § 1 par. 1 may be divided into two instalments based on the student's request.
2. The student has the obligation to file an application addressed to the dean's office with justification and documents confirming a difficult financial situation no later than two weeks prior to the beginning of the semester.
3. The decision concerning the payment of fees in instalments is issued by the Dean based on the authorization granted by the Rector.
4. The first instalment should be paid no later than 1 day prior to the beginning of the semester. The second instalment should be paid no later than till the 10<sup>th</sup> of December in the winter semester and till the 10<sup>th</sup> of May in the summer semester.

## § 6

The decisions referred to in § 4 and 5 are issued in the form of an administrative decision.

## § 7

1. Fees for educational services are reimbursed for the period of non-study, in the following cases: obtaining permission for leave, being removed from the list of students, completing studies early, resigning from studies.
2. The reimbursement of the fee covering the period of not studying is proportional to the period of when the student has not been studying, calculated after the date of: obtaining consent for leave the course, being removed from the list of students, graduating or submitting a written notice of resignation to the dean's office.
3. In case of removal from the list of students due to failure to study as a result of not taking the oath, the fee referred to in § 1 it. 1 points 1, 3 and 5, shall be fully refundable.
4. Fee for repeating classes from a given semester during the studies referred to in § 1 it. 1 items 1, 3 and 5 may not be higher than the tuition fee for this semester.

## § 8

1. Granting a reduction concerning education fees is subject to personal income tax observing the Personal Income Tax Act. A student who has obtained a reduction concerning educational fees is required to submit the application indicated in § 4 it. 5 together with the data necessary to make settlements for personal income tax to the appropriate dean's office.
2. Deans are responsible for the execution of the regulation.
3. The Vice-Rector for Student Affairs and Education is responsible for supervision over the implementation of the regulation.

## § 9

1. The Resolution No. 31/2019 adopted by the Senate of the Wrocław University of Environmental and Life Sciences on the 26<sup>th</sup> of April 2019 on rules of charging fees for the provided educational services from full-time and part-time BA/BSc and MA/MSc studies and long-cycle master's students as well as the procedure and conditions for exemption from the aforementioned fees is repealed.
2. Agreements concerning the provision of educational services concluded prior to 2018/2019 academic year inclusive pursuant to the Resolution No. 107/2014 adopted by the Senate of the Wrocław University of Environmental

The programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project called *Improving competency of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland*, implemented under the Measure specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18

and Life Sciences on the 25<sup>th</sup> of September 2014 on the introduction of the rules for charging fees for educational services provided, the procedure and conditions for exemption from these fees and the introduction of model contracts for the provision of the aforementioned services shall remain in force until their expiry.

3. Regulation No. 139/2019 issued by the Rector of the Wrocław University of Environmental and Life Sciences on the 20<sup>th</sup> of September 2019 on establishing the model declaration concerning the amount of fees for educational services charged to students and the procedure and conditions for exemption from the aforementioned fees at the Wrocław University of Environmental and Life Sciences in is repealed.

## § 10

The regulation enters into force on the 1<sup>st</sup> of October 2021, subject to § 4-6. The aforementioned provisions enter into force on the date the document is signed.