

AGREEMENT No. _____/2020
on the conditions for charging tuition fees for the provision of educational services on part-time programmes conducted in English

concluded on 2020-10-01, in Wrocław between:

the University of Wrocław, based in Wrocław, pl. Uniwersytecki 1, hereinafter referred to as „the University”, represented by:
dr hab. Anna Małgorzewicz, prof. UWr, authorised to make commitments acting on the authorisation of the Rector of the University of Wrocław

a Mr/Ms _____

residential address _____

mailing address _____,

passport No. _____

admitted to part-time second degree programme conducted in English

at the Faculty of Philology,

field of study: Communication Management, major Communication Management,

– Student Record Book [indeks] No. _____ – hereinafter referred to as „the Student”

reads as follows:

§ 1.
SUBJECT MATTER

1. This Agreement lays down the conditions for charging tuition fees and their amounts for:

- 1) University education, including repeating classes as the result of unsatisfactory learning achievements,
- 2) taking up classes not included in the degree plan,

on second degree part-time programmes in English in the field of Communication Management, major Communication Management, hereinafter referred to as „tuition fees” and mutual rights and obligations of the Parties according to the provisions of the act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the „Act”.

2. The amounts of the tuition fees for provided educational services are set out in the Agreement, its amendments, and the Ordinance No. 37/2020 of the Rector of the University of Wrocław of 30.03.2020 on charging fees for studies at the University of Wrocław in 2020/21 academic year, constituting an integral part of the Agreement.

3. The Student can apply to be exempted from the fees, in their entirety or in parts.

4. The detailed rules on charging tuition fees for educational services and the terms and conditions of the waiver of the fees (in their entirety or in parts) are set out in the Ordinance No. 84/2019 of the Rector of the University of Wrocław of 10.06.2019 on charges for the provision of academic services and the terms and conditions of the waiver of fees and reimbursement for students and PhD students of the University of Wrocław, constituting an integral part of the Agreement.

5. The Ordinances of the Rector of the University of Wrocław referred to in sections 2 and 4 are published at the University’s website: <https://uni.wroc.pl/sprawy-dydaktyczne/dydaktyczne-i-naukowe/>.

6. In the cases of conflict arising between the provisions of this Agreement and the provisions of the Rector’s Ordinances referred to in sections 2 and 4, the provisions of this Agreement shall prevail.

§ 2.
RIGHTS AND OBLIGATIONS OF THE PARTIES

1. The University declares that it has sufficient legal conditions, staff, and facilities to provide education in the field referred to § 1 section 1 and it undertakes to maintain them till the end of the planned study period.

2. The degree programme taken up by the Student is completed with a magister degree, which the University is authorised to award.

3. The Student undertakes to act according to the student oath and to:

- 1) comply with the obligations under the Act of 20 July 2018 – *Law on Higher Education and Science*, Study Regulations adopted by the Senate of the University of Wrocław, and to comply with other internal legal texts of the University remaining in force during the period of studies;

- 2) make timely payments to the University for educational services being provided.

4. The Student undertakes to access on an ongoing basis the legal texts referred to in section 3 item 1

§ 3.
TUITION FEE

1. The amount of the annual tuition fee for second degree programme is 2750 EUR.

2. The Student undertakes to pay the tuition fee for the first year of studies within 14 days from the approval of the educational offer.

3. The Student undertakes to pay the tuition fee in the form of a semestral payment for studies by:

- 1) 10th October of each academic year – for the winter semester;

- 2) 5th March of each academic year – for the summer semester;

4. Semestral fee constitutes half of the annual fee.

§ 4.

TUITION FEE FOR REPEATING CLASSES DUE TO UNSATISFACTORY LEARNING ACHIEVEMENTS

1. The hourly rate for repeating classes due to unsatisfactory learning achievements is 5 EUR
2. The list of the repeated courses, number of hours per semester, number of ECTS credits, amount of the fee per course and the date of the final assessment shall be set out in the amendment to the Agreement concluded no later than 14 days before the semester when the classes will take place starts.
3. The Student undertakes to make payment for repeating classes due to unsatisfactory learning achievements by:
 - 1) 15th October for the winter semester;
 - 2) 10th March for the summer semester.
4. If no payment for repeating classes due to unsatisfactory learning achievements is made within time limits prescribed in section 3, the Student may not be allowed to repeat classes.

§ 5.

TUITION FEE FOR CLASSES NOT INCLUDED IN THE DEGREE PLAN

1. The tuition fee for classes not included in the degree plan applies only to additional non-obligatory classes in which the Student enrolls voluntarily.
2. The list of courses, number of hours per semester, number of ECTS credits, amount of the fee per course shall be set out in the amendment to the Agreement concluded no later than 14 days before the classes not included in the degree plan start in a given academic year.
3. The Student undertakes to make payment by:
 - 1) 10th October of each academic year – for the winter semester;
 - 2) 5th March of each academic year – for the semester;
4. If no payment is made within time limits prescribed in section 4, the Student may not be allowed to take up classes.

§ 6.

