

**Tuition fees to be paid by students
and rules of payment for education services provided
by the Medical University of Warsaw**

Kinds of fees

§ 1

The Medical University of Warsaw (hereinafter referred to as 'University') collects fees for:

1. providing education services concerning:
 - 1) educating at part-time studies;
 - 2) educating at studies in English;
 - 3) educating foreigners at full-time studies in Polish;
 - 4) repeating classes due to unsatisfactory academic performance;
 - 5) conducting classes excluded from the curriculum, including classes supplementing the learning outcomes (so-called 'making up for curricular disparities');
2. conducting the confirmation of learning outcomes;
3. issuing and certifying documents.

Tuition fees

§ 2

1. The following tuition fee shall be established for education services:
 - 1) at part-time studies as specified in **Appendix No. 1** to Appendix No. 2 hereto;
 - 2) at studies in English as specified in **Appendix No. 2** to Appendix No. 2 hereto;
 - 3) provided to foreigners at full-time studies in Polish as specified in **Appendix No. 3** to Appendix No. 2 hereto.

§ 3

1. The following annual fee being a basis to calculate the fee at full-time studies for:
 - a) repeating classes due to unsatisfactory academic performance;
 - b) conducting classes excluded from the curriculum, including classes supplementing the learning outcomes,shall be established as specified in **Appendix No. 4** to Appendix No. 2 hereto.
2. The fee for repeating classes due to unsatisfactory academic performance and for conducting classes excluded from the curriculum, including classes supplementing the learning outcomes shall be in proportion to the number of hours of such classes specified in the curriculum in relation to the general number of teaching hours specified in the curriculum and the annual tuition fee for the year in which a given subject is taught. The amount of the fee shall be in each case determined by the Dean.

Fees for conducting the confirmation of learning outcomes

§ 4

1. The amount of the fee for conducting the confirmation of learning outcomes shall be determined individually for each applicant taking into account the costs of such confirmation.
2. The amount of the fee shall be determined as soon as a complete application form has been filed.

Fees for issuing and certifying documents

§ 5

The amount of the fees for issuing and certifying documents, i.e. a grade book and a student ID card and their duplicates, issuing a copy of a university diploma and a diploma supplement in a foreign language other than the documents issued according to Art. 77.2 of the Law on Higher Education and Science of 20 July 2018, issuing a duplicate of a university diploma and a diploma supplement, certifying documents issued by universities, intended for legal transactions abroad shall be determined by the regulation of the minister in charge of higher education and science on studies.

Rules of payment

§ 6

1. The tuition fees referred to in § 1 Clause 1 can be paid once or in instalments, according to the rules specified in § 7 - § 11 hereof.
2. In justified and documented cases a student can be released from fees in a given year of studies according to the rules specified in § 7 and § 12 hereof.
3. A student has the right to the reimbursement of fees for unused education services according to the rules specified in § 7 and § 13 hereof.

§ 7

1. Splitting fees into instalments, release from fees and reimbursement of fees shall be applied for on an application form, where:
 - 1) sample application form for splitting fees into instalments constitutes **Appendix No. 5** to Appendix No. 2 hereto;
 - 2) sample application form for release from fees constitutes **Appendix No. 6** to Appendix No. 2 hereto;
 - 3) sample application form for reimbursement of fees constitutes **Appendix No. 7** to Appendix No. 2 hereto.
2. A student must file the applications with a competent Dean's Office, where:
 - a) applications for splitting fees into instalments or release from fees must be filed by **3 October**;
 - b) applications for reimbursement of fees must be filed within one month since the occurrence of circumstances justifying the reimbursement of fees.
3. Any applications filed after the expiry of the deadlines specified in Clause 2 shall not be considered.
4. The application for release from fees must be appended with documents material to examine the application according to the rules specified in § 12 hereof. The Dean can demand that supplementary documents should be provided.
5. A student who files an application by electronic mail must append the message with a scanned version of the signed application and scanned documents referred to in Clause 4 above.
6. The consent to split fees into instalments in a given academic year, release from fees in a given academic year and reimburse fees shall be in each case given by the Dean within 5 days since the day that a respective application is filed with the Dean's Office.
7. The administrative decision on releasing a foreigner from the fees referred to in § 1 Clause 1 Subclauses 1-4 above shall be made by the Rector upon the foreigner's application assessed by the Dean. The Dean must assess the application within 3 days since the day that the application form is filed with the Dean's Office.

