

## **RULES FOR CHARGING AND EXEMPTING FROM FEES FOR EDUCATIONAL SERVICES AT THE KRAKOW UNIVERSITY OF ECONOMICS**

### **PART I. GENERAL PRINCIPLES**

#### **§ 1.**

1. These rules contain regulations on charging fees for educational services provided by the University at first-, second- and long-cycle studies, as well as the conditions and procedure for exemption from fees, subject to paragraph 3.
2. The University may charge fees for educational services related to:
  - 1) part-time studies,
  - 2) repeating specific classes due to unsatisfactory learning results,
  - 3) education in a foreign language,
  - 4) conducting classes not included in the curriculum.
3. The rules for charging foreigners for educational services provided by the University and the conditions and procedure for exemption from these fees are specified in separate regulations.
4. The rules for charging and exempting from fees referred to in Article 79(2) of the Higher Education Act are regulated by separate regulations.

#### **§ 2.**

The terms used in this policy shall have the following meanings:

- 1) University – Krakow University of Economics,
- 2) SSC – Student Service Centre,
- 3) Study Regulations – obligatory Rules on Study in Krakow University of Economics,
- 4) first-cycle, second-cycle or long-cycle programs;
- 5) student – a person studying at the University,
- 6) DSDSS – Department of Student and Doctoral Student Settlements,
- 7) Act – Law on Higher Education and Science.

#### **§ 3.**

1. Fees for educational services charged to students and their amount are determined by the Rector after consultation with the student self-government.

2. Pursuant to Article 80(3) of the Act, until the graduates of studies by persons admitted to studies for a given academic year, the University may not introduce new fees for them, and may increase the amount of fees once in an academic year and not more than by the rate specified in the Act. This does not apply to increasing the amount of fees for conducting classes not included in the curriculum.

§ 4.

The student confirms that she/he has read the *Rules for charging and exempting from fees for educational services at the Krakow University of Economics* by accepting the information statement in the USOSweb system.

**PART II. RULES FOR CHARGING AND EXEMPTING FROM FEES FOR EDUCATIONAL SERVICES**

**Chapter I: Rules for charging fees**

§ 5.

Semester fees for educational services related to part-time studies and education in a foreign language (full-time and part-time) are charged separately for each semester of studies.

§ 6.

1. Semester fees are paid in one lump sum or in installments. The possibility of paying semester fees in installments does not apply to the semester fee for the first semester of studies.
2. Semester fees for the first semester of studies are paid once, on the following dates:
  - 1) by 1 October for the winter semester,
  - 2) by 1 March for the summer semester.
3. In the case of a one-off payment of semester fees for semesters higher than the first semester, the fees are paid on the following dates:
  - 1) for the winter semester – by 20 October,
  - 2) for the summer semester – by 20 March.
4. In the case of a one-off semester fee, the student is entitled to a discount in the amount determined by the Rector's order, provided that the deadlines referred to in paragraph 3 are met and there are no financial arrears with the University. The discount does not apply to the semester fee for the first semester of studies.
5. In the case of a semester fee for a semester higher than the first semester paid in installments, the fees are paid in the following parts and dates:
  - 1) for the winter semester:
    - I installment in the amount of 35% of the fee – until 20 October,
    - II installment of 35% of the fee – until 20 November,
    - III installment in the amount of 30% of the fee – by 20 December,

- 2) for the summer semester:
  - I installment in the amount of 35% of the fee – until 20 March,
  - II installment of 35% of the fee – until 20 April,
  - III installment in the amount of 30% of the fee – until 20 May.
6. If a student is admitted to studies during the semester, the deadline for payment of the semester fee for the semester during which admission takes place is determined individually upon admission to studies.
7. The Student Service Center is obliged to immediately notify DSDSS of each case of resignation from studies conducted part-time or in a foreign language (full-time and part-time).

#### § 7.

The student is obliged to pay for the educational services provided in proportion to the number of months in which she/he used the educational services. The University charges a flat fee for the full month if the student has used educational services on at least one day in a given month.

