

## **Payment Rules for Educational Services Provided by the Medical University of Warsaw**

### **Types of Fees**

#### **§ 1**

The Medical University of Warsaw (hereinafter: the University) charges fees for:

- 1) provision of educational services related to:
  - a) education in part-time studies,
  - b) education at university in English,
  - c) educating foreigners on full-time studies in Polish,
  - d) repeating certain classes due to unsatisfactory academic results,
  - e) conducting classes not included in the curriculum,
- 2) confirmation of learning outcomes,
- 3) recruitment,
- 4) issuing and authentication of documents.

### **Fees for the provision of educational services**

#### **§ 2**

1. The amount of the fee for educational services related to:
  - a) education in part-time studies,
  - b) education in English,
  - c) education of foreigners on full-time studies in Polish,
  - d) repetition of certain classes due to unsatisfactory academic results,are provided annually by a separate Rector's Order.
2. The basis for calculating the fee for conducting classes not included in the study program and for repeating classes in full-time studies due to unsatisfactory learning results is the annual fee for educating foreigners in Polish during full-time studies.
3. The fee, referred to in sec. 2, for repeating classes due to unsatisfactory learning results and for conducting classes not included in the study program is proportional to the number of hours of these classes specified in the study program in relation to the total number of teaching hours resulting from the study program and the annual tuition fee for the year, where, according to the curriculum, this subject is taught. The amount of the fee is determined each time by the Dean.
4. The rules set out in sec. 3 shall also apply to the settlement of tuition fees for the academic year in which the student:
  - a) repeats classes in part-time studies or studies conducted in English, or

- b) makes up for differences in the curriculum resulting from a transfer to specific part-time studies or studies conducted in English at the University, or
- c) makes up for differences in the curriculum (e.g. after a dean's or health leave) related to a change in the curriculum applicable to a given cycle of education in part-time studies or studies conducted in English.

The basis for calculating the fee is the annual tuition fee for these studies

5. The rules set out in sec. 3 shall also apply to the settlement of the tuition fee for the year of study in which the student of part-time studies or studies conducted in English obtained credits (including examination grades) from a course completed in the course of other studies and does not use, in the scope of this subject, any educational service (has not been obliged to make up differences in learning outcomes in the subject being credited - e.g. attending selected classes or passing an exam without the obligation to attend classes). The student is obliged to notify the Dean's Office by e-mail from the e-mail address in the @student.wum.edu.pl domain or in writing about **the obtained transfers of credits not later than October 5** in order to include the transfer of credits in the settlement of fees for a given academic year. The basis for the calculation of the fee is the annual tuition fee for these studies.

#### **Fees for validation of learning outcomes**

##### **§ 3**

1. The amount of the fee for the confirmation of learning outcomes is determined individually for each applicant on the basis of the costs of its implementation.
2. The amount of the fee is determined after submitting a complete application.

#### **Fees for recruitment and document authentication**

##### **§ 4**

1. The amount of the recruitment fee and the issue fee and fee for authentication of documents is provided by a separate Rector's Order.

#### **Payment Rules**

##### **§ 5**

1. Fees for the provision of educational services referred to in § 1 point 1 may be paid once or in installments, on the terms set out in § 6 - 9.
2. In justified and documented cases, student may be partially exempted from fees paid in a given academic year, on the terms set out in § 10.
3. Student is entitled to a refund of fees for educational services not used in a given academic year, on the terms set out in § 11.

4. The student is entitled to a refund of overpayment for educational services provided in a given academic year, on the terms set out in § 12.

## § 6

1. The basis for applying for payment in installments, partial exemption from fees and reimbursement of fees is the application, provided that:

- a) the template of the application for payment in installments is attached as Appendix 1 to these Rules,
- b) the template of the application for partial exemption from fees is attached as Appendix 2 to these Rules,
- c) the template of the request for reimbursement of fees is attached as Appendix 3 to these Rules.

