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REGULATION NO. 38/2019
of the Rector of the Wroclaw University of Economics and Business
of 7 June 2019

on fees for educational services paid by foreigners studying at the Wroclaw University of Economics and Business

Pursuant to Article 79(1) and Article 324 of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668), the following is hereby ordered:

Article 1
Amount of fees for one semester

1. **Foreigners, excluding those referred to in Article 324(2)** of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668), undertaking studies on a fee basis, pay for each **semester** the following tuition fees:
 - 1) for the first and second degree of studies conducted in Polish – **EUR 1,050**;
 - 2) for the first and second degree of studies conducted in a foreign language – **EUR 1,250**;
 - 3) for the Executive Master of Business Administration (EMBA) studies conducted in Polish and in a foreign language – **EUR 1,750**;
 - 4) for post-graduate studies conducted in Polish and in a foreign language – the same as in the case of Polish nationals. The amount of fees for post-graduate studies is determined by the Rector, separately for each faculty, in accordance with the cost estimate. Fees are paid in Polish zloty.

2. **Foreigners referred to in Article 324(2)** of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668) undertaking studies pay for each **semester** the following tuition fees:
 - 1) for the first and second degree of full-time studies conducted in a foreign language – **PLN 1,000**;
 - 2) for the first degree of part-time studies conducted in Polish at faculties in Wrocław – **PLN 2,980**;
 - 3) for the first degree of part-time studies conducted in Polish in the Branch in Jelenia Góra – **PLN 2,600**;
 - 4) for the second degree of part-time studies conducted in Polish at faculties in Wrocław – **PLN 3,200**;
 - 5) for the second degree of part-time studies conducted in Polish in the Branch in Jelenia Góra – **PLN 2,950**;
 - 6) for the second degree of part-time studies conducted jointly with the Wroclaw University at the Legal and Economic Consulting faculty – **PLN 3,000**;
 - 7) for the first degree of part-time studies conducted in a foreign language at faculties in Wrocław – **PLN 3,575**;



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- 8) for the second degree of part-time studies conducted in a foreign language at faculties in Wrocław – **PLN 3,900**;
- 9) for the Executive Master of Business Administration (EMBA) studies – **PLN 7,000**;
- 10) for post-graduate studies conducted in Polish and in a foreign language – the same as in the case of Polish nationals. The amount of fees for post-graduate studies is determined by the Rector, separately for each faculty, in accordance with the cost estimate. Fees are paid in Polish zloty.

Article 2

Fees for additional educational services for students of full-time students

1. Foreigners referred to in Article 1(1) and (2) pay the fees for:
 - 1) repeating the subject in the amount of **PLN 600 for each subject**, as well as in the case of conditional entry for the next semester and for repeating the subject as a result of resumption of studies after striking from the list of students;
 - 2) additional hours of classes connected with the submission of the diploma paper after the resumption of studies in the amount of **PLN 600**.
2. The fees referred to in section 1(1) - (2) cannot be split into installments.
3. The sum of the fees referred to in section 1(1) cannot exceed PLN 4,900.

Article 3

Fees for additional educational services for students of part-time studies, excluding the Executive Master of Business Administration (EMBA) studies

1. Foreigners referred to in Article 1(1) and (2) pay fees for:
 - 1) repeating a subject in the amount of **PLN 300 for each subject**, as well as in the case of conditional entry for the next semester and for repeating the subject as a result of resumption of studies after the removal from the list of students;
 - 2) subjects constituting curriculum differences in the amount of **PLN 200** for each subject;
 - 3) additional hours of classes connected with the submission of the diploma paper after the resumption of studies in the amount of **PLN 300**.
2. The fees referred to in section 1(1) - (3) cannot be split into installments.
3. The sum of the fees referred to in section 1(1) cannot exceed the term fee specified in this Regulation.

Article 4

Fees for additional educational services for students of the Executive Master of Business Administration (EMBA) studies

1. The EMBA student is obliged to pay fees for:
 - 1) repeating the seminar in the semester later than the fifth one in the amount of **PLN 1,500**;
 - 2) repeating the subject and curriculum differences in the amount of **PLN 300** for each subject.
2. The fees referred to in section 1(1) - (2) cannot be split into installments.

