



**AGREEMENT**  
**on the terms and conditions of payment**  
**for studies for foreign students**

concluded by between:

**Powiślański University at 11 Listopada 29 Street, Kwidzyn (82-500)** entered into the register of non-public higher schools and unions of non-public higher schools maintained by the Minister of Science under the ordinal number 166, represented by the **Questor – Małgorzata Szymańska, MSc**, hereinafter referred to as **the "University" or "PSW"**, and

**Mr/Ms** .....  
**with the following permanent address** .....  
(permanent address)

**address for correspondence** .....  
**personal ID number PESEL (if assigned):** .....  
**holder of passport series. no.** .....  
**issued by** .....  
hereinafter referred to as "Student" or collectively the "Parties",

whereby the following is agreed:

**§ 1.**

1. The object of this Agreement is to set out the terms and conditions of payment for studies for students who are not Polish citizens undertaking studies on a fee-basis, including fee amounts and terms of payment.
2. Subject to the terms and conditions of this Agreement, the University undertakes with relation to the Student to carry out the programme of higher education at the level, in the mode and in the field specified below and in the decision on the admission to studies which commence in the winter semester of the academic year **2024/2025**:

**Level of studies:** first-cycle/second-cycle studies \*

**Form of study:** full-time / part-time \*

**Field of study:** .....

3. The educational programme will be implemented as set out in the plan and the Regulations of Studies. The plan of studies and the educational programme adopted by the Senate of the University are binding for the student.
4. The conditions for studying, completing studies and receiving a professional title **at first-cycle / second-cycle studies** are specified in the Act of 20 July 2018 On Higher Education and Science (i.e. Journal of Laws of 2024, item 1571) and the Regulations of Studies.
5. The University may decide not to initiate the programme of studies selected by the Student as indicated in section 3. The University will inform the Student about its decision no later than 14 days before the commencement of classes.
6. If the Student does not submit a written application for admission to another field of study or does not receive a decision on admission to this field of study within 7 days of receiving the information referred to in paragraph 5, this agreement is terminated, as a consequence of which all the obligations of the Parties contained therein expire.

**§ 2.**

1. The amount of tuition fees and deadlines for submitting the field of study chosen by the Student are specified in **Appendix number 1 to this agreement and the Fee Regulations (page 5-7)**.
- 2.1 The student undertakes to pay the fee for the entire first year of studies until the date of receiving the decision on admission to studies. It is permissible to spread the payment for the first year of study into two installments, provided that as of the date of signing the agreement on the terms of payment for studies, the student's stay in the Republic of Poland is at least 6 months. The payment terms resulting from this condition are specified in point 2.2(b) of this paragraph, while the amount of tuition associated with this condition is specified in point 2.3 of this paragraph.

2.2 The student undertakes to pay fees for the second and third (in the case of first-cycle studies) year of study on the dates indicated below, in accordance with the student's choice in point 2.3:

- a) one-off payment for the whole year - by 15 September in the winter semester;
- b) payment in two installments - 1st - by 15th September in the winter semester, 2nd - by 15th February in the summer semester;
- c) payment in four installments - 1st - by 15th September in the winter semester,, 2nd - by 15 November in the winter semester, 3rd - by 15th February in the summer semester, 4th - by 15th April in the summer semester.

2.3 Mark the correct choice with an „X”:

Payment method	One-time payment	Payment in two installments	Payment in four installments
<b>Acceptance (mark the correct choice with an X)</b>			

The amount of the total tuition fees depends on the choice of payment option and is, according to Annex 1 to the contract, respectively:

- first-cycle studies, with a one-off payment of €2400, semester payment of €2600 and instalment payment of €2800.