#### § 8.

1. The fee for repeating courses due to unsatisfactory learning results (full-time/part-time/full-time and part-time studies in a foreign language) is determined according to the number of ECTS credits assigned to a given course, in accordance with the curriculum followed by the student, as the product of the flat rate determined for the ECTS point and the number of such credits.
2. In the case of full-time studies, the maximum amount of the fee related to the repetition of classes in a given semester may not exceed the amount of the semester fee for part-time studies of the appropriate degree.
3. In the case of part-time studies, the maximum amount of the fee related to the repetition of classes in a given semester may not exceed the amount of the semester fee.
4. In the case of studies in a foreign language (full-time and part-time), the maximum amount of the fee related to the repetition of classes in a given semester may not exceed the amount of the relevant semester fee.
5. If the total amount that the student would be obliged to pay for the fees related to the repetition of classes exceeds the amount of the relevant semester fee indicated in sections 2-4, the student is charged a fee equal to the semester fee.
6. The fee related to the repetition of classes is paid within 7 days from the date of receipt by the student of the relevant decision of the Institute Director. If the classes are to be repeated in subsequent semesters, the student is required to pay the fee in the semester in which the classes are repeated, with the due date of payment as for the first installment, indicated in § 6 section 5.
7. Fees for repeating classes are calculated by the SSC within 7 days from the date of issuing the decision by the Institute Director; In the case referred to in paragraph 6, the calculation should be made in the semester in which the course is repeated, 7 days before the due

date of payment.

8. For subjects accepted and closed by the Institute Director in a given semester in accordance with § 39 section 4 of the Study Regulations, no fee is charged when repeating the semester or year within which the course was carried out.
9. The fee for repeating subjects due to unsatisfactory learning results in the case of studying at foreign universities is determined taking into account the number of subjects/ECTS credits not completed during the mobility and the provisions of agreements concluded with foreign universities.

#### § 9.

1. The fee for subjects not included in the curriculum (full-time/part-time/full-time and part-time studies in a foreign language) is determined according to the number of ECTS credits assigned to a given subject, in accordance with the curriculum under which classes are conducted, as the product of the flat rate set for an ECTS point and the number of such credits.
2. The fee for classes not included in the study program is paid within 7 days of the student receiving the relevant decision of the Institute Director.

#### § 10.

1. The fee for subjects compensating for curriculum differences in part-time and foreign language programs (full-time and part-time) is determined according to the number of ECTS credits allocated to a given subject, in accordance with the curriculum under which the programs are provided, as the product of the flat rate per ECTS point and the number of such credits, subject to paragraph 2.
2. If, in accordance with the decision of the Institute Director, classes compensating for curriculum differences are conducted on an individual basis, a flat-rate fee for the subject is charged, the amount of which is determined by the provisions referred to in §3 section 1.
3. The fee for classes compensating for curriculum differences is paid within 7 days from the date of receipt by the student of the relevant decision of the Institute Director. If classes compensating for the curriculum differences are held in subsequent semesters, the student is obliged to pay the fee in the semester in which the classes are conducted, with the payment date due as for the first installment, indicated in §6 section 5.
4. If in a given semester the total amount that the student would be obliged to pay for classes compensating for curriculum differences exceeds the amount of the semester fee for part-time studies or the semester fee for education in the foreign language (full-time and part-time), the student is charged a fee equal to the corresponding semester fee.

#### § 11.

1. The fee related to part-time and foreign language studies (full-time and part-time) conducted at the student's request during the leave granted to the student pursuant to § 25 section 10 of the Study Regulations (leave) is determined according to the number of ECTS credits assigned to a given subject in the study program, as the product of the flat rate determined for the ECTS point and the number of such credits.
2. In the case of continuing education after returning from leave, the semester fee for the semester covering the course to be carried out during the leave is reduced by the fee referred to in paragraph 1.
3. The Student Service Center is obliged to immediately notify DSDSS of the leave granted to the student during part-time studies and studies in a foreign language (full-time and part-time).
4. The fee for education during the leave is paid within 7 days from the date of receipt by the student of the relevant decision of the Institute Director.

#### § 12.

In the case of resumption of studies, repeating a semester or year, or returning from leave, the student pays fees in the amount applicable to students of the year to which she/he joins.

### **Chapter II: Conditions and procedures for exempting from fees**

#### § 13.

1. The Rector's Plenipotentiary is authorized to issue decisions in the matters referred to in this Chapter, subject to § 14 section 11.
2. Applications in the cases referred to in paragraph 1 are submitted electronically, through DSDSS. DSDSS immediately forwards the application to the Rector's Plenipotentiary together with the opinion of the DSDSS employee, indicated by the head of this unit.
3. When deciding on fee exemptions and postponement of the deadlines for their payment, the financial situation of the University should be taken into account.

