

ORDINANCE No. 84/2019
of the Rector of the University of Wrocław
of 10 June 2019

**on the principles for charging fees for provided educational services as well as
the mode and conditions of reimbursement and exemption from such fees for
students of the University of Wrocław**

Pursuant to Article 23, section 1 in connection with Article 79, section 3 and Article 198, section 8 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), it is ordered as follows:

**I. Principles of charging fees for provided educational services for Polish
citizens and foreigners**

§ 1. The University of Wrocław charges fees for educational services related to:

- 1) education in part-time studies;
- 2) education in studies conducted in English;
- 3) education of foreigners in full-time studies;
- 4) repetition of certain classes in studies due to unsatisfactory academic performance;
- 5) education in studies as part of courses not included in the study programme;
- 6) additional classes and exams in a foreign language.

§ 2. The amount of fees referred to in § 1 for each consecutive academic year shall be determined by the Rector of the University of Wrocław by a separate ordinance by the end of March of the year preceding the academic year, taking into account the rules set forth in the Law on higher education and science.

§ 2a. The obligation to pay the fees referred to in § 1 is imposed on the student by law and is independent of whether the student enters into an agreement with the University of Wrocław on the terms and conditions of charging for educational services.

§ 3.1. The University of Wrocław may reduce or not charge fees when the University obtains extra-budgetary funds to finance or subsidize the study programme or when it results from agreements concluded by the University.

2. The Rector may decide not to charge fees to a foreigner admitted to a degree program on the basis of separate agreements on recruitment.

3. The dean or the head of a non-departmental unit, in particularly justified cases, may give permission for free participation in selected classes conducted as part of English-language studies by people studying in Polish, taking into account the didactic and financial capabilities of the organisational unit.

§ 4.1. The student shall pay the fees referred to in § 1, points 1-3 in the form of a semester fee equal to half of the annual fee, subject to sections 2 and 3, by the deadlines:

- 1) by 10 October for the winter semester;
- 2) by 5 March for the summer semester;
- 3) for the first semester – by 15 October, and if the agreement is concluded after 15 October within 7 days of the conclusion of the agreement.

2. A foreigner taking up paid studies shall pay the fee for the first year of study within 14 days of accepting the educational offer.

3. Fee paid by a foreigner for the first year of study and is not subject to semester instalments. In justified cases, the Rector, at the request of the foreigner, may extend the deadline for payment of the fee or agree to pay the fee in installments.

3a. Fee paid by a foreigner for the first year of study and is not subject to semester instalments. In justified cases, the Rector, at the request of the foreigner with the opinion of the dean or the head of a non-faculty unit, may extend the deadline for payment of the fee or agree to pay the fee in two installments, payable before the beginning of the first and second semesters. In particular, an applicant who is located and has the right of residence in the territory of Poland and who is considered to be in a legitimate case is considered to be in a difficult financial situation:

1) has the status of a refugee in the Republic of Poland or is a graduate of first-cycle, second-cycle or long-cycle studies at the University of Wrocław.

4. Fees for repeating classes shall be paid by the student on time:

1) by 15 October for the winter semester;

2) by 10 March for the summer semester.

5. The fees referred to in § 1, subject to sections 2 and 3, 3a may be paid by all students in installments established by the council of the organisational unit at the request of the dean or the head of the non-faculty unit, except that the required fee must be paid in full no later than 7 days before the scheduled date for completing classes (including taking an exam).

6. Fees for classes not included in the study programme and additional classes and examinations in a foreign language shall be paid by the student on the dates specified in section 1, points 1 and 2.

7. Fees in PLN or EUR should be paid to the appropriate bank account indicated in the agreement on the terms and conditions of charging for educational services with the album number in the title of the transfer.

8. The date of payment of the fee/rate is considered to be the date of its receipt in the bank account of the University of Wrocław.

9. If the deadline for payment of the fee/rate falls on a legal holiday, it shall be moved to the nearest working day.

10. If the fee/rate is not paid by the applicable deadline, statutory interest will be charged for late payment.

11. In case of failure to pay the fees/rates referred to in § 1, section 1, points 1-4 within the applicable period, the student may be struck from the list of students.

12. In case of failure to pay the fees referred to in § 1, section 1, points 4-6, the student may not be admitted to the course.