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Article 5

Deadlines for the payment of tuition fees for foreigners, excluding those referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)

1. Foreigners undertaking studies on a fee basis pay for each semester the fees specified in EUR in Article 1(1)(1) - (3) to the University's euro account. Payments on account of these fees to this bank account, made in PLN, are converted into EUR at the euro selling rate of the bank maintaining the account as of the payment date.
2. The fees specified in EUR in Article 1(1)(1) - (3) may be paid in PLN to the Individual Settlement Account. Amounts due are converted into Polish zloty at the euro selling rate of the bank keeping the account as of the maturity date of the payment.
3. Fees for additional educational services, determined in Polish zloty, are paid and settled in accordance with Article 8.
4. The tuition fee should be paid not later than 7 days before the beginning of each semester of studies and the proof of payment should be delivered to the Dean's Office. The exception is the first semester of studies, when the fee should be paid before the issue of a certificate of admission to studies.

Article 6

Deadlines for the payment of tuition fees for foreigners at full-time studies referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)

Foreigners undertaking full-time studies in a foreign language pay the following fee:

- 1) for the entire winter semester by 15 October of a given year or in two equal installments by: 15 October and 15 December;
- 2) for the entire summer semester by 15 March of a given year or in two equal installments by: 15 March and 15 May.

Article 7

Deadlines for the payment of tuition fees for foreigners at part-time studies, including the Executive Master of Business Administration (EMBA) studies, referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)

1. The tuition fees for the second and subsequent semesters should be paid:
 - 1) for the entire semester in advance: by 15 October – winter semester and by 15 February – summer semester; or
 - 2) for the winter semester in five installments: from September to January, by the 15th day of each month;
 - 3) for the summer semester in five installments: from February to June, by the 15th day of each month;
 - 4) the exception is the last semester for each degree of studies, in the case of which the 4th and 5th installments should be paid together within the deadline for the 4th installment.

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2. The student admitted to the first semester of studies beginning in the winter semester pays the fee for the entire semester by 15 October of a given year or in four equal installments by the following deadlines: 15/10, 15/11, 15/12 and 15/01. The student admitted to studies beginning in the summer semester pays the fee for the entire semester by 15 March or in four equal installments by the following deadlines: 15/03, 15/04, 15/05 and 15/06.
3. Students admitted to studies after 15 October or after 15 March pays outstanding installments or the fee for the entire semester within 5 working days from the decision on admission, and subsequent installments by the 15th of each month in accordance with section 2.
4. It is allowable to pay the fee which is a multiple of the monthly installment, subject to the payment deadlines specified in section 2.

Article 8
Mode of fee payment

1. Foreigners referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668) make payments for educational services on all accounts to an account separate for each student, referred to as the Individual Settlement Account (**ISA**), other than the ISA for a candidate for studies.
2. The **ISA number** may be generated via the USOSweb portal or via the account number generator to which the link is located on the University's website.
3. The date of payment is the date when the funds are credited to the **ISA**.
4. In the case of payments in foreign currencies made to the **ISA**, they are translated into PLN according to the buying rate announced by Bank Pekao S.A. as of the payment date.

Article 9
Deadlines for the payment of fees for additional educational services

1. Fees for repeating the subject, conditional entry, repeating the subject as a result of resumption of studies after the removal from the list of students and curriculum differences should be paid by 15 October for the winter semester and by 28 February for the summer semester or within 5 working days from the decision of the Dean for Student Affairs/Dean of the Branch.
2. Fees for additional hours of classes connected with the submission of the diploma paper after the resumption of studies should be paid not later than 5 working days before the submission of the diploma paper.

Article 10
Lack of the obligation to pay fees

No fees are charged for teaching activities for full-time studies resulting from differences between curricula of studies (known as 'curriculum differences'), occurring due to:

- 1) transfer from another faculty or from another university;
- 2) returning from short- or long-term leave;
- 3) for non-repeated subjects and subjects constituting curriculum differences in the case of repeating a semester or resumption due to unsatisfactory results of the studies.