3. In the case the Student changes the direction, level, form of studies will be obliged to pay fees on the basis of an annex to this agreement in the amount applicable to the new direction, from the next semester from which he begins studies in the new field.
4. In the case the Student, as a result of obtaining leave from classes at the University or repeating the year of study, changes the year of recruitment, understood as a group of students of a given field or specialty performing classes in the regular course of study according to the year of recruitment, he will pay the fees applicable to the year to which he joins.
5. The student is obliged to:
  - a. make timely payments of fees related to the course of study in the amount set in the applicable Regulation of fees.
  - b. The fees referred to under point (a) shall be paid by the Student to the appropriate bank account of the University indicated for the student. The date of payment is considered to be the date of receipt of receivables on the University's account.
  - c. In the case of late payment of tuition fees, the Student is obliged to pay interest for late payment in the amount of the statutory interest rate in accordance with § 7 section 1 and section 2 of the Fee Regulations.
  - d. If the Student fails to pay the fees referred to in point (a) on time and does not appear on the summons to clarify the debt, the Vice-Rector for Didactics may, in accordance with the provisions of Article 108(2)(4) of the Law on Higher Education and Science and the provisions of the Study Regulations, remove him from the list of students and terminate this agreement.
  - e. Entry fees and other fees (e.g. tuition fees), due and paid during the term of this agreement in accordance with the provisions of the Regulations of fees are not refundable regardless of the reason for removal from the list of students, including in particular in the event of failure to study at the University or lack of continuation of education and in the event of termination of this agreement by the University for other reasons referred to in the Regulations of Studies. Only overpayment of tuition fees in accordance with the provisions of the Fee Regulations is refundable.
  - f. In the event of failure to undertake or interruption of education (i.e. submitting an application for deletion from the list of students), the Student undertakes to submit a written resignation. The lack of such an application is tantamount to having the status of a Student of the University and obliges to settle financial liabilities due for the period until the Vice-Rector for Didactics is removed from the list of students in accordance with the Law on Higher Education and Science and the Regulations of Studies.
6. In the event of finding due and unpaid fees, the University shall call on the student to settle, and then, in the event of its ineffectiveness, sends a written request for payment, for which the University charges a fee in the amount specified in Annex 1 to this Agreement. The University reserves the right to pursue claims due to it due for overdue fees, including through debt collection proceedings commissioned to a third party, as well as through court.

### § 3.

1. The student shall act in accordance with the contents of the oath and comply with the provisions of the Regulations of Studies, Fee Regulations and other orders and decisions issued by the University Authorities, applicable during the course of study.
2. The Student hereby confirms that he has read *the Regulations of studies, the Regulations of recruitment - the rules of recruitment and the Regulations of fees for studies*.
3. The student is obliged to immediately notify the dean's office about the change of surname, first name, marital status and address data. In the event of failure to notify about the change of address, the letters sent to the last address

provided or the last personal data provided to the University shall be deemed to have been served.

#### § 4.

1. The amount and dates of additional fees resulting from the course of studies are specified in Annex 1 to this Agreement.
2. Additional fee for a repeated semester of classes or a module is paid by a Student who repeats classes or carries out, with the consent of the Vice-Rector for Didactic, additional classes not covered by the study plan – including an additional block of classes constituting an additional specialization, specialization or specialization path, and a Student who has been assigned paid program differences due to a change in the course of study.
3. A student resuming studies is obliged to pay a fee for the resumption of studies in the amount set for a given academic year in the Table of Fees constituting an annex to the Regulations of tuition fees.
4. A student who has applied for a duplicate student ID card or diploma pays a fee for issuing a duplicate. The document is issued after the payment has been documented.
5. Additional fees do not include the costs of:
  - 1) purchase of textbooks and other teaching materials,
  - 2) reproduction of didactic materials,
6. Payment of tuition fees does not make the Student a shareholder or shareholder and does not grant him control rights in relation to the University.