13. The crediting of payments made on account of receivables for educational services shall be made to the debt with the longest maturity.

14. The dean or head of a non-faculty unit shall indicate the classes (including course components and elements of educational modules) for which fees are charged.

15. The dean or head of a non-faculty unit shall supervise the correctness of the collection of fees for educational services provided in the managed unit, including their timely billing and payment.

§ 5. In the case of renewal for fee-paying studies, the dean or head of a non-faculty unit determines the fee for the semester (year) for which the student is enrolled, taking into account the number of subjects considered passed and subjects to be completed. In determining the amount of fees, the dean or head of a non-faculty unit shall take into account the rates for repetition of courses in studies, as specified in the Rector's ordinance referred to in § 2.

§ 5a.1. In a situation of repeating a year of studies or other interruptions in the course of studies, resulting in a change in the student's binding cycle of studies, the amount of fees for provided educational services will be determined based on the rates resulting from the Ordinance of the Rector of the University of Wrocław on fees for studies at the University of Wrocław binding for the cycle of studies the student is recruited in.

2. The regulations referred to in section 1 apply to students beginning their education in the 2022/2023 academic year.

§ 6.1. The dean or the head of a non-faculty unit, granting permission for conditional continuation of studies, determines the amount of fees guided by the rates applicable to the repetition of classes, if required.

§ 7.1. In the case of termination of the contract that a student has concluded with the University of Wrocław on the terms and conditions of charging for provided educational services before the end of the semester or striking off the list of students, the University - at the request of the student - shall refund to the interested party a part of the fee for the period falling after the termination of the contract on the basis of a decision of the dean or the head of a non-departmental unit determining the amount of the fee to be refunded, subject to § 9 section 1 of this Ordinance.

2. The refundable fee is calculated as follows: the annual fee is divided by the total number of hours attributable to the academic year and multiplied by the number of hours attributable to the period from the date of termination to the last day of teaching.

3. The deadline for reimbursement of the amount due to the student is 21 days from the date of submission of a complete application for refund of the overpaid fee. Refund of the fee is made to the account indicated by the student, reducing it by the fees (cash benefits) due to the University from the student.

4. The student's application, together with the decision of the dean or the head of the non-faculty unit, is forwarded to the Finance Department of the University of Wrocław in order to implement the refund of the overpaid fee.

5. The decision of the dean or head of a non-faculty unit is not an administrative decision within the meaning of the Code of Administrative Procedure.

§ 8.1. If, on the date of termination of the contract concluded with the University of Wrocław regarding the payment terms for educational services, whether due to withdrawal before the end of the semester or removal from the student register, the student is in arrears with any fees, they are obliged to pay the outstanding amount accrued up to the date of contract termination.

2. If the contract is terminated during a semester, the outstanding fee for that semester is calculated as follows: the annual fee is divided by the total number of hours attributable to the academic year and multiplied by the number of hours attributable to the period from the first day of teaching until the date of termination.

3. In the event of non-payment of the overdue fee referred to in section 1 within 14 days from the date of receipt of the call for payment, the University shall pursue the overdue fees for the educational services provided in court proceedings.

§ 9.1. To a foreigner, the fee for the first year of study is refundable only in the case:

- 1) resignation from studies before the start of the academic year. The amount paid, less twice the handling fee, is refunded;
- 1a) cancellation of studies before the final date of arrival set by the Faculty. The amount of the fee paid, less twice the processing fee
- 2) of the refusal of a visa for entry into Poland, will be refunded. The amount of the fee paid, reduced by the handling fee, shall be refunded;
- 2a) visa cancellation. The amount paid, less twice the handling fee, is refunded;
- 3) receipt of the decision to grant a semester/year of dean's leave. The fee for the period of non-attendance is refundable;
- 4) resignation from studies for health reasons confirmed by an appropriate medical certificate. The fee for the time not taken for health reasons is refundable.

2. Apart from the cases mentioned in section 1, the tuition fee is refundable if the University of Wrocław - for reasons beyond its control - did not ensure participation in the study programme previously offered to the candidate.

3. In the case of students recruited for the University by recruitment agencies, the amount of the fee refund is reduced by the commission of the recruiting agency, if the cancellation of the continuation of study occurs in the first year of study.

