

**FEE REGULATIONS  
FOR UNIVERSITY STUDENTS  
OF WSB UNIVERSITY IN POZNAN  
STARTING STUDIES IN ACADEMIC YEAR 2022/2023**

**Article 1  
GENERAL PROVISIONS**

1. These Regulations set forth the rules of making payments by Students starting studies in the academic year 2022/2023.
2. Fees shall be paid by bank transfer into the University's bank account. The date of crediting the University's bank account shall be deemed the payment date.

**Article 2  
TUITION FEES**

1. The term "**tuition fee**" used in these Regulations shall be understood as payments for providing educational services related to full-time and part-time studies.
2. The University **guarantees fixed tuition fees throughout the duration of studies.**

**Article 2.1**

*applying to studies in Polish*

1. There are **two systems** of paying tuition fees at the University:
  - a. **guaranteed fixed tuition fee**
  - b. **guaranteed graded tuition fee** – which does not apply to foreign nationals studying on different terms than applicable to Polish citizens.
2. The tuition fee is paid by the Student according to the system selected in the Agreement for Providing WSB Graduate Students with Educational Services (hereinafter referred to as the Agreement). The declared payment system shall be in effect until the end of studies subject to paragraph 3.
3. **A change of the tuition fee payment system** must be made in writing by way of a declaration on its change and must be made by:
  - a. 30 September for Students admitted to the 1st year of studies in the summer admission session,
  - b. 31 March for Students admitted to the 1st year of studies in the winter admission session.
4. The tuition fee is paid by the Student in the number of installments selected in the Agreement. **The basic number of installments** in the academic year is **10 installments**, which forms the basis to calculate the price of the educational service. Additionally, the tuition fee can be paid:
  - a. in 1 installment (annual fee), except for the last year of studies at a given cycle,
  - b. in 2 installments (one per semester),
  - c. in 12 installments, except for the last year of studies at a given cycle.
5. **A change of the number of installments** in a given semester must be made in writing by way of a declaration and must be made by:
  - a. 31 October for fees made during the winter semester,
  - b. 31 March for fees made during the summer semester.
6. In especially justified cases, at a Student's written and justified request, the Dean may change the number of installments given in the declaration made by the Student outside of the dates stipulated in paragraph 5.
7. If there is a change of the mode, major, or type of studies, the amount of the tuition fee shall change according to the agreed mode, major, or type of studies.
8. Provisions in paragraph 3 do not apply to foreign nationals studying on different terms than applicable to Polish citizens.

**Article 2.2**

*applying to studies in English*

1. The Student shall pay a tuition fee in the system of: **guaranteed fixed tuition fee.**
2. The tuition fee is paid by the Student in the number of installments selected in the Agreement. **The basic number of installments** in the academic year is **10 installments**, except for foreign nationals studying on different terms than applicable to Polish citizens, which forms the basis to calculate the price of the educational service. Additionally, the tuition fee can be paid:

- a. in 1 installment (annual fee), except for the last year of studies at a given cycle,
  - b. in 2 installments (one per semester),
  - c. in 12 installments, except for the last year of studies at a given cycle, except for foreign nationals studying on different terms than applicable to Polish citizens.
3. The tuition fee for foreign nationals studying on different terms than applicable to Polish citizens is calculated in EURO and paid in PLN according to the NBP's selling exchange rate on 20 March of a given year, when enrolling for studies in the summer admission session, and on 20 November of a given year, when enrolling for studies in the winter admission session.
  4. **A change of the number of installments** in a given semester must be made in writing by way of a declaration and must be made by:
    - a. 31 October for fees made during the winter semester,
    - b. 31 March for fees made during the summer semester.
  5. In especially justified cases, at a written and justified request filed by a Student, the Dean may change the number of installments given in the declaration made by the Student outside of the dates stipulated in paragraph 4.
  6. If there is a change of the mode, major, or type of studies, the amount of the tuition fee shall change according to the agreed mode, major, or type of studies.

**Article 3**

**TRANSFER TO A HIGHER SEMESTER**

1. A Student admitted to the 1st semester of studies can apply for transfer to a higher semester according to current regulations and Study Regulations of WSB University in Poznan.
2. If a Student is transferred, then the Student shall pay according to the graded tuition fee system for the year of studies to which the Student is transferred, according to the standard tuition fee schedule given in the Agreement signed by the Student, unless there is only a fixed tuition fee in the particular year.