COMMON PROVISIONS

1. If the day of payment falls on a Saturday, Sunday, or public holiday, the deadline for payment is extended to the next working day after the original date of payment.
2. The date of payment shall be considered the date when the amount payable is credited to the University's bank account.
3. If no payment is made within obligatory time limit, statutory interest due for late payment shall be charged.
4. If no payment referred to in § 3 or § 4 is made within obligatory time limit, the Student may be removed from the student list, after having been requested to pay the outstanding amount.
5. The removal from the student list does not relieve the Student from the obligation to pay the University the outstanding amount with interest.
6. The fee can be paid in installments as decided by faculty boards, on the condition that the payment must be made in entirety no later than 7 days before the date set for the assessment (exam).
7. At the University's request the Student is obliged to present the proof of payment.
8. While making the payment in PLN into the account indicated in the Agreement the Student specifies the number of his/her Student Record Book [indeks] as the transfer's title.
9. While making the payment in EUR into the account: Santander Bank Polska S.A., 1 Oddział Wrocław, Rynek 9/11; 50-950 Wrocław SWIFT: WBK PPL PP; number: 57 1090 2398 0000 0001 0899 3964 for studies conducted in English the Student specifies the academic year for which s/he is paying along with the name of the faculty and the field of study. In the case of payments referred to in § 4 and § 5 the Student also indicates the course for which s/he is paying.

§ 7.

DURATION AND DISSOLUTION OF THE AGREEMENT

1. The Agreement is concluded for the study period indicated in the degree plan, that is for 4 semesters.
 2. During the term of this Agreement the Student makes payments in the amounts specified in § 3 and § 4.
 3. If under conditions specified in Study Regulations the study period referred to in section 1 is prolonged, the duration of the Agreement is also extended without the need to conclude an amendment.
 4. If the Agreement is extended under the conditions specified in section 3, the Student shall be obliged to make payments resulting from the provisions of § 3, § 4, and § 5 of this Agreement in the amounts indicated in the Ordinance of the Rector of the University of Wrocław on tuition fees at the University of Wrocław in force in the academic year when the Agreement was extended.
 5. The Agreement is dissolved:
 - 1) on the expiry of the period referred to in section 1 or extended according to section 3;
 - 2) on the effective date of the decision on removing the Student from the student list;
 - 3) the date of the submission of withdrawal from studies to the Vice-Rector for Teaching in writing, otherwise being null and void.
 6. The University may dissolve the Agreement without giving notice if the Student fails to make due payments within time
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limits prescribed in § 3 section 3 or § 4 section 3 of this Agreement, retaining the claims for payments due for the period in which educational services were provided.

7. If the Agreement is dissolved before the end of the semester, the University – at the Student's request – reimburses the Student with the part of the fee due for the period after the dissolution of the Agreement, based on the dean's decision specifying the amount to be reimbursed. The fee shall be reimbursed within 21 days, counting from the day when the application for reimbursement was submitted. The reimbursed amount shall be paid into the bank account specified by the Student or at the University's cash desk, subject to § 8.

8. If on the day of the dissolution of this Agreement the Student is falling behind with tuition fee payments, s/he is obliged to pay them in the amount due till the day when the Agreement was dissolved.

9. If no overdue payment referred to in section 8 is made within 14 days from the day when the request for payment was received, the University shall make its claim for the overdue tuition fee payments for provided educational services in court proceedings.

§ 8. REIMBURSEMENT

1. The tuition fee for the first year of studies is refunded only in the case of:

- 1) the Student resigning from studies before the commencement of the academic year. The fee is reimbursed in the amount paid reduced by a handling fee;
- 2) the Student not being granted an entry visa to Poland or the visa being cancelled. The fee is reimbursed in the amount paid reduced by a handling fee;
- 3) the Student being granted by the Dean a semestral/annual leave. The fee shall be reimbursed for the time taken off;
- 4) the Student resigning from studies for health reasons confirmed by a medical certificate. The fee shall be reimbursed for the time off taken for health reasons.

2. Except in the cases referred to in section 1, the fee is refunded if the University of Wrocław, for reasons beyond its control, failed to provide the programme of studies which it had previously proposed to the candidate.

§ 9. OTHER PROVISIONS

1. For matters not covered by this Agreement the provisions of the Act, the Civil Code, as well as internal legal texts of the University of Wrocław shall apply.

2. The University of Wrocław reserves the right to make changes to the Rector's Ordinance referred to in § 1 section 2 of this Agreement, but within the limits set out in Article 80 section 3 of the Act – *Law on Higher Education and Science*.

3. Dissolution, termination or rescission of this Agreement require written form, otherwise being null and void.

4. The student declares that before concluding this Agreement s/he has been given: Study Regulations of the University of Wrocław, Ordinance No. 37/2020 of the Rector of the University of Wrocław of 30.03.2020 on tuition fees charged for studies at the University of Wrocław in teaching cycles commencing in 2020/21 academic year, and the Ordinance of the Rector of 10.06.2019 on rules on charging fees for educational services and the terms and conditions of the waiver of the fees and reimbursement for students and PhD students of the University of Wrocław.

5. The Agreement has been made in two identical copies, one for each Party.

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for the University of Wrocław

.....
Student

Annexes:

1. Ordinance No. 37/2020 of the Rector of the University of Wrocław of 30.03.2020 on tuition fees charged for studies at the University of Wrocław in teaching cycles commencing in 2020/21 academic year
2. Ordinance No. 84/2019 of the Rector of the University of Wrocław of 10.06.2019 on rules on charging fees for educational services and the terms and conditions of the waiver of the fees and reimbursement for students and PhD students of the University of Wrocław.
3. Study Regulations of the University of Wrocław.
4. Tuition fee reimbursement form.

* niepotrzebne skreślić