4. When applying for a fee refund, a foreigner shall submit a properly completed *Fee Refund Form*, which is attached to this Ordinance, and a confirmation of visa refusal with a copy of the entire passport, or a copy of the cancelled visa, or a confirmation from the consulate that there are no visa deadlines until the scheduled arrival date with a copy of the entire passport, or a decision on granting dean's leave, or a medical certificate.

5. The documents referred to in section 4, the foreigner shall submit in:

- 1) on the candidate's individual account in the IRC system accessible through the website www.international-applications.uni.wroc.pl, in the case referred to in section 1, points 1 and 2a – if studying on a program conducted in English. The Faculty Coordinator reviews the legitimacy of the request, attaches the required documents to the EZD system, approves the refund form and the amount to be refunded, submits it to the Admissions and Promotion Coordination Office for approval, and then to the Vice-Rector for Teaching. Once the required approvals have been received, it forwards the documents via EZD to the Finance Department for processing of the return.
- 2) in the Admissions and Promotion Coordination Office, in the case referred to in section 1, points 1 and 2a – if he/she studies on a degree programme conducted in Polish; An employee of the Admissions and Promotion Coordination Office reviews the legitimacy of the application, attaches the required documents to the EZD system, approves the reimbursement form and the amount to be reimbursed, and then submits it to the Vice-Rector for Teaching for approval. Once the required approvals have been received, it forwards the documents via EZD to the Finance Department for processing of the return.
- 3) in the relevant dean's office, in the case referred to in section 1, points 3 and 4. The employee of the dean's office considers the legitimacy of the request, attaches the required documents to the EZD system, approves the reimbursement form and the amount to be reimbursed, submits it to the dean's office for approval and then to the Vice-Rector for Teaching. Once the required approvals have been received, it forwards the documents via EZD to the Finance Department for processing of the return.

6. The decision on refunding the fee for the first year of study shall be made by the Vice-Rector for Teaching, for subsequent years by the dean, vice-dean responsible for education or head of a non-faculty unit.

II. Mode and conditions of exemption from fees for educational services provided

§ 10.1. The University of Wrocław may exempt *a student who is a Polish citizen* from payment of fees for provided educational services related to:

- 1) education on part-time studies;
- 2) education on studies conducted in English (paid studies);
- 3) repetition of certain classes in studies due to unsatisfactory academic performance.

2. When exempting a student from the fees referred to in section 1, the dean or head of a non-faculty unit shall take into account, in particular, the financial result of the previous calendar year and the current and future financial situation of the unit. The financial consequences of decisions made are borne solely by the organisational unit concerned.

§ 11.1. At the request of a student, the dean or the head of a non-faculty unit - taking into account the provisions of § 10 section 2 - may exempt the student in whole or

in part from the obligation to pay the fees referred to in § 10 section 1, if the applicant meets all of the following conditions:

- 1) income per person in the student's family does not exceed the amount of income entitling the student to apply for a social grant at the University of Wrocław;
 - 2) there will be particularly important circumstances that make it impossible for the student to pay the fee in full or in part.
2. Particularly important circumstances referred to in section 1, point 2 include:
- 1) full orphanhood,
 - 2) serious or prolonged illness of the student or immediate family member (lasting more than 6 months),
 - 3) a fortuitous event (e.g. fire, flood),
 - 4) exceptionally difficult financial or living situation of the student,
 - 5) implementation of a program of study within a certain scope under agreements concluded between the University of Wrocław and domestic or foreign universities, which is associated with additional costs incurred by the student, if the above circumstances prevent the student from paying the full or partial fee.
3. The dean or the head of a non-faculty unit may exempt a student from paying fees, even though the income per person in the family exceeds the amount referred to in section 1, point 1, if the circumstances particularly justify such a decision.

§ 12. At the request of a student, the dean, the dean responsible for education, or the head of a non-faculty unit may - taking into account the provisions of §10, section 2 - exempt in part from the obligation to pay the fee referred to in §10, section 1, points 1 and 2, not more than 25% of the fee due, if the applicant meets all of the following conditions:

- 1) has a Large Family Card, as referred to in the Act of 5 December 2014 on the Large Family Card (Journal of Laws of 2014, item 1512, as amended);
- 2) income per person in the student's family does not exceed 150% of the amount of income entitling the student to apply for a social grant at the University of Wrocław;
- 3) submits a documented application in accordance with the provisions of § 15.