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Article 11 **Delay in payments**

1. Statutory interest is charged for late payments. Statutory interest due to late payment of the fees for studies is calculated at the end of the semester and payable within 7 days from the date of the occurrence of liability resulting from interest on the individual settlement account **(ISA)**.
2. The student is obliged to check the status of their liabilities and to make payments on the individual settlement account **(ISA)** as well as to clarify doubts on an ongoing basis at the relevant Dean's office.
3. If a student is in arrears with fees for one month, the Dean's office is obliged to refrain from activities related to the student, such as the completion of a semester, making an entry for the next semester, and in the case of larger outstanding amounts the Dean for Student Affairs/Dean of the Branch is obliged to remove the student from the list.
4. Persons that for reasons set out in section 3 lose their student status may be re-entered to the list of students (the resumption of studies) if they pay the outstanding fees. The Dean for Student Affairs/Dean of the Branch issues the decision on the resumption once the outstanding fees have been paid.

Article 12

Reimbursement of fees for foreigners referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)

1. The Student that paid the fee for the current semester or part of this fee and notified in writing the Dean for Student Affairs/Dean of the Branch about the resignation from the studies (terminated the agreement before the commencement of classes) will receive the reimbursement of the fee paid at their written request.
2. If the student has paid the fee for the semester or its part in advance and resigned from the studies during the semester, the University will reimburse the fee in the amount reduced by part of the semester fee corresponding to the proportion of the number of days of classes attended (until the day of the agreement termination) to the number of days planned in the semester.
3. The rules for the reimbursement of fees presented in sections 1 and 2 also apply to reimbursement for repeating the subject, conditional entry, repeating the subject as a result of resumption of studies after the removal from the list of students and curriculum differences.
4. No fees made for studies for previous semesters are reimbursed, regardless of obtaining or non-obtaining of credit.
5. The fee is reimbursed by means of a decision issued by the Dean for Student Affairs/Dean of the Branch, upon the student's prior written request.
6. If a student receives short- or long-term leave, the rules for reimbursement of part or all of the fee paid, such as in sections 1-5, apply.

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Article 13

Reimbursement of fees for foreigners, excluding those referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)

1. The tuition fee is reimbursed in the case of:
 - 1) the receipt by the foreigner of the decision on short- or long-term leave – the tuition fee for the time of leave is reimbursed;
 - 2) resignation from studies – the tuition fee for the time during which the student does not attend classes is reimbursed;
 - 3) failure by the foreigner being a candidate for studies to obtain a visa allowing them to enter Poland – the tuition fee paid is reimbursed;
 - 4) occurrence of other documented fortuitous events that make it impossible to undertake or continue studies – the following fees are reimbursed:
 - a) the tuition fee for a given semester if the foreigner resigns from studies before the beginning of a given semester,
 - b) the tuition fee for the time during which the foreigner does not attend classes in a given semester in which the Wrocław University of Economics and Business has obtained information about the negative result of the process of the recognition of the diploma or certificate as equivalent to the Polish diploma or certificate;
 - 5) when the Wrocław University of Economics and Business has not provided the possibility to participate in the program of studies previously proposed by the University to the candidate – foreigner.
2. The tuition fee is reimbursed in the currency in which the foreigner made the payment to the account of the Wrocław University of Economics and Business, to the bank account indicated by the foreigner.
3. The cost of bank operations related to the reimbursement of the tuition fee is incurred by the foreigner.

Article 14

Discounts and exemptions from fees at part-time studies for foreigners referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)

1. The Dean for Student Affairs/Dean of the Branch may exempt from the fee the curriculum differences if they occurred in connection with short- or long-term leave granted to the student.
2. If the fee is paid in advance for the entire semester of the studies, the University grants a discount of 5% of the semester fee specified in this Regulation.

Article 15

Discounts and exemptions from fees for foreigners, excluding those referred to in Article 324(2) of the Polish Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668)



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At the foreigner's request, the Rector may reduce the tuition fees in the case of:

- 1) the foreigner's documented difficult financial situation;
- 2) undertaking by the requester studies at an additional faculty or another form of education against payment at the University.

Article 16 Derogation

Regulation no. 32/2009 of the Rector of the Wroclaw University of Economics and Business of 21 September 2009 on the rules for the reimbursement of semester fees paid for studies ceases to be in force.

Article 17 Entry into force

The Regulation enters into force on the day of its signing and applies to students starting their education at the University as of the academic year 2019/2020.

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