

*The attachment  
to Decree no 23/2017 of 31<sup>st</sup> August 2017  
of the Chancellor of the Alcide De Gasperi  
University of Euroregional Economy in Józefów*



## **The Rules of fees paid by international students for undertaking studies at the Alcide De Gasperi University of Euroregional Economy in Józefów**

### **I. General Provisions**

#### **§1**

1. *The rules of fees paid by international students for undertaking studies at the Alcide De Gasperi University of Euroregional Economy in Józefów* (hereinafter referred to as Rules of the fees), determines the rules for fees charged from the international students at the Alcide De Gasperi University of Euroregional Economy in Józefów (hereinafter referred to as the WSGE).
2. The WSGE signs an agreement setting out the terms of the tuition fee with a person accepted to become a student (hereinafter referred to as the Agreement University - Student).
3. The pattern of the agreement which is mentioned in the passage 2 is an attachment to the Rules of the fees.
4. The student is obliged to timely payment of the fees related to education, under the terms of these Rules and the Agreement University - Student.
5. The fees charged by the university related to education include:
  - 1) entry fee,
  - 2) tuition,
  - 3) additional charges
  - 4) handling charges,
  - 5) fees for issuing documents and certificates.
6. The recruitment fee is not charged from foreigners.

7. The University applies reductions and exemptions from payment of tuition fees for the Student.
8. The University reserves the right to charge statutory interest on late fees.

## **II. Fees charged by the university related to education**

### **§2**

1. The entry fee in the amount of – 25 euro is brought by the person applying for admission no later than on the date of application for admission in WSGE.
2. The amount of fees and installments as well as the dates of payment shall be governed by the decrees issued annually by the Chancellor. These regulations are also included in the Agreement University - Student.
3. The amount of tuition and installments which are stated in the passage 2 do not change during the education cycle.

### **§3**

1. The fees are paid to the bank account of the WSGE or they are paid directly to the WSGE cashbox. The date of payment is the date of receiving the fees to the account or to receive the cash in the WSGE cashbox.
2. In the case of lack of deposit of tuition fees on time, the student will be deleted from the list of the WSGE students.
3. In the case of late payment of the entry fee or the tuition fee, the WSGE charges statutory interest, but no longer than for two months.
4. In the case of re-admission after removal from the student's list, the student may continue his/her education after paying the handling charge in the amount of 50 euro.

### **§4**

1. The student who changes a form of education covers the costs of handling charge in the amount of 50 euro.
2. The student will be charged with the additional fee for subject carried under the program differences in the amount of 120 euro, and the fee for the program differences is charged for no more than three subjects.
3. The student who got the permission to received the conditional entry to the next year of study will be charged with the fee of 200 euro for each repeated subject.
4. The student who repeats a year bears a charge of 100% of tuition fees for the year established for the field of study and form of studies.

5. The student who has not submitted the thesis and obtained the Dean's permission to repeat the subject – Seminar, brings the tuition fees in the amount of 400 euro.
6. The student who submitted the graduation thesis, but did not pass the final diploma exam and was deleted from the student's list, and then resumed his/her studies under the paragraph 46 of the Regulations of Studies in relation to the paragraph 24, passage 3 of the Regulation of Diploma process, in connection with the obligation to prepare a new graduation thesis, he or she implements subject and brings charges in accordance with passage 5.
7. The student who submitted the graduation thesis, but did not take the final exam and was deleted from the list of students, and then resumed his/her studies in accordance with the paragraph 46 of the Regulations of Studies is required to complete 15 hours of consultation with the supervisor and until the time of diploma exam, he or she is charged with the fee of 400 euro.
8. For the subjects implemented additionally beyond the programme of studies, the student pays according to separate rules, which are as follows:
  - 1) The payment of tuition fees for the second course of study / second specialization is 50% of the fee required for the second course / second specialization and is valid for all semesters in which the second course / or second specialization is implemented with the reservation set in point 2,
  - 2) after completion of the first course of studies, the student makes full payment of tuition fees for the remaining semesters for the implementation of the second course of studies,
  - 3) the amount of tuition fees for studies carried out under the individual plan of study at a foreign university as a part of a student exchange program is 100% of the tuition rate for a given course and year of study; the student, before going for such studies under the scholarship, must pay a fee for the next academic year or for the semester, if it is a internship programme,
  - 4) the tuition fee for one semester realized as an individual study plan or an individual education program in the WSGE is equal to the semester tuition fee specified in the Agreement University - Student.
9. In the cases which are mentioned in passages 4 -7, the annex to the Agreement University - Student shall be done, a pattern of this annex is defined by separate Decree of the Chancellor.`

## §5

1. For issuing the documents and certificates, the WSGE charges a fee in the following amounts:

- 1) for an electronic student ID – 17 zł,
- 2) for the degree diploma together with two copies – 60 zł,
- 3) for issuing an additional copy of the degree diploma translated into a foreign language – 40 zł,
- 4) for issuing a postgraduate diploma – 30 zł,
- 5) for issuing a certificate of course completion – 10 zł,
- 6) for other certificates, with the exception of:
  - a) the certificates for Military Recruitment Process (WKU),
  - b) the certificates required to obtain a temporary residence permission in the Republic of Poland

– 5 zł.