2. The student submits applications to the appropriate Dean's Office, provided that:

- a) applications for payment in installments or applications for partial exemption from fees are submitted by the student **by October 5 at the latest**,
- b) applications for reimbursement of fees shall be submitted by the student no later than one month after the occurrence of circumstances justifying the refund of fees.

3. To the application for a partial exemption from fees, the student attaches documents relevant to the examination of the application in accordance with the rules set out in § 10.

4. In the case of submitting an application by e-mail, provided that e-mail means an e-mail address with the @student.wum.edu.pl domain, student attaches to the message a scanned paper version of the signed application and the scanned documents referred to in referred to in sec. 3.

5. Consent to dividing payments in a given academic year into installments, partial exemption from fees in a given academic year and reimbursement of fees is each time issued by the Dean within 5 days from the date of receipt of the application by the Dean's Office.

6. On the exemption of a foreigner from the fees referred to in § 1 point 1 letter a) - d), the administrative decision is issued by the Rector, after presenting the foreigner's application in this respect with the opinion of the Dean. The Dean reviews the application within 3 days from the date of receipt of the application by the Dean's Office.

## Payment terms

## § 7

1. With regard to the educational services specified in § 1 point 1a - c , subject to sec. 4 to 8, the following payment deadlines shall apply to students:

- 1) fees paid in a **single instalment** – by 15 October;
- 2) fees paid in **two instalments**:

- a) 1<sup>st</sup> instalment – by 15 October,
- b) 2<sup>nd</sup> instalment – by 15 February;
- 3) fees paid in **four instalments**:
  - a) 1<sup>st</sup> instalment – by 15 October,
  - b) 2<sup>nd</sup> instalment – by 31 December,
  - c) 3<sup>rd</sup> instalment – by 15 February,
  - d) 4<sup>th</sup> instalment – by 30 April.

#### **4) fees for 3-semester studies**

- a) **one-off fees for each semester**:
  - by 15 October for the winter semester,
  - by 15 February for the summer semester;
- b) fees paid in **two instalments – winter semester**
  - 1<sup>st</sup> instalment – by 15 October,
  - 2<sup>nd</sup> instalment – by 31 December;
- c) fees paid in **two instalments – summer semester**
  - 1<sup>st</sup> instalment – by 15 February,
  - 2<sup>nd</sup> instalment – by 30 April.

2. In the event of consent to dividing the fee into installments after the date specified in sec. 1, the Dean specifies the deadlines for the payment of installments.

3. In the case of educational services referred to in § 1 point 1 letter d) and e) the student pays the fee once, not later than until 15 October or within 14 days from the date of delivery of the decision.

4. Payment deadlines applicable to students whose studies are financed by Polish or foreign institutions/banks may be, at the student's request, set individually by the Dean.

5. In the case of studies financed with a loan for medical studies, the student is obliged to cover the difference between the amount of the fee for educational services related to educating students in Polish during part-time studies and the amount of the loan granted by **October 15** in the given academic year.

6. A student applying for a loan for medical studies is obliged to submit an application to set an individual payment deadline in connection with applying for a loan for medical studies no later than **October 5**. A student who has not submitted such an application within the specified deadline will be subject to the payment deadlines specified in section 1

7. The student with whom the bank concluded a loan agreement for medical studies is obliged to immediately submit a copy of the agreement to the dean's office in order to determine the individual payment date. It is presumed that a student who has not submitted a copy of the loan agreement **by November 15** has not obtained financing in

the form of a loan for medical studies and is subject to the fee payment rules - like a student who pays for educational services on his own.

8. A student with whom the bank has concluded a loan agreement for medical studies is obliged, before the beginning of each semester, to submit an application to the dean's office to prepare a certificate documenting the continuation of studies in a given semester, for the purpose of paying the next tranche of the loan by the bank. Financial responsibility for damage resulting from the delay in the receipt of the next tranche of the loan to the University, which is caused by the student's negligence in providing the bank with a certificate necessary for the payment of the next tranche of the loan, is borne by the student.