§ 13. In situations referred to in § 11 and in § 12 a student may apply for fee exemption no earlier than after the first semester of study (first-cycle studies and second-cycle studies, long-cycle studies).

§ 14. Submission of an application for exemption in whole or in part from the fees referred to in § 10, section 1 does not relieve the student from the obligation to pay the fee by the required deadline.

§ 15.1. A student applying for exemption from the fees referred to in § 10, section 1, in whole or in part, in the situations referred to in § 11, sections 1 and 3, and § 12, is obliged to comprehensively document when submitting an application:

- 1) the amount of their own income and that of all family members, obtained in the calendar year preceding the academic year in which the student applies for fee exemption;
- 2) the occurrence of particularly important circumstances that prevent him from paying the full or partial fee or having a Large Family Card in the case of the situation referred to in § 12.

2. The monthly amount of income per person in the student's family and the method of documenting it is determined in accordance with the rules set forth *in the Regulations on Student Benefits*. In particularly justified cases, the dean or head of a non-faculty unit may designate another period for which the student is to document income or another way to document income.

3. The administrative staff of the faculty/ organisational unit appointed by the dean or the head of the non-faculty unit, respectively, are responsible for the proper completion of the documentation and for the correct calculation of the income per person in the student's family.

4. In the absence of complete documentation referred to in section 1, point 1, the employee referred to in section 3 shall call - in writing - the student to complete the application within 7 days from the date of delivery of the call.

5. A documented application for exemption from the fees referred to in § 10, section 1, in whole or in part - the student is required to submit to his/her dean's office or appropriate organisational unit, within a deadline of 7 calendar days from the end of the corrective examination session of the previous semester.

6. An application submitted after the deadline referred to in section 5 will not be considered. The deadline for filing an application is not subject to reinstatement. This includes the submission of an incomplete application, not completed by the deadline.

7. The administrative staff of the faculty/unit appointed by the dean or head of the non-faculty unit, respectively, is responsible for the proper preparation of the decision and its timely delivery to the student concerned.

§ 16.1. A student has the right to appeal against a decision made by the dean, vice-dean for education or head of a non-faculty unit, based on the authorization of the Rector of the University of Wrocław, concerning the exemption from the fees referred to in § 10, section 1:

- 1) the right to apply to the Rector for reconsideration. The application is submitted to the dean's office or the appropriate organisational unit within 14 days from the date of receipt of the decision or
- 2) complaint to the Provincial Administrative Court without submitting an application to the Rector for reconsideration. The complaint shall be submitted to the dean's office or the appropriate organisational unit within 30 days of receiving the decision.

2. The Rector's decision issued as a result of the reconsideration of the case may be appealed by the student to the Regional Administrative Court. The complaint shall be submitted to the dean's office or the appropriate organisational unit within 30 days of receiving the decision.

3. If a student who is a Polish citizen submits an application for reconsideration, the dean's office/organisational unit is required to immediately forward the application with documentation to the Student Affairs Department. The documentation should include the decision against which the student submits a request for reconsideration, together with a set of documents on the basis of which the decision was made, and the position of the dean, associate dean for education or head of a non-faculty unit as to the arguments raised in the request.

§ 17. The University of Wrocław may exempt *a student who is a foreigner* from payment of fees for provided educational services related to:

- 1) education in part-time studies;
- 2) education in studies conducted in English (paid studies);
- 3) education in full-time studies;
- 4) repetition of certain classes in studies due to unsatisfactory academic performance.

§ 18.1. At the request of a student who is a foreigner, the dean, the dean responsible for education or the head of a non-faculty unit may exempt the student in whole or in part from the obligation to pay the fees referred to in § 17 if there are important circumstances, in particular, such as:

- 1) full orphanhood;
- 2) serious or prolonged illness of the student or immediate family member (lasting more than 6 months),
- 3) a fortuitous event (e.g. fire, flood);

- 4) exceptionally difficult financial or living situation of the student;
- 5) implementation of a program of study within a certain scope under agreements concluded between the University of Wrocław and domestic or foreign universities, which is associated with additional costs incurred by the student, if the above circumstances prevent the student from paying the full or partial fee;
- 6) taking up his/her studies in a second field of study or education in another form at the University of Wrocław under the conditions of payment.