- 2 For issuing documents' duplicate which are named in the passage 1, a fee 50% higher than for the original edition is charged.
- 3 For the legalization of documents used for legal transactions in foreign countries a fee of 19 zł is charged.
- 4 In the case of cash payments made directly at the cashbox, a handling fee of 5 zł is charged, the handling fee does not apply to fees for student ID and for the fee paid for each of above-mentioned certificate.
- 5 Before receiving the certificate which is mentioned in the passage 1, point 6, letter b, the student pays tuition fee for the next academic year.

### **III. Reductions and exemptions from the fees payment for students**

## §6

1. The Chancellor may agree for the reduction of the fee related to education and charged by the University or for changing the dates of payment.
2. The Chancellor's decree which is mentioned in the paragraph 2, passage 2, may defined the reductions different than those described in this Rules but they cannot be in contradiction to this Rules.

## §7

1. The foreign students during their studies conducted in foreign language may received the reduction in tuition fee for recommendation the WSGE to another person – foreigner who is not yet a student of the WSGE.
2. The reduction for recommending is granted to the student in the amount of 10% of yearly tuition fee of the person who with his or her recommendation and without the contribution of agent (consultant) begin to study at the WSGE.
3. The reduction is granted to student who apply for the reduction and who will make the payment no later than on the date of payment for next academic year,
4. The reduction for recommendation may be combined with the scholarships in the form of fee deduction which are described in §8.
5. The reduction is shown in the annex made to the Agreement University - Student
6. The pattern of the annex mentioned in the passage 5 is an attachment no 2 to this Rules.

## §8

1. The foreign students during their studies conducted in foreign language may received the reduction in tuition fee for:
  - 1) the highest GPA – the scholarship is granted to 10% of students with the highest mark average in particular year of study and it entitles to 20% of the reduction of his/her fee for the following academic year.
  - 2) the best attendance in classes – the scholarship is granted to students present in at least 90% of educational classes but this scholarship will be granted to no more than 10% of the students of the certain year of study; it entitles to 15% of thereduction of his/her fee for the following academic year.
2. The student has right to apply for both scholarships in the form of reductions but at the same time, only one scholarship can be granted.
3. The scholarships in the form of reductions are granted on the basis of student's application.
4. The pattern of the application, which is mentioned in the passage 3 is an attachment no 3a to this Rules
5. The scholarship in the form of reduction is shown in the annex to the Agreement University – Student
6. The patters of the annexes for particular scholarships are attachments no 3b and attachment 3c to this Rules

## §9

The student – foreigner may paid the tuition fee in the form of installments if in the last academic year:

- 1) the student received good or very good results in education – the GPA more than 4.1
- 2) the student regularly participates in classes – the attendance more than 70%

## §10

1. The Chancellor is granting the approval for the reduction mentioned in the paragraph 8 or for making payment in the way mentioned in the paragraph 9. The Chancellor's approval is granted based on the student's application
2. The attendance mentioned in the paragraph 8, passage 1 point 2 and in the paragraph 9 passage 2 is determined based on the attendance lists handled to the Dean Office by the academic teachers
3. The reduction mentioned in the paragraphs 7 and 8 are granted for one year
4. The reduction are considered proportionally to the period for which the total of tuition was paid, but not shorter then:
  - 1) a semester – in the cases of students mentioned in the paragraph 8,
  - 2) a year of study - in the case of other students.

## **IV Resignation from the studies and termination of the Agreement University – Student**

### §11

1. The student may terminate the agreement in any time but it must have a written form
2. The University is refunding the tuition fee in the case when student does not begin the study due to the following reasons:
  - 1) the course for which the student was enrolled did not start
  - 2) the visa, resident card or any other document making stay in territory of the Republic of Poland legal was not granted to student
3. In the case of resigning by the student from study in the period of 7 days from the registration date, the student – foreigners must pay back to the University the expenses in the amount of 2000 euro. which were made by University in order to made the commissioned job proper (in particular, the cost of activities of the International Relations Office, the cost related to the admission process, including the consultant or agent's commission, the business trips, the cost of marketing campaigns, the participation in educational fairs and the cost of promotion materials).

4. The refund of costs mentioned in the passage 3 will appear as a reduction of the refunded by the University amount of the tuition fee paid by the student.
5. The condition of making refund is proved in writing the fact of:
  - 1) the change of migration statute (stay statute) or revoking the visa by the diplomatic mission which issue the documents
  - 2) the enrollment to another University

#### **IV. Final and transitional rules**

##### **§12**

1. These Rules of fees shall enter into force on 1<sup>st</sup> September 2017.
2. The provisions of the presented Rules of fee apply to students starting and resuming studies in the WSGE from the academic year 2017/2018.
3. Those who begin studies in the WSGE are required to sign this Agreement, the Rules of the fees and the Agreement University – Student, which patten can be find as an attachment no 1 to this Rules.

##### **§13**

The Rules of fees and all introduced changes are published by posting on the bulletin board next to the WSGE cashbox and on the University website at least four months before the start of the study cycle (intake) when they are valid.