9. Student informs - in writing or by e-mail from the address in the @student.wum.edu.pl domain - the dean's office about the termination of the loan agreement for medical studies, within a period no longer than 5 business days from the date of receipt of such information from the bank and within this period submits an application to set an individual payment deadline in order to make missing payments for educational services. At the same time, the student informs the dean's office about the bank's negative decision to grant the loan. Financial liability for damage resulting from the student's failure to provide the University with information on termination of the loan agreement or the bank's negative decision to grant the loan within the specified period is borne by the student.

10. In the event of termination of the loan agreement for medical studies or a negative decision of the bank to grant the loan, the student pays the fees within the deadlines specified by the Dean in the decision obtained under sec. 6 in the current academic year, and from the next academic year - on the dates specified in sec. 1.

11. For carrying out the procedure referred to in § 1 points 2 and 4, the deadlines specified in the documents regarding the provision of this service shall apply.

## **§ 8**

1. Failure to pay the fees on time may constitute grounds for refusing to provide educational services until the payment is made.

2. In the event of failure to pay the fees for the educational services provided, the student may be removed from the list of students.

3. It is assumed that a student who has started studies and has not resigned, has not been struck off the list of students, is not on dean's or sick leave, has not transferred to another field of study, uses educational services.

## § 9

1. Fees should be paid to the student's individualized bank account, indicated by the dean's office in charge of the given field of study.
2. The transfer should include: student's name and surname, album number, academic year, payment title.
3. The date of payment is the date of crediting the University's bank account with the amount of the fee.
4. The student bears the costs of the bank commission and other fees charged by the bank.
5. In the event of late payment, the University is entitled to charge statutory interest for the delay, subject to sec. 10.
6. The University credits the payments made by the student in the first place against overdue statutory interest for late payment of the fee and towards overdue fees.
7. A payment request may be sent by an employee of the dean's office via e-mail to the student's address in the @student.wum.edu.pl domain.
8. The dean's office sends a pre-court payment request in writing, in consultation with a legal advisor, with acknowledgment of receipt.
9. Student is obliged to provide the current correspondence address to the dean's office, and in the event of a change of address - to update it. If there is no updated address, all written correspondence sent to the address indicated by the student in the documents will be deemed delivered.
10. The University does not charge interest to students whose studies are financed by foreign institutions/banks, if the reasons for delays in payments are attributable to foreign institutions/banks.

## Fee exemptions

### § 10

1. A student who, as a result of a fortuitous event, found oneself in a difficult financial situation may apply for a partial exemption in part of the fees referred to in § 2 letter a) - c).
2. To the application for a partial exemption from fees, the student shall attach documents confirming the difficult financial situation and the occurrence of fortuitous circumstances causing a sudden deterioration of the current financial situation.
3. A student may apply for a partial exemption from fees not more than once due to a given fortuitous event.
4. A justified and documented application for a partial fee waiver, after verification by an employee of the dean's office, is immediately forwarded together with attachments to the Dean for a decision on the matter. The Dean may request supplementary documents from the student.

5. The Dean may waive the fees referred to in § 2 letter a) - c) by assessing the student's situation. The maximum fee waiver may not exceed 20% of the annual fee.
6. Applications without attached documents referred to in sec 2 will be left without consideration.
7. In the absence of consent to a partial exemption from the fee, the Dean (and in the case of decisions referred to in § 6 sec. 6 - the Rector) specifies the deadline for paying the fee, if the deadline indicated in § 7 sec. 1 has expired.