#### § 14.

1. A student may be exempted from a part of the semester fee for the next semester of studies - up to a maximum of 40% of its amount, if during the course of studies she/he found himself in an extremely difficult financial situation, subject to section 11.
2. The possibility of applying for an exemption from a part of the semester fee is granted to a student who has no financial arrears with the University.
3. A student may apply for an exemption from part of the semester fee twice during a given level of study.
4. A student applying for an exemption from part of the fee is obliged to pay the first installment of the semester fee within the deadline specified in §6 section 5.
5. The possibility of applying for an exemption from part of the semester fee does not apply

- to first-year students.
6. A difficult financial situation is required to be documented by the student by submitting current documents necessary to calculate the income per one person in the family (e.g. employment contract of the student and her/his family members, certificate of income earned by them), death certificate or other current documents confirming a significant deterioration of the student's financial situation. The documents should be issued no earlier than 3 months before the date of filing the application (does not apply to death certificates and employment contracts).
  7. The student is obliged to document the disability by submitting a disability certificate and other related documents or by providing an opinion from the Office for Persons with Disabilities of the University.
  8. Exemption from part of the semester fee is granted at the documented request of the student (Appendix No. 1).
  9. Both in the winter and summer semesters, applications for exemption from part of the semester fee may be submitted only on the dates set each time by the Rector's Plenipotentiary before the beginning of the academic year. An application submitted without meeting the deadline will be considered only if the circumstances justifying the application occurred in time preventing the submission of the application within the deadline.
  10. If the student submits an incomplete application, the student is called upon to remove the deficiencies within 7 days from the date of receipt of the request, otherwise the application will not be considered.
  11. In particularly justified and documented fortuitous situations, the Rector, after obtaining the opinion of the Rector's Plenipotentiary and an employee of DSDSS, indicated by the head of this unit, may decide to exempt the student from the semester fee in a wider scope than that resulting from paragraph 1.

#### § 15.

Exemption of a student from part of the fee for repeating classes due to unsatisfactory learning results is possible only if the repetition is caused by a random situation, independent of the student and impossible to predict, at the justified and documented request of the student (Appendix No. 1).

#### § 16.

If the student did not use educational services at the University during the entire semester in connection with studying abroad, she/he has the right to apply for dismissal of the semester fee, at the documented request of the student (Appendix No. 2).

#### § 17.

Postponement of the deadline for payment of the fee for the educational service, including the semester fee, for part-time studies, studies in a foreign language and full-time studies in Polish is

possible only at the student's justified request (Appendix No. 3), submitted to DSDSS, before the scheduled payment date. In the case of the semester fee, the application is submitted by:

- 1) in the case of fees for the winter semester – by 15 October,
- 2) in the case of fees for the summer semester – by 15 March.

#### § 18.

1. A student of at least the second year of studies is entitled to a discount of 50% of the semester fee for the next semester of studies, provided that the fees due to the University have been paid on time, that credits have been obtained and exams have been passed in the first term and that the average grade of at least 4.84 has been obtained in the preceding semester.
2. The provisions of paragraph 1 also apply to a student of the first year of second-cycle studies, provided that she/he completes first-cycle studies at the University and commences second-cycle studies within 6 months from the date of completion of first-cycle studies.
3. Information on students meeting the conditions specified in paragraph 1 shall be submitted to the Director of the Department of Finance and Public Procurement by the following dates:
  - 1) in the case of fees for the winter semester – by 15 October,
  - 2) in the case of fees for the summer semester – by 15 March.

#### § 19.

1. A student whose family member: spouse, parent, child, sibling studies at the University at the same time, receives a 5% family discount in the semester fee for:
  - 1) second and third year of first-cycle studies,
  - 2) the second semester of the first and second year of second-cycle studies,
  - 3) II, III, IV and V year of long-cycle master's degree studies.
2. The family discount is granted at the student's request (Appendix No. 4).

#### § 20.

1. University employees undertaking part-time studies or studies in a foreign language (full-time and part-time) are entitled to a discount of 30% of the semester fee, at the documented request of the employee (Appendix No. 5), subject to paragraph 2.
2. The amount of the fee referred to in paragraph 1 applies only during the period of employment at the University under the employment relationship, which means that in the event of termination of the employment relationship with the University, the employee is obliged to pay the full semester fee for the remaining period of education after the termination of the employment relationship.
3. In order to correctly apply the semester fee rate, including the correct calculation of the fee or refund due to the employee, the employee is obliged to present an appropriate certificate from the unit competent for employee matters in DSDSS.

**PART III**  
**RULES FOR PAYING FOR EDUCATIONAL SERVICES**

§ 21.

