

REGULATIONS OF FEES AND CHARGES RELATED TO THE FIRST CYCLE AND THE SECOND CYCLE STUDIES AND THE UNIFORM MASTER STUDIES AT UNIVERSITY OF LOWER SILESIA

§1. Types of payment

1. Students of University of Lower Silesia (ULS) shall contribute the following one-off fees:
 - a. Application fee – a fee for verification process by the University of fulfilling criteria of admission to the studies, and for implementing a qualification procedure in order to make a decision of admitting a candidate to studies and providing an electronic student ID card;
 - b. Re-admittance fee – a fee for verification process in order to re-admit to the studies a student who was previously excluded from the register of students of University of Lower Silesia in an effective way (does not apply re-admittance in order to take the diploma exam);
 - c. validation-qualification fee – a fee for verification of completeness of documentation of course of studies before admitting a student to a diploma exam, for preparing the final documentation and issuing a diploma and its copy including diploma supplement;
 - d. administrative fee – a fee for individual study plan for students who readmit studies, or re-enter to the register of students after finishing the dean's leave, or repeat a semester;
 - e. a fee for issuing a duplicate of electronic student's ID card;
 - f. a fee for issuing a duplicate of university diploma;
 - g. a fee for issuing a copy of university diploma translated into a foreign language;
2. Students of ULS shall contribute the following fees for the educational services:
 - a. a tuition fee;
 - b. a fee for implementing outstanding subjects (so called conditional entries);
 - c. a fee for curriculum differences.
3. Students of ULS shall contribute also interest rates for overdue payments.

§2. Rules regarding the payment of fees

1. A recruitment fee shall be paid by the bank transfer on the bank account of University of Lower Silesia, or at the University Cash Office.
2. Other fees shall be paid by the bank transfer on the individual student's account, or at the University Cash Office.
3. Fees related to studies conducted in Polish language and the Czech language shall be paid in polish zloty.
4. For studies conducted in English language, the polish citizens shall pay in polish zloty.
5. For studies conducted in English language the foreigners pay in euro, and in the case of contributing a payment in polish zloty the conversion of the average rate on the date of payment stated by the National Bank of Poland shall be applied.
6. The date of payment shall be a date of crediting money on bank account of ULS, or the day of contributing a payment in cash at the University Cash Office.
7. A tuition fee for an academic year shall be paid in the following options:
 - a. In 12 equal instalments – it being understood that the first 6 instalments mean a payment for education in the winter semester, and the following 6 instalments concern education in the summer semester;

- b. In 2 equal instalments – it being understood that the first instalment means a payment for education in the winter semester, and the second instalment concerns education in the summer semester;
 - c. At once for the whole year – it being understood that a half of payment means a payment for education in the winter semester, and the second half of payment concerns education in the summer semester.
8. The total amount of a tuition fee for an academic year for every option of payment referred to above in section 7 may differ.
 9. A Candidate for the studies shall choose an option of contributing payments for studies on the questionnaire of admission application to the studies.
 10. Before beginning of each semester a Student may change the option of contributing payment for studies by submitting in the Students Affairs Office a printed form of payment liability adjustment annexed to this Regulation.
 11. During the dean's leave a Student shall not contribute payments unless he/she gets a consent to implement curriculum differences or outstanding subjects (conditional entry) during the dean's leave. In such a case, a Student during the dean's leave may be charged for a fee for implementing those subjects.
 12. After coming back from the dean's leave a Student is charged for fees for semesters he/she implemented and fees related to curriculum differences and outstanding subjects (conditional entries) if he/she is implementing such.

§3. The amount of fees

1. The amount of fees referred above to in §1 , point 1 and point 2 (a), shall be determined for a period of an academic year by the President of ULS in Regulation on the amount of fees related to studies at University of Lower Silesia announced before recruitment process for a given academic year.
2. A rate for 1 ECTS point assigned to the implemented subject as a curriculum differences or outstanding subject (conditional entry) is also determined in the regulation referred to above in section 1.
3. In the case of implementing curriculum differences or outstanding subjects by the students (conditional entry) a fee for their implementation shall be determined by multiplying the number of ECTS points by a rate referred to above in section 2. The amount shall not be charged in the case of internships.
4. In the case of extending the date of completing curriculum differences or outstanding subjects (conditional entries) fees for those subjects shall not be charged again.
5. In the case of re-determining curriculum differences a fee for their implementation is charged again.
6. If a Student implements additional subjects not provided in the study programs, an additional fee shall be determined for implementing this subjects under the conditions referred to above in section 3.
7. If a Student in a given semester is released from the obligation of implementing some part of subject because he/she completed them beforehand at ULS, he/she shall be exempt from a part of tuition fee in that semester dependable on the number of hours of completed subjects. A fee for a semester shall be determined according to the below formula:

$$Tuition\ fee_{reduced} = \frac{Tuition\ fee_{full}}{Number\ of\ hours_{full}} * Number\ of\ hours_{actually\ implemented}$$

A tuition fee calculated on the basis of above formula is rounded to a full polish one zloty.

