

Attachment

to the Regulation by CUE Rector
No. R-0201-56/2019 of 1 October 2019

**RULES
OF CHARGING AND WAVING TUITION FEES
IN THE FIRST-CYCLE AND SECOND-CYCLE STUDIES
AS WELL AS UNIFORM MASTER'S STUDIES**

Chapter I: The Rules of charging tuition fees

§ 1

1. These rules set out detailed information on:
 - 1) charging tuition fees for educational services provided by the Cracow University of Economics in the first-cycle and second-cycle studies as well as uniform Master's studies;
 - 2) the conditions and procedure for the exemption from (waving of) tuition fees referred to in point 1.

2. The rules of charging and waving tuition fees referred to in Article 79 section 2 and Article 163 section 2 of the Act on Higher Education and Science are specified in separate provisions.

§ 2

The terms used in these rules have the following meanings:

- 1) University - Cracow University of Economics;
- 2) Study regulations – the regulations in force at the Cracow University of Economics;
- 3) Higher education/studies – first-cycle studies, second-cycle studies, or uniform Master's studies,
- 4) Student – a person studying at the university (higher education) level.

§ 3

The university charges tuition fees for educational services related to:

- 1) Education in part-time studies;
- 2) Repeating specific courses due to unsatisfactory learning results;
- 3) Education at studies in a foreign language;
- 4) Conducting classes/courses not covered by the curriculum/study program;
- 5) Educating foreigners in full-time studies conducted in the Polish language.

§ 4

1. The amount of tuition fees for the provision of educational services is determined by the Rector after consulting the student self-government.

2. Until the completion of studies by persons admitted to the study program for a given academic year, the University may not increase the amount of fees already established nor

introduce new tuition fees. This does not apply to increasing the amount of fees for conducting classes/courses that are not covered by the curriculum/study program.

§ 5

Tuition fees for educational services are collected separately for each semester.

§ 6

1. Tuition fees referred to in § 3 points 1), 3) and 5) are paid per semester (one-semester fee), in bulk or in instalments, with the proviso that the option of paying fees in instalments does not apply to the fee for the first semester of the first-cycle and second-cycle studies or the uniform Master's degree studies.

2. The fees for the first semester of the first year of the first-cycle and second-cycle studies, as well as the uniform Master's degree studies must be paid in full by the following deadlines, respectively:

- 1) by 1 October for the winter semester, and
- 2) by 1 March for the summer semester.

3. If the fees referred to in section 1 are paid once (in bulk), they should be made for each year of study by the following deadlines:

- 1) for the winter semester – by 15 October, and
- 2) for the summer semester – by 15 March.

4. In the case of the single (bulk) payment of the tuition fees for the semester, the student is entitled to a discount in the amount determined by the Rector's Regulation, provided that the deadlines, referred to in section 3, are met, with the proviso that the above exemption does not apply to the fee for the first semester of the first-cycle and second-cycle studies or the uniform Master's studies.

5. The discount referred to in section 4 may be applied on the condition that the student does not have any financial arrears with the University when making payments for previous semesters, and always made payments on time.

6. In the case of paying the tuition fees referred to in § 3 points 1, 3, and 5, in higher semesters of studies, in instalments, the student shall pay them in the following parts and dates:

- a) for the winter semester:
 - (i.) 1st instalment in the amount of 35% of the fee – by 15 October,
 - (ii.) 2nd instalment in the amount of 35% of the fee – by 15 November,
 - (iii.) 3rd instalment in the amount of 30% of the fee – by 15 December,
- b) for the summer semester:
 - (i.) 1st instalment in the amount of 35% of the fee – by 15 March,
 - (ii.) 2nd instalment in the amount of 35% of the fee – by 15 April,
 - (iii.) 3rd instalment in the amount of 30% of the fee – by 15 May.

7. In the case of admission to studies during the semester at the individual request of the interested party, the amount and date of payment of tuition fees for the semester of studies during which the admission takes place are determined individually in the decision on admission to the study program.

8. In the situation referred to in section 7, the fee does not apply if the person admitted to studies submits a written resignation from the program within 10 days of receiving the admission decision.

9. The Dean's Office is required to notify the unit responsible for the settlement of students' and doctoral candidates' accounts of each resignation referred to in section 8.

§ 7

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

§ 8

The fees referred to in § 3 points 2 and 4 are paid within 7 days from the receipt of the relevant decision by the student.

§ 9

Tuition fees are paid to the University's individual virtual bank account assigned to the particular student, the unique number of which enables the identification of the payer in the University's financial and accounting system.

