**Rules and Regulations**

**of charging fees for educational services**

**in full-time undergraduate and graduate programs**
**at the University of Economics in Katowice and other fees**

# General provisions

1. Rules and Regulations of charging fees for educational services in full-time undergraduate and graduate programs at the University of Economics in Katowice and other fees, hereinafter referred to as “Rules and Regulations”, refer to:
	* + 1. fees for education in a foreign language;
			2. fees for educational services relating to the repetition of courses, including fees for:
2. a course passed under a retake procedure specified in § 23 (6) of the Academic Regulations at the University of Economics in Katowice;
3. re-realization of failed courses if a student repeats a semester;
4. re-realization of failed courses if a student resumes a program;
5. completing courses as part of the curricular differences in the case of programs or specializations conducted in a foreign language;
	* + 1. fees for the issue of documents pertaining to the course of studies:
6. student ID card or its copy;
7. a copy of the diploma and the diploma supplement;
8. a copy in a foreign language of the diploma and the diploma supplement, other than those issued on the basis of Art. 77 (2) of the Act – Law on Higher Education and Science;
	* + 1. fees for taking extra-curricular courses.
		1. The amount of fees referred to in sec. 1 (1)-(2) are specified for the entire course of studies and cannot be changed throughout that period.
		2. The rector, by means of an order, determines the amount of fees referred to:
9. in sec. 1 (1) – in semester installments;
10. in sec. 1 (2) and (4)

taking into consideration the costs incurred by the University in this respect.

* + 1. The amount of fees referred to in sec. 1 (3) is stipulated in the Regulation of the Minister of Science and Higher Education of 27 September 2018 on higher education studies.

## Processing payments

* 1. 1. The fees referred to in the Rules and Regulations may be paid via a bank transfer or a postal order.
		2. The fees referred to in the Rules and Regulation are paid by the student to the individual bank account number assigned by the University – student payments are identified in the University’s IT system.
		3. Proof of payment should contain the following data: number of the assigned bank account, student’s full name, address of residence, album number and payment title.
		4. Failure to provide data referred to in sec. 3 releases the University from the liability for the consequences arising due to incorrect classification of the payment.
		5. The fees referred to in the Rules and Regulations are deemed to have been paid when the funds are credited to the University’s bank account.
		6. Exceeding the payment deadline stipulated in the Rules and Regulations constitutes a basis to charge statutory interest for delay.
		7. If the payment deadline fall on a public holiday, the payment deadline shall be extended to the first working day following that day.
		8. In the case of admission to the first year of the program after the end of recruitment or after resuming the program, the student pays a fee for education in a foreign language within the deadlines specified in § 4, and if the deadline has expired – within 14 days from the date he/she was entered into the student register.
		9. The deadlines for paying the fees specified in § 1 (1) (1), subject to sec. 2, are as follows:
			1. in the winter semester:
1. until October 15 – 50% of the fee,
2. until December 15 – 50% of the fee;
	* + 1. in the summer semester:
3. until February 28 – 50% of the fee,
4. until April 30 – 50% of the fee.
	* 1. For specializations conducted in a foreign languages, where the fee is paid in a currency other than PLN, the deadlines for paying fees specified in § 1 (1) (1) are as follows:
			1. in the winter semester – until October 15,
			2. in the summer semester – until February 28.
		2. The deadlines for paying fees specified in § 1 (1) (2) and § 1 (1) (4) are as follows:
			1. for a course passed under the retake procedure specified in § 23 (6) of the Academic Regulation at the University of Economics in Katowice:
5. until January 15 – if the retake procedure declaration was submitted after the end of the summer semester
6. until May 31 – if the retake procedure declaration was submitted after the end of the winter semester
	* + 1. for re-realization of failed courses if a student repeats a semester:
7. until January 15 for repeating the summer semester,
8. until August 31 for repeating the winter semester;
	* + 1. for re-realization of failed courses if a student resumes a program:
9. until October 15 in the case of resumption of the program in the winter semester,
10. until February 28 in the case of resumption of the program in the summer semester;
	* + 1. for completing courses as part of the curricular differences in the case of programs or specializations conducted in a foreign language:
				1. until January 15 for courses credited in the winter semester,
				2. until May 31 for courses credited in the summer semester;
			2. for taking extra-curricular courses – on the day when the courses start at the latest.
		1. Students in their final year, who will have completed their program in the summer semester, shall pay the fee for a course credited under the retake procedure by August 16, if they submit the retake procedure declaration after the end of the summer examination session.
		2. Students in their final year, who will have completed their program in the winter semester, shall pay the fee for a course credited under the retake procedure by February 28, if they submit the retake procedure declaration after the end of the winter examination session.
		3. In the event of a justified withdrawal from the previously declared retake procedure submitted in writing at least 14 days before the commencement of the examination session, the paid fee shall be credited towards the fee for the next retake of the course under the retake procedure.
		4. If there is no written withdrawal from the previously declared retake procedure, the fee paid shall not be returned or credited towards the fee for the next retake of the course under the retake procedure.
		5. If a student loses their student status before the realization of the retake procedure, the provisions of sec. 7 shall not apply.
		6. In the event that:
			1. a student repeats a semester, the fee paid for an education in a foreign language for the next semester shall be settled taking into account fees for repeating the semester and other outstanding fees;
			2. the program curriculum for the repeated semester does not include courses that the student was required to repeat under the dean’s decision, the student shall not pay the fee for re-realization of these courses;
			3. a student is removed from the student register for failing to complete the semester, the fee for an education in a foreign language is collected until the decision on the removal from the student register becomes final;
			4. a student is removed from the student register, the fee for an education in a foreign language paid for the period after the decision on the removal becomes final shall be returned.
11. Fees for the issue of documents pertaining to the course of studies shall be paid not later than on the day of issuing the document. The student is required to produce the confirmation of payment upon receiving the document
12. The fee for issuing a copy of the student ID card is 50% higher than the fee for issuing the original document.

# Final provisions

**§ 5**

1. In the case of proven difficult financial situation or extraordinary circumstances, the rector may exempt a student, upon their request, from the obligation to pay the fee in part or in whole, or waive the interest charged for delay in payment. The student is required to prove the difficult situation or the abovementioned circumstances, particularly, by submitting a request with their and their relatives’ salary certificate (in the absence of employment – a certificate from the district job agency on being listed in the unemployment register).
2. In special cases, the rector may, upon the student’s request, determine a different deadline for paying fees than the deadlines specified in § 4 (1)-(5).
3. If the decision on the removal from the student register is repealed or amended, the student pays the fee for educational services within 14 days of receiving the decision.
4. The student, the dean’s office and the Student Fees and Debt Collection Unit shall be notified in writing of the method of settling the matter in the cases referred to in sec. 1-3. A copy of the letter and other relevant documentation remains in the student’s file.

**§ 6**

In any matters not regulated by these Rules and Regulations, the decision shall be taken by the rector.