#### § 5

1. A student who has received the consent of the Vice-Rector for Didactics for sick leave and as a result of this decision does not proceed to pass the subjects, does not pay tuition fees for any semester during which he is on leave.
2. A student who has received the consent of the Vice-Rector for Didactics for non-health leave and has applied for leave by 15 September in the case of leave starting from the winter semester or by 15 February in the case of leave starting from the summer semester, does not pay tuition fees for any semester during which he is on leave.
3. A student who has received the consent of the Vice-Rector for Didactics for leave other than health leave and has submitted an application for leave after the dates specified in paragraph 2, is obliged to pay tuition fees for the period from the beginning of the semester to the end of the month in which he submitted the application, in the amount specified in § 7 section 7 of the Regulations of payment for studies. Tuition fees paid for this period are not included in the tuition fee settlement.

#### § 6

1. In each subsequent academic year, the amount of tuition fees and other fees related to the course of study is increased by an indicator equal to the index of increase in prices of consumer goods and services for the calendar year preceding the year in which valorization is carried out, announced by the President of the Central Statistical Office. The first year of indexation is the academic year following the first year of the contract.
2. The University may waive the indexation referred to in section 1 or apply indexation by a lower value. Information about tuition fees and fees following indexation shall be published by the University in the Virtual Dean's Office, on the University website and on the notice board by 30 June.
3. As at the date of signing this agreement, tuition fees and additional fees related to the course of study are exempt from VAT. In the event of a change in the regulations, tuition fees or additional fees related to the course of study will be increased by VAT at the applicable rate.

#### § 7

1. The parties have concluded this Agreement for the duration of the studies, subject to section 2 and 3.
2. The Agreement is subject to termination as a result of the deletion of the Student from the list of students.
3. Deletion of the Student from the list of students may take place at the Student's request (resignation). The date of resignation from studies shall be deemed to be the date on which the decision on deleting from the list of students is issued by the dean. The basis for issuing such a decision shall be submission of the application referred to above together with the cleared circulation card.
4. The student shall be deleted from the list of students due to non-payment of tuition fees or additional fees for studies or other reasons set out in the Higher Education Law following the procedure set out in the Regulations of Studies.
5. Deletion from the list of students does not relieve the Student from the obligation to pay all due amounts accrued up to the date of deletion and resulting from the provisions of this Agreement.
6. In case of reactivation, the student shall file an application for reactivation to the Dean's office. A fee shall be charged for reactivation of the student's status. The amount of the fee including the required payment date is indicated in Annex 1 to this Agreement.
7. A student who has been granted a favourable decision on reactivation of the student's status shall enter into a new Agreement for the provision of educational services with the Fee Regulations effective at the date of reactivation.

**§ 8**

1. In matters not regulated by this agreement, the relevant provisions of the Civil Code and the Law on Higher Education and Science and the provisions of the Statute of the University, the Regulations of Studies and the Regulations of fees as well as other orders and decisions issued by the University Authorities, applicable during the course of studies, shall apply.
2. Within 14 days of the announcement of amendments to the Study Regulations and the Fee Regulations , the Student has the right to refuse to accept these changes in writing. The refusal referred to in the previous sentence is tantamount to the Student's immediate termination of this agreement and resignation from studies at the University. Any changes to the contract not resulting from changes in the regulations and other internal acts of the University require written form under pain of nullity, subject to § 6.

**§ 9**

Any disputes that may arise under this agreement will be resolved amicably by the parties, otherwise the parties submit them to the competent court in accordance with the provisions of the Code of Civil Procedure.

**§ 10**

1. An integral part of the contract is the annex referred to in the content of the contract.
2. The Agreement shall be concluded on the date of signature by the last of the Parties.

**STUDENT**

**UNIVERSITY**

.....  
*/signed with a qualified electronic signature or a  
trusted signature/*

.....  
*/signed with a qualified electronic signature or  
a trusted signature/*

\* appropriate tick

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## Financial commitment

This annex is an integral part of the contract, on the basis of which the student undertakes to pay tuition fees for studies, which he will start from in the winter semester of the academic year 2024/2025, in accordance with the choice indicated in §1 section 2 and in §2 section 3 and takes note of the amount of other fees applicable at the Powiślański University.