8. In the case of internships and e-learning classes, before applying the formula referred to above in section 7, hours of this classes multiplies by a coefficient 0,3.

9. A Student who is released from the obligation of implementing some part of subjects on the basis of obtaining credits for subjects in another university, may get a reduced tuition fee for a semester on the basis referred to above in section 7, on condition to submit a request to complete subjects no later than on the second meeting (for part-time studies) or at the second week of classes (for full-time studies) in a semester.

§4. Dates of paying fees

1. A recruit fee shall be paid within 7 days from the date of submitting in the Recruit Office a set of documents required from a candidate for the studies at ULS. Paying a recruit fee is a condition to commence by the Recruit Office an administrative proceeding of admitting a candidate to the studies at ULS.
2. A fee for a re-admittance to the studies shall be paid within 21 days from the date of making a decision of continuing studies.
3. A validation-qualification fee is paid after gaining by a student an approval of registering his/her diploma thesis, but no later than on the day of registering a diploma thesis. Payment of a validation-qualification fee is a condition of registering a diploma thesis and enabling a student to the diploma examination.
4. Other one-off payments related with issuing documents are paid immediately after submitting a request for issuing a document. Contributing a payment is a condition of preparing a document.
5. Students of first cycle degree programme, according to the selected option of payment, shall pay the tuition fee as follows:
 - a. In the case of paying a tuition fee for an academic year in 12 instalments – the first instalment is paid to 23rd October of the current year, and the following 11 instalments – to 15th of each month in the following 11 months (from November to September);
 - b. In the case of paying a tuition fee for an academic year in 2 instalments- the first instalment is paid to 23rd October of the current year, and the second instalment to 15th February of the next year;
 - c. In the case of paying a tuition fee for an academic year at once, a tuition fee is paid to 23rd October of the current year.
6. Students of the further years of studies, according to the selected option of payment, shall pay a tuition fee as follows:
 - a. In the case of paying a tuition fee for an academic year in 12 instalments – the first instalment is paid to 15th October of the current year, and the following 11 instalments – to 15th of each month in the following 11 months (from November to September);
 - b. In the case of paying a tuition fee for an academic year in 2 instalments- the first instalment is paid to 15th October of the current year, and the second instalment to 15th February of the next year
 - c. In the case of paying a tuition fee for an academic year at once, a tuition fee is paid to 15th October of the current year.
7. In the case a Student was enrolled for the studies after the dates defined in sections 5 and 6, the date of contributing the all instalments that would be overdue at the date of enrolment is defined for 14 days from the date of admitting for studies.
8. In the case a Student implements during a one semester the two semesters of studies, then a tuition fee for both semesters is required to be paid in the semester the studies are implemented, according to the selected option of payment for a tuition fee.
9. Fees for implementing curriculum differences and outstanding subjects (conditional entries) are paid as follows:
 - a. If a total amount for subjects does not exceed PLN 200 or EUR 50 – a student shall pay at once a one month before the end of the semester, in which an appointed by the Dean

date of completing subjects expire;

- b. If a total amount for these subjects exceed PLN 200 or EUR 50 – the amount is divided for such instalments that none of them shall no exceeded PLN 200 or EUR 50, dates of payment are distributed evenly for a period from the date of making a decision of differences.
10. In individual cases President of ULS, or a person authorized by him may on the Student's request determine different dates of paying a tuition fees, than those referred to above.

§5. Exemptions of the payments

1. Children of the employees and associates of University of Lower Silesia, employees who are not academic teachers, the employees of the Regional Branch of TWP in Wrocław, and the graduates of the Academic High School DSWE studying at the University may obtain discount in tuition fees.
2. A Student who takes up studies on the second field of studies or specialization:
 - a. Shall be exempt from paying a recruit fee on the second field of studies/specialization;
 - b. A tuition fee for a second field of studies/specialization is reduced of 50% on the semesters on which a Student studies at the same time, or is based on the principles laid down in § 3 (5), a Student has the right to choose in each semester a profitable option of payment.
3. In special circumstances students of University of Lower Silesia who by tragic misfortune have found themselves in a difficult situation making them unable to pay tuition fee regularly, may obtain the following reliefs:
 - a. to postpone the date of paying a tuition fee provided for in § 4 (10).
 - b. the exemption from a partial payment.
4. In the case of excluding a Student from the register of students, a Student is exempted from paying a tuition fee for semesters he/she was not entered.
5. In the case of excluding a Student from the register of students due to a resignation from studies during a semester, a Student is partially exempted from paying a tuition fee for that semester on the following basis:
 - a. If a Student contributes payment in 12 instalments for the academic year, then all instalments on the date of providing a resignation or later will be cancelled;
 - b. If a Student contributes payment in 2 instalments, or at once for the academic year, then a tuition fee in the academic year for which a student resigns is divided into 12 equal parts and reduced of as many parts that the whole months remain to the end of an academic year.