1. The number of an individual virtual bank account is given to the student after he/she submits his/her documents and is admitted to the study program.

2. The information on the student's individual virtual bank account number, payment (transfer) reference titles, and the status of payments/settlements with the University are available on the University's website.

3. The University is not responsible for the consequences of incorrect classification of the payment, resulting from entering an incorrect individual virtual account number or incorrect payment title.

4. The obligation to explain the irregularities related to the payment is the responsibility of the student.

5. The control and final settlement of tuition fees is performed by the unit responsible for the settlement of students' and doctoral candidates' accounts.

§ 10

1. The fee is considered paid when the funds are credited to the University's bank account.

2. If the last day of the payment deadline expires on a statutory holiday, the fee shall be deemed paid on time if the funds are credited to the University's bank account on the first business day following that day.

§ 11

1. The fee for repeating courses is determined according to the number of ECTS points assigned to a given subject/course, in accordance with the curriculum, as the product of the flat rate determined for an ECTS point multiplied by the number of these points.

2. The maximum amount of the fee referred to in section 1 above, in the case of full-time university studies, may not exceed the amount of the semester fee for education at part-time university studies of the appropriate cycle/level.

3. If the total amount that the student would be required to pay for fees related to repeating specific courses, determined on the principles set out in section 1, exceeds the amount of the relevant semester fee, then the student is charged a fee equal to one-semester fee.
4. The fee referred to in section 1 shall be paid within 7 days from the date of receipt by the student of the relevant decision (in accordance with § 8), whereas the information about its amount is provided by the relevant Dean's Office or another unit servicing the given form of education to the unit responsible for the settlement of students' and doctoral candidates' accounts. In the event that the repetition of courses will take place in subsequent semesters, the student is required to pay the fee on the same dates on which payments for tuition fees are made for the semester in which the classes are repeated (payment date as for the 1st instalment). The organization of the academic year is determined by the Rector's Regulation.
5. The rules set out in sections 1-2 shall apply accordingly to the calculation of the fee for completing courses during the leave from classes, granted to the student of part-time studies, taking into account the provisions of section 4.
6. The provisions of section 5 shall apply accordingly to full-time students who pursue studies at the University for a fee.
7. One-semester fee charged for the semester, in which the subject was credited/completed by the student during his/her leave is reduced by the fee paid by the student in accordance with section 5.
8. In the case of studying at foreign universities, when determining the fee, the number of courses/ECTS points credited during the study placement abroad and the provisions of agreements concluded with foreign universities are taken into account.

§ 12

1. The fees referred to in § 3 section 4 are determined according to the number of ECTS points assigned to a given subject/course, in accordance with the curriculum, as the product of the flat rate per ECTS point determined by the Rector's Regulation multiplied by the number of these points.
2. If in a given semester the total amount of tuition fees that the student would be required to pay for courses not covered by the curriculum exceeds the amount of the one-semester tuition fee, then the student is charged a fee equal to the one-semester fee.

§ 13

1. The student receives a VAT invoice confirming the payment of tuition fees for the educational service after the funds have been credited to his individual virtual account.
2. After the employer makes the payment to the employee who is a student of the University, for the educational services provided by the University, a VAT invoice may be issued, where the student/employee is indicated as the buyer of the service, and the employer is listed as the payer.

§ 14

1. The reimbursement of amounts overpaid by the student takes place after the settlement period, which is one semester. At the student's request, the overpayment may be offset against future receivables, or it may be returned.

2. Overpayments are returned to the bank account indicated by the student, upon prior submission of the instruction in writing to the unit responsible for the settlement of students' and doctoral candidates' accounts.

§ 15

1. In the event of failure to pay the tuition fees on time, statutory interest shall be charged. The university may refrain from charging interest if its value does not exceed PLN 1.
2. Failure to pay the tuition fees within 30 days of the payment deadline specified in these Rules may result in removal from the list of students, upon prior request for payment and ineffective expiry of the deadline specified in the request. Removal from the list of students prevents further use of educational services.
3. Removal from the list of students does not release the student from the obligation to pay his/her tuition fees for the educational services provided by the University, as well as from any other fees due to the University for services provided until the removal.
4. Re-enrolment in the list of students is possible after prior payment of all outstanding tuition fees, late payment interest, and the relevant semester fee.
5. The amounts paid by the student, in the first instance, will be counted by the University towards his/her outstanding tuition fees.
6. A person removed from the list of students, or a student who for other reasons terminated his/her studies, is obliged to settle accounts with the University within 30 days from the date of the termination.
7. The financial settlement of student's account takes place before the diploma examination.
8. To confirm the fact referred to in section 7, the student shall present to the Dean's Office a relevant certificate from the unit responsible for the settlement of students' and doctoral candidates' accounts.
9. If the student fails to pay the fees due to the University, the University may initiate debt collection proceedings in accordance with applicable law, including in court litigation.