2. In the situations referred to in section 1, points 1-5, the student may apply for fee waiver no earlier than after the first year of study.

3. A documented application for exemption from fees in full or in part, a foreigner is required to submit to the dean's office or the appropriate organisational unit, within a deadline of 7 calendar days from the end of the corrective examination session of the previous semester.

4. An application submitted after the deadline referred to in section 3 will not be considered. The deadline for filing an application is not subject to reinstatement.

5. Decisions on exemption in whole or in part from the obligation to pay the fees referred to in § 17 are made by the dean, the vice-dean for education or the head of a non-faculty unit.

§ 19.1. A foreign student is entitled to appeal against the decision of the dean, the vice-dean for education or the head of a non-faculty unit regarding the exemption of fees referred to in § 17, made under the authorization of the Rector:

- 1) the right to apply to the Rector for reconsideration. The application is submitted to the dean's office or the appropriate organisational unit within 14 days from the date of receipt of the decision or
- 2) complaint to the Provincial Administrative Court without submitting an application to the Rector for reconsideration. The complaint shall be submitted to the dean's office or the relevant organisational unit within 30 days of receiving the decision.

2. The Rector's decision may be appealed by the student to the Provincial Administrative Court. The complaint shall be submitted to the dean's office or the appropriate organisational unit within 30 days of receiving the decision.

3. If a foreign student submits an application for reconsideration, the dean's office/unit is required to immediately forward the application with documentation to the Teaching Department. The documentation should include the decision against which the student submits a request for reconsideration, together with a set of documents on the basis of which the decision was made, and the position of the dean, associate dean for education or head of a non-faculty unit as to the arguments raised in the request.

§ 20. *repealed*

§ 21. If the application of a student, including a foreigner, for a fee waiver is granted, the waiver amount paid shall be credited against the fee for the next semester or refunded to the student upon written request.

III. Transitional and final provisions

§ 22.1. To foreigners who took up studies under the rules applicable to Polish citizens before 1 October 2019, § 10 - § 16 of this Ordinance shall apply to the completion of the educational cycle.

4. Foreigners with whom the University of Wrocław concluded an agreement on the terms and conditions of payment for educational services provided before the academic year 2019/2020, the fees charged shall remain in force until the agreement is in force or terminated.

§ 23. The Rector shall have the right of binding interpretation of the provisions of this Ordinance.

§ 24. Supervision of the implementation of the Ordinance is entrusted to the Vice-Rector for Teaching, while in terms of § 10 - § 16 to the Vice-Rector for Student Affairs.

§ 25. The Ordinance takes effect on 1 October 2019.

prof. dr hab. Przemysław Wiszewski
R E C T O R

FORMULARZ ZWROTU OPŁATY
FEE REFUND FORM

Numer aplikacji
Application Number

Dane osobowe / Personal Data

Imię <i>First name</i>		Obywatelstwo <i>Nationality</i>	
Nazwisko <i>Family name</i>		Płeć <i>Gender</i>	
Data i miejsce urodzenia <i>Date and place of birth</i>		Numer paszportu <i>Passport number</i>	
Telefon/telefon komórkowy <i>Phone / Mobile</i>		Email	
Adres <i>Address</i>			

Żądany zwrot / Refund Requested

Zwrot	Opłata rejestracyjna / Czesne	Okres nauki / rok <i>Teaching period / year</i>	
Powody zwrotu <i>Reason for refund</i>			
Kwota żądanego zwrotu <i>Amount of refund requested</i>			

Metoda zwrotu / Refund Method

Nazwa banku <i>Bank Name</i>	
Adres banku <i>Bank address</i>	
Numer konta (IBAN) <i>Account number (IBAN)</i>	
Numer BIC/SWIFT <i>BIC/SWIFT number</i>	
Posiadacz konta <i>Account holder</i>	
Adres posiadacza konta <i>Account holder address</i>	

Podpis wnioskodawcy / Applicant's signature

Podpis Rektora / Rector's signature