A resignation of studies must be submitted by a student in written.
6. In the case of ordering a Student during a semester to Dean's leave, the exemption from contributing tuition fees is regulated under the same conditions as in the case of excluding a Student from the register of students due to resignation.
7. A payment for readmitting studies is not calculated in the case when Students who were excluded from the register of student because of failing to submit a diploma thesis, or diploma examination or readmit studies only to take the diploma examination.
8. Failing to pass the curriculum differences on time, or outstanding subjects (dean's entries) shall not constitute grounds for exemption from paying for their fulfilment.
9. The decision of exemption from contributing a fee and the amount of exemption is made by the President of ULS, or the person authorized by him on the written request of a Student.

§6. Reimbursement of payment

1. A Candidate may seek to reimburse the paid recruit fee in the following cases:
 - a. after recruitment process the chosen studies by a Candidate were not launched;
 - b. a candidate fails to submit documents required from a candidate to the studies;
 - c. a candidate submits documents required from a candidate to the studies, but withholds documents before the recruit process had started; withholding documents must be reported to the Recruit Office of ULS in a written form.
2. A reimbursement of a recruit fee is made upon written request of a candidate on the indicated bank account, or by the postal order sent to the candidate's service address. ULS may charge a candidate of costs of order postal.
3. Paid tuition fee will be reimbursed in whole if a Student is excluded from a register of students due to fail to take studies.
4. Paid tuition fee for a given semester will be reimbursed if a Student is excluded from a register of students before registering him/her on that semester.
5. In the event of excluding a Student due to his/her resignation an overpayment, if applicable, is reimbursed, as referred to above in § 5 (5).
6. Reimbursement of a tuition fee is made upon written request of a Student on the indicated bank account, or by the postal order sent to the student's service address. ULS may charge a student of costs of order postal.

§7. Overdue payments

1. Overdue payment means a payment that is not paid on time.
2. In the event of overdue payments a statutory interest rates shall be accrued from the date of the deadline for a payment until the date of paying (interest rates are charged even after excluding person's name from the register of students).
3. ULS may forward to the outside debt collecting agency information concerning overdue payments of a Student in order to enforce them. If the debt-collecting activities are ineffective, ULS may sell the debt to the outside agency.
4. A Student may be excluded from the register of students because of the lack of paying a tuition fee after prior written request of payment, and determining by the ULS an additional 14-days period for paying an overdue payments.
5. A Student excluded from the register of students is obliged to make the final payments to the University of Lower Silesia.

§8. Invoices

1. Upon request University of Lower Silesia may issue an invoice for educational services.
2. VAT invoices shall be issued on the basis of the regulations of the Act on goods and services of 11 March 2004 (consolidated act Journal of Laws [*Dziennik Ustaw*] of 2017 No 177, item 1221 as amended) and the regulations passed on the basis of this act.
3. Invoice may be issued for a student that the invoice concerns, or for the entity who will pay tuition fees on behalf of a student.
4. Invoice for the entity, referred to above in section 3 is issued on the basis of the agreement on paying between University of Lower Silesia and this entity, or on the basis of a written commitment of the entity of contributing fees on behalf of a student.

PRESIDENT OF ULS

prof. DSW dr hab. Robert Kwaśnica

.....
Student's Name and surname

.....
Place and date

.....
Field of study

.....
Register No.

.....
Telephone number

.....
e-mail address

Payment liability adjustment for studies at University of Lower Silesia

1. I declare that I have read terms and conditions of Regulations on fees and charges related to the first cycle and the second cycle studies and the uniform master studies at University of Lower Silesia¹.

2. I request for changing the option of contributing a tuition fee for studies.

3. I declare that from the semester² hereby undertake to contribute a tuition fee:

In 12 equal instalments for an academic year in the amount of each,

In 2 equal instalment for an academic year in the amount of..... each,

At once for an academic year in the amount of,

In terms referred to the Regulation on fees and charges related to the first cycle and the second cycle studies and the uniform master studies at University of Lower Silesia.

4. In the case of exceeding the date of payment the following rates I hereby take the liability to submit to the sanctions defined in §7 of the Regulation on fees and charges related to the first and the second cycle studies and the uniform master studies his document is signed in duplicate, one is filed in Student's Affairs Office and the second is for my own use.

.....
Legible signature of a Student

¹ The valid Regulation on fees and charges related to the first cycle and the second cycle studies and the uniform master studies at University of Lower Silesia is available at www.dsw.edu.pl.

² Please indicate the number of semester from which the change of option of payment shall apply