Chapter II: Conditions and procedure for exemption from tuition fees

§ 16

1. Any exemptions from tuition fees, postponing the deadlines for paying the fees, dividing the fees into instalments, take place exclusively according to the principles contained in this chapter.
2. Subject to § 20 section 10, decisions in the cases referred to in section 1 are taken by the Chancellor after the opinion of the head of the unit responsible for the settlement of students' and doctoral candidates' accounts.
3. Applications in matters referred to in section 1 shall be submitted to the Chancellor through the unit responsible for the settlement of students' and doctoral candidates' accounts.

§ 17

1. A student who is in the second year of studies or above (having completed at least one year of studies) and who achieves outstanding academic results, is exempt from the tuition fees referred to in § 3 sections 1, 3 and 5, for the next semester of study, provided that the previous fees due to the University were paid on time, and that in the preceding semester he/she obtained credits and passed exams in the first exam session, and obtained an average grade of:
 - 1) 5.0 and above – 100% tuition fee exemption,
 - 2) between 4.80 and 4.99 – 50% tuition fee waiver.
2. The average grade referred to in section 1 points 1-2 is calculated according the principles set out in the Study Regulations of the Cracow University of Economics.
3. Pertinent information about the students who have achieved the average grade qualifying them for the tuition fee exemptions referred to in section 1 is provided to the Chancellor by the Head of the Dean's Office by the following deadlines:
 - 1) in the case of exemption from tuition fees for the winter semester – by 15 October,
 - 2) in the case of exemption from tuition fees for the summer semester – by 15 March.
4. The provisions of this paragraph also apply to the first-year student of the second-cycle studies, provided that he/she has completed the first-cycle studies at the University and commenced second-cycle studies within 6 months from the date of completing the first-cycle studies.

§18

1. The student whose family member: spouse, parent, child, or sibling is studying at the University at the same time receives a 5% discount (family discount) on the semester tuition fee for:
 - 1) 2nd and 3rd year of first-cycle studies,
 - 2) the second semester of the 1st and 2nd year of second-cycle studies,
 - 3) 2nd, 3rd, 4th and 5th years of uniform Master's studies (long-cycle studies).
2. The family discount is granted based on a documented application.

§ 19

If the student during the entire semester has not used educational services at the University in connection with studying abroad, then he/she does not pay tuition fees for the given semester for using educational services at the University.

§ 20

1. The student may be exempt from a part of the semester fee for the next semester of study – up to a maximum of 50% of the tuition fee specified under § 4 section 1, subject to the provisions of paragraph 2. 3, 4, 6, 8, subject to the provisions of sections 8 and 10, when during his/her studies he/she found himself/herself in a documented difficult financial situation, in particular due to personal emergency/unforeseen circumstances.
2. The possibility of exemption from the tuition fees referred to in section 1 applies only to the student who, throughout the course of studies, until the moment of submitting the application for exemption from the fee, paid the fees due to the University on time, and obtained semester credits on the dates specified in the Study Regulations (i.e. in each semester, he/she obtained credits and passed the exams in the re-take session at the latest, the date of which was determined by the Rector's Regulation on the organization of the academic year).
3. The given student may apply for exemption from part of the semester fee twice during the course of her/his studies.

4. The possibility of exemption from the tuition fee referred to in section 1 does not apply to first-year students of first-cycle studies, first-year students of second-cycle studies, and first-year students of uniform Master's studies (long-cycle studies).
5. The student is required to document the difficult financial situation referred to in section 1, by submitting:
 - 1) the complete set of current documents confirming the family situation and documents necessary to calculate the income per one person in the family, in accordance with the requirements of the regulations of benefits for students in force at the University,
 - 2) other documents showing the situation and circumstances referred to in section 1.
6. The student is obliged to document his/her disability by submitting a disability certificate and other related documents to the unit responsible for the settlement of students' and doctoral candidates' accounts, or by providing an opinion from the Office for Persons with Disabilities at the Cracow University of Economics.
7. When applying for the discount referred to in section 1, the student is obliged to submit an appropriate application, along with the complete set of documents confirming the justification for the application to the unit responsible for the settlement of students' and doctoral candidates' accounts, subject to section 8.
8. Both in the winter and summer semesters, applications regarding possible exemption from fees may be submitted only within the deadlines set on each occasion by the Chancellor before the beginning of the academic year.
9. Applications submitted on a date other than that specified in accordance with section 8 will be considered only when the circumstances giving rise to the application for exemption from the tuition fee exceeding the deadline were not foreseeable within the time limit for submitting applications.
10. In particularly justified and documented personal situation of a student, the Rector, after obtaining the opinion of the Chancellor and the head of the unit competent for the settlement of students' and doctoral candidates' accounts, may make an individual decision to waive or reduce the student's tuition fee to a greater extent than resulting from these Rules.