**Article 4**

**RE-ADMISSION, REPETITION OF A COURSE, REPEATING A SEMESTER, LEAVE FROM CLASSES, ANOTHER SPECIALIZATION, CURRICULUM DIFFERENCES, OPTIONAL COURSES**

1. A Student may file an application to be readmitted only after having settled all dues with the University.
2. A returning Student, after having been removed from the student roster, shall pay tuition fees according to the graded tuition fee system, unless there is only a fixed tuition fee in the particular year.
3. A Student continuing tuition with a different year (e.g. returning from leave) than the one with which he or she started tuition shall pay the tuition fee for the year of studies in which he or she continues tuition, in accordance with the standard tuition fee schedule in the Student's Agreement.
4. If the Student is granted leave from classes he or she shall pay the tuition fee pro rata to the used period of studies. If the Student had paid the tuition fee for a semester or year in advance, then the University shall reimburse the Student for the unused period of studies.
5. A student who changes the program (course) shall pay the tuition fee for the new program (course) in the year when he or she began their studies. If in the year when he or she began his or her studies the given program (course) was not available, he or she shall pay tuition fees for the current year of studies.
6. A Student starting tuition in another specialization, making up for curriculum differences, attending optional courses, or repeating a course shall pay the binding tuition fee and an additional tuition fee specified in the additional fee schedule given in the Student's Agreement.

**Article 5**

**OTHER FEES**

1. The fee for written notification sent by registered mail with "recorded delivery" specified in the additional fees schedule given in the binding Student's Agreement shall be also charged upon the termination of the Agreement, in accordance with the rules specified therein.

2. A Student appointed by the University to study abroad shall pay fees individually determined by the Dean.
3. A Student participating in field practice, training camps, or other forms of preparation for a career, according to the current curriculum, taking place outside of the University premises, and organized by the University, shall pay a fee specified in the additional fee schedule given in the binding Student's Agreement, referred to as Field practice fee.
4. In the Tourism and Recreation program participation in the forms of tuition specified in paragraph 3 is obligatory, and required to complete one's studies.

#### **Article 6**

##### **FEES FOR LATE PAYMENTS**

1. Should the tuition fee be paid after the date specified in the tuition fee payment schedule, the Student shall be charged with statutory interest on any overdue amount, starting from the day following the date when the tuition fee was payable, until the overdue payment is effected.
2. Should the tuition fee be paid after the date specified in the tuition fee payment schedule, the Student removed from the student roster shall be charged with statutory interest, calculated on any overdue amount for each and every day of the delay, until the overdue payment is effected.

#### **Article 7**

##### **PAYMENT ARREARS**

1. In exceptional cases, at the Student's justified request, the Dean may permit a postponement of the tuition fee's payment date. The Student who was granted permission to postpone the payment date shall not be obliged to pay interest for overdue payment for the period from the day of submitting the request until the date of paying liabilities referred to in the Dean's decision.
2. Failure to pay by the specified date may result in the Dean's decision to remove the Student from the student roster. Such a Student has the right to appeal against this decision in the way specified in Study Regulations and according to existing provisions of the law.
3. If any arrears arise resulting from tuition fees, regardless of any consequences under the Study Regulations, the University reserves the right to take action permitted under the law against the Student in order to recover the debt.

#### **Article 8**

##### **RESIGNATIONS AND DISENROLLMENT DURING STUDIES**

1. If the Student submits a written resignation from studies during the course thereof (which must be signed by hand by the Student) or is removed from the student roster for any other reason, the Student shall pay the tuition fee pro rata to the used period of studies.
2. If a Student had paid the tuition fee for a semester or year in advance and later resigned from studies or otherwise was removed from the student roster, then the University shall reimburse the Student for the unused period of studies referred to in paragraph 1.
3. A Student may be removed from the student roster due to reasons set forth in the Study Regulations.

#### **Article 9**

##### **COMMUNICATION BETWEEN THE UNIVERSITY AND THE STUDENT**

1. Using electronic mail (email: [dziekanat@wsb.szczecin.pl](mailto:dziekanat@wsb.szczecin.pl)) the Student shall immediately, i.e. not later than within 1 month notify the Registrar's Office of the Faculty at which he or she is studying about each and every change of surname (which requires the submission of the original marriage certificate to the Registrar's Office), change of the address of residence, address for correspondence, phone number, or email.
2. Using Extranet, the University, shall immediately, i.e. not later than within 1 month notify the Student about each and every change in the name of the University and contact details of the University.
3. If the Student or University fails to notify each other about any changes to the contact details specified in paragraph 1 and 2, then it shall be deemed that any correspondence sent to the previously provided address was successfully delivered.
4. Except for cases specified by separate provisions of the law, the

main communication tool between the University and the Student and between the Student and the University is the Extranet – an internal Internet system regularly uploaded with information necessary for the Student, in particular with all regulations and decisions applying to students.