1. Fees for educational services are paid to the University's individual virtual bank account assigned to the student, whose unique number allows the payer to be identified in the University's financial and accounting system.
2. The University's individual virtual bank account number is assigned to students upon admission.
3. Information about the number of the University's individual virtual bank account assigned to the student and the status of settlements with the University is available after logging into the USOSweb system.
4. Students are required to pay all required fees in the Polish currency (PLN).
5. The University is not responsible for the consequences of incorrect qualification of the payment resulting from entering the wrong number of the University's individual virtual bank account assigned to the student. The obligation to explain irregularities related to the payment rests with the student.
6. Calculations of fees for the next semester are carried out by SSC after the student enrolls for the next semester.
7. The student's financial settlement takes place before the diploma exam is taken. For this purpose, the student is approved for the circular in the USOSweb system.
8. The monitoring over and final settlement of fees is carried out by DSDSS.

§ 22.

1. The fee is considered to be made at the moment of receipt of funds on the University's individual virtual bank account assigned to the student.
2. If the last day of the payment deadline expires on a public holiday, the fee is considered to have been paid on time if the funds are credited to the University's individual virtual bank account assigned to the student on the first business day after that day.

§ 23.

1. In the event of failure to pay the fees for educational services on time, statutory interest is charged. The University may waive interest if its value does not exceed PLN 1.
2. Failure to pay the fee for educational services within 30 days from the deadline resulting from these rules may result in removal from the list of students, after sending the student a reminder to the e-mail address in the University's domain, a request for payment and the ineffective expiry of the deadline specified in this request. Removal from the register of students prevents further use of educational services.
3. Removal from the register of students does not release the student from the obligation to pay fees for educational services provided by the University and to pay any other fees due to the University for services provided until the moment of deletion. A person removed



from the list of students is obliged to settle accounts with the University within 14 days from the date of completion of education.

4. Resumption of studies is possible after prior payment of all overdue fees with interest and the appropriate semester fee.
5. The amounts paid by the student will be credited by the University to their overdue fees in the first place.
6. If the student fails to pay the fees due to the University for educational services, the University may initiate debt collection proceedings in accordance with the applicable law, including in court.

#### § 24.

1. The refund of the amounts overpaid by the student is made at her/his written request (Appendix No. 6), sent to the DSDSS e-mail address or submitted in person to the DSDSS. The overpayment may also be credited towards future receivables.
2. Overpayments are returned to the current bank account number indicated by the student, within 30 days of sending the application for refund, and the bank account must be kept in the Polish currency (PLN).

#### § 25.

1. According to Art. 106b sec. 2 of the VAT Act, the University is not obliged to issue an invoice in relation to tax-exempt sales in accordance with Article 43(1)(26b). A VAT invoice confirming the payment for the educational service is issued only at the student's request (Appendix No. 7) sent to the DSDSS e-mail address within 3 months from the end of the month in which the funds were credited to the individual bank account of the University assigned to the student. If the payment of the semester fee is made by the student's company/employer to the individual bank account of the University assigned to the student, a VAT invoice may be issued, where the student is indicated as the purchaser of the service and the company/employer is listed as the payer.
2. If the payer is a company/employer, the University may, at the student's request, issue a proforma document after sending information to the DSDSS e-mail address, providing the necessary payer data, at least 14 days before the due date of payment of the semester fee.

### **PART IV. FINAL PROVISIONS**

#### § 26.

1. Information on the issuance of decisions/rulings referred to in these Rules is posted in USOSweb, on the student's individual website.
2. Decisions/rulings issued by the Rector's Plenipotentiary may be appealed to the Rector (Appendix No. 8).
3. Decisions/rulings issued by the Rector may be appealed for reconsideration of the case (Appendix No. 9).

4. An appeal or a request for reconsideration of the case is filed within 14 days from the date of receipt of the decision/verdict.

§ 27.

In all matters concerning the payment for educational services, not specified in the Act, these rules and other internal regulations of the University, the relevant decision is made by the Rector.

§ 28.

A student may obtain a certificate of settlement of financial obligations towards the University at the DSDSS.

§ 29.

The appendices to this policy are:

- 1) application for partial waiver from the fee for educational services;
- 2) an application for dismissal of the semester fee due to studying abroad;
- 3) a request to postpone the deadline for the payment for an educational service;
- 4) application for a family discount;
- 5) application for an employee discount;
- 6) application for refund of overpayment;
- 7) request for an invoice;
- 8) appeal to the Rector;
- 9) request for reconsideration of the case.

**Appendix No. 1 – Application for partial exemption from the fee for educational services**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree program studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**Rector's Plenipotentiary  
Krakow University of Economics**

I am hereby applying for partial exemption from fees for..... in  
the ..... semester of the academic year 20.../.....

I justify my request .....

.....  
.....

.....  
Student's signature

Attachments:

Opinion of DSDSS

.....  
.....