§ 21

1. Exemption of a full-time or part-time student from part of the fee for repeating classes due to unsatisfactory results in learning is possible only if the repetition is caused by an emergency personal situation, independent of the student and impossible to predict, provided that the reasons for failing a course or a semester on time are properly justified and documented.
2. Decisions on exemption in the cases referred to in paragraph 1 are taken by the Rector or a person authorized by him. Applications regarding the matters referred to in the preceding sentence are submitted to the Chancellor via the unit responsible for the settlement of students' and doctoral candidates' accounts.
3. In the event that a student who has not completed a course or a semester is granted a leave, the student should obtain the appropriate consent to complete the course or the semester, respectively, and pay the appropriate tuition fee referred to in § 3 section 2. Payment of the fee also applies to the student when he/she passed the course without the consent of the Director of the Institute or another authorized person.

§ 22

1. Tuition fees for part-time studies, carried out at the request of the interested person during the leave granted to the student, in accordance with the Study Regulations shall be paid in the amount calculated as the product of the number of ECTS points for a given course provided for in the curriculum multiplied by the flat rate per ECTS point provided for in a separate Regulation by the CUE Rector.
2. In the case of continuing education after the completed leave, the semester fee for the subject is reduced by the fee referred to in section 1.
3. The Dean's Office is required to notify the unit responsible for the settlement of students' and doctoral candidates' accounts about the fact of granting the student the leave referred to in section 1.
4. Fees for repeated courses are paid in the amount of the product of the number of ECTS points assigned to the subjects/courses provided for in the curriculum in the given semester multiplied by the flat rate per ECTS point provided for in a separate Regulation by the CUE Rector.
5. For courses credited by the Director of the Institute or the lecturer teaching the course in a given semester or year, in accordance with § 18a section 3 of the Study Regulations of the Cracow University of Economics, no fees are charged when repeating a semester or year in which the course was completed.

§ 23

1. Postponing the deadline for tuition fee payment referred to in § 3 sections 1, 3 and 5, or dividing it into instalments is possible only upon a justified and documented student's request.
2. The applications referred to in section 1 must be submitted to the unit responsible for the settlement of students' and doctoral candidates' accounts, within the following deadlines:
 - 1) with regard to the tuition fee for the winter semester – by 30 September,
 - 2) with regard to the tuition fee for the summer semester – by 28 February,
3. Failure to meet the deadline in matters referred to in section 1 leads to the consequences referred to in § 15 section 2.

§ 24

1. Information on the issuance of decisions or rulings referred to in these Rules is posted on the University's website, in the virtual Dean's Office, on the student's individual website/profile.
2. An application for reconsideration may be issued against administrative decisions issued by the Rector.
3. The decisions and resolutions referred to in section 1 shall be transferred to the unit responsible for the settlement of students' and doctoral candidates' accounts, and then to the student's files in the relevant Dean's Office

§ 25

The conditions and procedure for exempting foreign students from tuition fees are regulated by separate regulations.

Chapter III: Final provisions

§ 26

1. Employees of the Cracow University of Economics, undertaking further education at the University, pay for educational services referred to in § 3 section 1, 3, 5 tuition fees in the amount of 70% of the fees determined in the manner referred to in § 4 section 1, subject to paragraph 2-4 below.
2. The provisions of section 1 above do not apply to tuition fees related to repeating the courses, referred to in § 3 section 2.
3. The amount of the tuition fee referred to in section 1 above applies only to the period of employment at the University as part of an employment contract, which means that in the event of termination of employment with the University, the employee is obliged to pay the full tuition fee for the period of education remaining after the termination of the employment contract.
4. In order to correctly apply the rate of tuition fees for part-time studies, including the correct calculation of an appropriate surcharge due to the University or a refund due to the employee, the employee is obliged to submit an appropriate certificate from the unit competent for employee matters, both to the relevant Dean's Office and to the unit responsible for the settlement of students' and doctoral candidates' accounts.