Payment deadlines

§ 8

1. Students shall make payments in respect of the education services specified in § 1 Clause 1 Subclauses 1-4 above, subject to Clause 3 above, within the following deadlines:
 - 1) fees paid once – by 15 October;
 - 2) fees paid in 2 instalments:
 - a) first instalment – by 15 October;
 - b) second instalment – by 15 February;
 - 3) fees paid in 4 instalments:
 - a) first instalment – by 15 October;
 - b) second instalment – by 31 December;
 - c) third instalment – by 15 February;
 - d) fourth instalment – by 31 May.
2. In respect of the education services specified in § 1 Clause 1 Subclause 5 and Clauses 2 and 3 above the deadlines specified in the documents concerning the provision of such services shall apply.
3. The payment deadlines applicable to students whose studies are financed by foreign institutions can be, upon the student's request, determined individually by the Dean.

§ 9

1. Students shall be allowed to take advantage of education services provided that they make payments on time.
2. If a student does not make payment for the provided services they can be deleted from the list of students.

§ 10

1. The fees must be paid to the student's individual bank account specified by the Dean's Office managing a given field of study.
2. The transfer must specify the student's name and surname, number, academic year and the payment title.
3. The date of crediting the University's bank account shall be considered the date of payment.
4. Students shall bear the costs of the bank commission and other fees collected by the bank.
5. In the case of a delay in payment the University can charge statutory default interest.
6. The University shall count any payments made by a student towards statutory default interest and any delayed payments in the first place.
7. An employee of the Dean's Office can send a request for payment by electronic mail.
8. A prelitigation request for payment shall be sent by the Dean's Office – in agreement with the Legal Office – by traditional mail upon acknowledgement of receipt.

Splitting fees into instalments

§ 11

1. If a fee for a repeated subject is split into instalments such a fee must be in proportion to the number of hours of such classes specified in the curriculum in relation to the general number of teaching hours specified in the curriculum and the annual tuition fee for the year in which a given subject is taught, in a given instalment system.
2. If the consent to split the fees into instalments is made after the deadline specified in § 8 Clause 1 Subclause 1 above the Dean shall determine the deadline to pay the first instalment.

Release from fees

§ 12

1. The consent to release from fees can be granted to a student who:
 - a) obtained the grade average of at least 4.5 for the previous year of studies; or
 - b) took part in an international scholarship programme in the previous year; or
 - c) is in a difficult financial standing due to a fortuitous event that occurred during the studies.
2. The application for release from fees must be appended with:
 - 1) documents confirming the fact of taking part in an international scholarship programme; or
 - 2) documents confirming the occurrence of a fortuitous event as a result of which the student's financial standing has deteriorated.
3. An employee of the Dean's Office must verify the completeness of the documents referred to in Clause 2 above and attach the application with a certificate of the student's grade average if the student applies for release from fees upon Clause 1 Letter a).
4. Applications without the attachments referred to in Clause 2 above shall not be considered.
5. If the application for release from fees is rejected the Dean (and in the case of the decisions referred to in § 7 Clause 7 – the Rector) shall determine the deadline to make payment if the deadline specified in § 8 Clause 1 Subclause 1 above has expired.

Reimbursement of fees

§ 13

1. A student is entitled to reimbursement of the tuition fee paid for services that have not been provided in the case that:
 - 1) the leave of absence is granted,
 - 2) the health leave is granted,
 - 3) the student resigns from studies,
 - 4) the student is deleted from the list of students,
 - 5) the student is transferred to another field of study.
2. The reimbursed amount shall be calculated in proportion to the number of months remaining to the end of the academic year, calculated from the next month in which a leave of absence or a health leave was granted or a statement on the resignation from studies was filed or a decision on deletion from the list of students was made or the decision on transfer to another field of study was made.
3. The monthly amounts of the fee shall be calculated based on the academic year composed of 9 months (from October to June).
4. If a student uses the leave of absence or the health leave the Dean can consent to count the fees to be reimbursed towards the fees due to the University on account of the student's study in the subsequent academic year.
5. The fees shall be reimbursed in EUR or PLN, depending on the currency of payment, to the bank account specified by the student in the application.