### List of fees for students and candidates for first-cycle studies

**Table 1 - Registration fee (entrance fee):**

200 EUR
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**Table 2 - Payment terms:**

1st year of studies	
the fee for the entire first year*	until the date of receipt of the decision in the case of college admission
2nd and 3rd year of studies (applies to first-cycle studies)	
one-off payment for the whole year	by 15th September in the winter semester
payment in two installments	1 <sup>st</sup> - by 15th September in the winter semester 2 <sup>nd</sup> - by 15th February in the summer semester
payment in four installments	1 <sup>st</sup> - by 15th September in the winter semester 2 <sup>nd</sup> - by 15th November in the winter semester 3 <sup>rd</sup> - by 15th February in the summer semester 4 <sup>th</sup> - by 15th April in the summer semester

\* failure to pay tuition fees for the first year of study will be the basis for not receiving a decision on admission to studies

**Table 3 – Fees – first-cycle (bachelor's) studies**

Faculty	Department	Year of study	One-time payment	Payment in two installments	Payment in four installments
Faculty of Economics and Social Sciences	Economy	1st year	2.400 EUR	not applicable	not applicable
		2nd year	2.400 EUR	2 x 1.300 EUR	4 x 700 EUR
		3rd year	2.400 EUR	2 x 1.300 EUR	4 x 700 EUR

**Table 4 — Fees other than tuition fees**

Payment type	Amount	Payment date
Fee for issuing a student ID	cost included in tuition fees	/
Fee for the publication of a student's book	cost included in tuition fees	/
Medical examination	cost included in tuition fees	/
fee for issuing a diploma of completion of studies in two copies,	25 EUR	until February 15 of the last semester of studies
Issuance of a duplicate diploma together with a supplement	50 EUR	until February 15 of the last semester of studies

fee for issuing a diploma of completion of studies in two copies,	75 EUR	until February 15 of the last semester of studies
Reactivation fee (fee for the procedure related to re-admission to studies)	245 EUR	7 days from submitting the application for resumption of studies
Repetition of the course/conditional credit for the course – obtaining credit	105 EUR	14 days from the submission of the application for repetition of the course / conditional credit for the course
Repeating the course/conditional credit for the course – exam	105 EUR	14 days from the submission of the application for repetition of the course / conditional credit for the course
Repetition of the course/conditional credit for the course – classes and exam	175 EUR	14 days from the submission of the application for repetition of the course / conditional credit for the course
Obtaining credit for the course in self-study mode	70 EUR	14 days from the submission of the application for repetition of the course / conditional credit for the course
Fee for repetition of the semester (does not apply to the last semester of studies, when only the diploma seminar is repeated)	the full amount of standard tuition fees applicable in the recurring semester	according to the tuition schedule
Semester repetition fee (in case of obtaining credit for at least one course from the semester, the student was sent for repetition)	70% of the standard fee for a repeated semester	according to the tuition schedule
Fee for repeating the diploma seminar in the last semester of study (when only the diploma seminar is repeated)	630 EUR / per semester	with the submission of an application (annex to the application)
For the legalization of documents intended for business purposes abroad	10 EUR	14 days from the submission of the application
Default interest on late charges	at the statutory rate	immediately on the next payment
Preparation of a summary of ratings from records	70 EUR	7 days from the submission of the application
Fine for overdue books from the Library	1 EUR / per book - for each started overdue day	within 7 days from the date of return of the book to the Library
One-off fee for each written reminder sent by registered mail and/or acknowledgement of receipt in respect of arrears in payment of the fee	5 EUR / address in Poland 10 EUR / other address	14 days from the date of the request for payment
<b><u>Program differences:</u></b>		
Repetition of the subject / conditional credit for the subject – obtaining a credit	105 EUR/ per semester	in accordance with the contract

Repetition of the subject/conditional passing for the subject – exam	105 EUR / per semester	in accordance with the contract
Repetition of the subject /conditional credit for the subject – classes and exam	175 EUR / per semester	in accordance with the contract
Obtaining credit for the course in self-study mode	70 EUR	in accordance with the contract