### **Reimbursement of fees due to non-use of educational services**

#### § 11

1. The student is entitled to a refund of the fee paid for educational services not provided in the case of:
  - 1) failure to undertake studies (failure to take the oath, failure to collect the student ID card, failure to log into the system, failure to attend any classes, failure to sign a statement on familiarization with the University's internal regulations, including applicable fees),
  - 2) granting a dean's leave, with the exception of leave which provides for the right to participate in classes and take credits and exams,
  - 3) granting a sick leave,
  - 4) removal from the list of students,
  - 5) resignation from studies,
  - 6) transfer to another field of study.
2. The fee is refunded:
  - a) in full, in the case of not taking up studies or in the case of resignation or removal from the list of students before the beginning of the academic year;
  - b) in proportion to the number of months remaining until the end of June of a given academic year, counted from the next month in which a dean's leave or sick leave was granted, or a declaration of resignation from studies was submitted, or a decision was issued to remove the student from the list of students, or a decision was issued to transfer to another field of study.
3. For the calculation of monthly fee rates, it is assumed that the academic year lasts nine months (from October to June), and the semester lasts four and a half months.
4. In the case of taking a dean's leave or a sick leave, the dean may agree to credit the refundable fees towards the fees due to the University for the student's continuing education in the next academic year.
5. Fees are returned in EUR or PLN, depending on the currency of the payment made, to the bank account indicated by the student in the application.

## **Return of overpayment**

### **§ 12**

1. Refund of overpayment for educational services is made upon the student's written request submitted to the dean's office.
2. The overpayment is refunded within 30 days of submitting the application to the bank account indicated in the application.
3. The fact of an overpayment and its amount are confirmed on the basis of documentation.
4. At the student's request, the overpayment may be offset against future receivables for educational services.

Warsaw, .....

.....  
Student's name and surname

.....  
Student's number

.....  
received by the dean's office  
on

.....  
Field and year of study

**APPLICATION  
for payment in installments**

I apply for payment in ..... installments on the ..... year of study for: \*

- education in part-time studies,
- education in a foreign language
- education of foreigners in full-time studies in Polish,

List of attached documents:

- 1 .....
- 2 .....
- 3 .....
- 4 .....

.....  
Student's signature

**DEAN'S DECISION**

-----  
I agree / I don't agree\* to divide the payment into ..... installments.  
The amount of installments is:.....PLN/ EURO (in words :.....  
.....)

The date of payment of the first installment is ..... \*\*

.....  
date, stamp and signature of the Dean

\* delete as applicable

\*\* complete if the decision is issued after October 15, in other cases, delete

Warsaw, , .....

.....  
Student's name and surname

.....  
Student's number

.....  
received by the dean's office  
on

.....  
Field and year of study

**APPLICATION  
for fee exemption**

I apply for partial fee exemption on the .....year of studies for:\*

- education in part-time studies,
- education in a foreign language
- education of foreigners in full-time studies in Polish,

because:

.....  
.....

List of courses (in the case of repeating classes or classes not included in the study plan)

- 1.....
2. ....
- 3.....

List of attached documents:

- 1 .....
- 2.....

**DEAN'S DECISION**

-----  
I agree / I don't agree\* for fee exemption in amount of .....PLN/EUR (in words:.....)

I set the payment date for ..... \*\*

.....  
date, stamp and signature of the Dean

\* delete as applicable

\*\* complete if the decision is issued after October 15, in other cases, delete

Warsaw, .....

.....  
Student's name and surname

.....  
Student's number

.....  
received by the dean's office  
on

.....  
Field and year of studies

**APPLICATION  
for fee refund**

I apply for a refund of the fee paid for the ..... year of study for:\*

- education in part-time studies,
- education in a foreign language
- education of foreigners in full-time studies in Polish,
- repeating classes due to unsatisfactory learning results,
- classes not included in the study plan,
- .....

because of: \*

- being on dean's or health leave,
- resignation from studies,
- removal from studies,
- transfer to another field of study.

If the application is approved, please return the fee to the bank account number below

.....

**DEAN'S DECISION**

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I agree / I don't agree\* for fee refund.

The fee to be refunded is ..... PLN/ EURO (in words:  
.....).

.....  
date, stamp and signature of the Dean

\* delete as appropriate