§ 27

In all matters relating to the payment for educational services during studies, not specified in the Act, these Rules or other internal regulations of the University, an appropriate decision (also in the form of resolution) is taken by the Rector or a person authorized by him. The student is entitled to apply for reconsideration of the Rector's decision.

Attachments:

- 1) Declaration of consent to the transfer of information on the issuance of a decision or another resolution via the virtual Dean's Office
- 2) Application to issue an invoice for the student's employer,
- 3) Application for partial exemption from payment for educational services,
- 4) Application for payment in instalments/change of the tuition fees payment due date,
- 5) Application for reconsideration,
- 6) Application for a refund of the overpayment.

Appendix No. 1

A declaration of consent to provide/receive information on the issuance of a decision or another resolution via the virtual Dean’s Office

I, the undersigned in connection with my application on, agree to be informed about the issuance of a decision or another resolution by means of electronic communication.

.....

..... (place) , on (date)

**Unit responsible for the settlement of
students' and doctoral candidates'
accounts ¹
Cracow University of Economics**

APPLICATION TO ISSUE AN INVOICE

Student's name and surname

Address

Student album number

Study major/field of study

Amount paid

Date of payment

Tuition fee for semester (No. of the semester).....

Payer's data:

Company / name and surname.....

Address

NIP (tax identification number)

I will collect the invoice in person / please send the invoice to the following address:

.....
.....

.....
Applicant's signature

The application must be submitted within 7 days from making the payment.

Unit responsible for the settlement of students' and doctoral candidates' accounts ²
Cracow University of Economics
Rakowicka 27, 30-510 Kraków
room No. 104

¹ On the day of the Rules coming into force, the Department of Students and Doctoral Candidates Accounts (Dział Rozliczeń Studentów i Doktorantów, DRSD)

² On the day of the Rules coming into force, the Department of Students and Doctoral Candidates Accounts (Dział Rozliczeń Studentów i Doktorantów, DRSD)

Appendix No. 3

Application for partial exemption from payment for educational services

Name and surname..... Kraków, on (date)
Full-time/part-time studies *
Study major/field of study
Year , semester, cycle
No. of student album
Phone number

**The Bursar of the
Cracow University of Economics**

Content of the application, including justification

.....
.....
.....
.....
.....
.....

Attachments:

Student's signature

Bursar's decision

.....

Opinion of the DRSD³

.....
.....
.....
.....
.....

Date, stamp, signature of the DRSD Director⁴

Bursar's signature

³ On the day of the Rules coming into force, the Department of Students and Doctoral Candidates Accounts (Dział Rozliczeń Studentów i Doktorantów, DRSD)

⁴ On the day of the Rules coming into force, the Department of Students and Doctoral Candidates Accounts (Dział Rozliczeń Studentów i Doktorantów, DRSD)

Appendix No. 4

Application for payment in instalments/change of the tuition fees payment due date

Name and surname..... Kraków, on (date)
Full-time/part-time studies *
Study major/field of study
Year , semester, cycle
No. of student album
Phone number

Bursar of the Cracow University of Economics

Content of the application, including justification

.....
.....
.....
.....
.....
.....

Attachments:

Student's/doctoral candidate's signature

Bursar's decision

.....
Opinion of the DRSD

.....
.....
.....
.....
.....

Date, stamp, signature of the DRSD Director
* delete as applicable

Bursar's signature

Appendix No. 5

.....
(name and surname)

Kraków, on(date)

.....
(year, study major/field of study/No. of student album)

.....
(address for correspondence)

.....
(phone number/e-mail address)

**Rector of the
Cracow University of Economics**

**via
the Unit responsible for the settlement
of students' and doctoral candidates'
accounts**

.....
.....

APPLICATION FOR RECONSIDERATION

.....
.....
.....

JUSTIFICATION

.....
.....
.....

(own, clear Student's signature)

Attachments:

1.
2.
-

Name and surname..... Kraków, on (date)
Full-time/part-time studies *
Study major/field of study
Year , semester, cycle
No. of student album

Application for a refund of the overpayment

Bursar/ Unit responsible for the settlement of students' and doctoral candidates' accounts ⁵

Content.....
.....
.....
.....
.....

Number of the bank account for the transfer of refund

.....

Student's signature

DRSD Employee's signature⁶

Approved

⁵ On the day of the Rules coming into force, the Department of Students and Doctoral Candidates Accounts (Dział Rozliczeń Studentów i Doktorantów, DRSD)

⁶ On the day of the Rules coming into force, the Department of Students and Doctoral Candidates Accounts (Dział Rozliczeń Studentów i Doktorantów, DRSD)

* Delete as appropriate