Decision of the Rector's Plenipotentiary

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.....  
Signature of the Rector's  
Plenipotentiary

**Appendix No. 2 – Application for dismissal of the semester fee due to studying abroad**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree program studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**Rector's Plenipotentiary  
Krakow University of Economics**

I am hereby applying for dismissal of semester fees in the ..... semester of the academic year 20.../.....

I justify my request .....

.....  
.....

.....  
Student's signature

Attachments:

1. Certificate from the unit coordinating the trip

Opinion of DSDSS

.....  
.....

Decision of the Rector's Plenipotentiary

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.....  
Signature of the Rector's  
Plenipotentiary

**Appendix No. 3 – Application for postponement of the deadline for the payment for the educational service**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree            program            studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**Rector's Plenipotentiary  
Krakow University of Economics**

I am hereby applying to postpone the payment deadline in the semester..... of the academic year 20.../... regarding:

- semester fee,
- repetition of classes in the subject ..... (... ECTS points),
- Other.....<sup>1</sup>.

I justify my request .....

.....  
Student's signature

Attachments:

Opinion of DSDSS

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Decision of the Rector's Plenipotentiary

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.....  
Signature of the Rector's  
Plenipotentiary

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<sup>1</sup> Tick as appropriate

**Appendix No. 4 – Application for a family discount**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree            program            studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**Rector's Plenipotentiary**

**Krakow University of Economics**

I am hereby applying for a family discount in the semester fee for studies at the KUE in semester ..... of the academic year 20.../.....

I justify my request by the fact that a family member, i.e. a spouse, parent, child, sibling,<sup>2</sup> is studying at the Krakow University of Economics

..... (name and surname), ..... (album number), on the degree .....

.....

Student's signature

Opinion of DSDSS

.....

.....

Decision of the Rector's Plenipotentiary

.....

.....

Signature of the Rector's  
Plenipotentiary

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<sup>2</sup>Delete as appropriate

**Appendix No. 5 – Application for an employee discount**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree program studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**Rector's Plenipotentiary  
Krakow University of Economics**

I am hereby applying to be granted an employee discount in the semester fee for my studies at the Krakow University of Economics.

I am an employee of.....<sup>3</sup>.

I declare that I am aware that the discount applies only during the period of employment at the University under the employment relationship, which means that in the event of termination of the employment relationship with the University, I undertake to pay the full fee for the remaining period of education after the termination of the employment relationship.

.....

Student's signature

Attachments:

1. certificate from the unit competent for employee affairs of the KUE

Opinion of DSDSS

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Decision of the Rector's Plenipotentiary

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.....

Signature of the Rector's  
Plenipotentiary

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<sup>3</sup> Identify the unit of employment

*Appendix No. 6 – Application for refund of overpayment*

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree            program            studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**Rector's Plenipotentiary**

**Krakow University of Economics**

I am hereby applying for a refund of the overpayment made by me to the individual bank account number of the University.

Bank account number to which the refund should be made

.....

.....

Student's signature



*Appendix No. 7 - Application for issuing an invoice*

Krakow, on .....

**Department for Student and Doctoral Students  
Settlements  
Krakow University of Economics**

I am hereby applying for an invoice.

Name(s) and surname .....

Address .....

Album number.....

Degree studied.....

Deposit amount .....

Payment date .....

Semester fee (semester no.).....

**Payer's data:**

Company / Name.....

Address.....

NIP .....

Please send the invoice to the student's e-mail address in the uek.krakow.pl domain:

.....

.....

Applicant's signature

**The application should be submitted no later than within 3 months of making the payment to the e-mail address of the Department for Student and Doctoral Student Settlements.**

Appendix No. 8 – Appeal to the Rector

**Submitted through the Department for Student and Doctoral Student Settlements**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree            program            studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**His Magnificence, Rector of Krakow University of  
Economics**

I hereby file an appeal in connection with the decision of the Rector's Plenipotentiary issued on  
..... regarding .....

.....

I justify my request by the fact that:

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.....

Student's signature

Opinion on:

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.....

Rector's decision:

.....

.....

Signature of the KUE Rector

Appendix No. 9 - Application for reconsideration of the case

**Submitted through the Department for Student and Doctoral Student Settlements**

Krakow, on .....

Name(s) and surname .....

Full-time/part-time studies

Degree            program            studied

.....

Year ....., semester ....., degree level .....

Album No. ....

Telephone number .....

Correspondence address .....

**His Magnificence, Rector of Krakow University of  
Economics**

I would like to ask you to reconsider the case in connection with the Rector's decision issued on  
..... regarding .....

.....

I justify my request by the fact that:

.....

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.....

Student's signature

Opinion on:

.....

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Rector's decision:

.....

.....

Signature of the KUE Rector