**Rules and Regulations**

**of charging fees for educational services in full- and part-time first- and second-cycle programs for non-nationals undertaking studies**

 **at the University of Economics in Katowice and other fees**

# General provisions

* + 1. Rules and Regulations determine the principles of charging fees for educational services in full- and part-time first- and second-cycle programs for non-nationals undertaking studies at the University of Economics in Katowice and other fees, hereinafter referred to as “Rules and Regulations”, subject to the provisions of the Order on the principles of undertaking and completing education programs by non-nationals at the University of Economics in Katowice.
		2. The Rules and Regulations refer to:
			1. tuition fees, i.e. the basic fee relating to the education of students in full- and part-time programs;
			2. other fees for educational services, including:
1. a course passed under a retake procedure specified in § 23 (6) of the Academic Regulations at the University of Economics in Katowice;
2. re-realization of failed courses if a student repeats a semester of a full- or part-time program;
3. re-realization of failed courses if a student resumes a full- or part-time program;
4. completing courses as part of the curricular differences in part- and full-time programs;
	* + 1. fees for the issue of documents pertaining to the course of studies:
5. student ID card or its copy;
6. a copy of the diploma and the diploma supplement;
7. 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 in full- and part-time programs.
		1. The amount of fees referred to in sec. 2 (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:
8. in sec. 2 (1) – in semester installments;
9. in sec. 2 (2) and (4)

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

* + 1. The amount of fees referred to in sec. 2 (3) is stipulated in the Regulation of the Minister of Science and Higher Education of 27 September 2018 on higher education studies.

## Processing payment

* + 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 fees specified in § 1 (2) (1), subject to sec. 2 - 3, are as follows:
			1. in the winter semester – until October 15,
			2. in the summer semester – until February 28.
		10. Foreigners referred to in Art. 324 (2) of the Law on Higher Education and Science who undertake education in a foreign language pay the fees stipulated in § 1 (2) (1), subject to sec. 3, within the following deadlines:
			1. in the winter semester:
				1. until October 15 – 50% of the fee,
				2. until December 15 – 50% of the fee;
			2. in the summer semester:
				1. until February 28 – 50% of the fee,
				2. until April 30 – 50% of the fee.
		11. The deadlines for paying fees for specializations conducted in a foreign languages, where the fee is paid in a currency other than PLN, are specified in sec. 1.
		12. The deadlines for paying fees specified in § 1 (2) (2) 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:
				1. until January 15 – if the retake procedure declaration was submitted after the end of the summer semester
				2. until May 31 – if the retake procedure declaration was submitted after the end of the winter semester;
			2. for re-realization of failed courses if a student repeats a semester:
				1. until January 15 for repeating the summer semester,
				2. until August 31 for repeating the winter semester;
			3. for re-realization of failed courses if a student resumes a program:
				1. until October 15 in the case of resumption of the program in the winter semester,
				2. until February 28 in the case of resumption of the program in the summer semester;
			4. for completing courses as part of the curricular differences:
				1. until January 15 for courses credited in the winter semester,
				2. until May 31 for courses credited in the summer semester;
			5. for taking extra-curricular courses – on the day when the courses start at the latest.
		13. 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.
		14. 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.
		15. 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 subsequent retake of the course under the retake procedure.
		16. 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 subsequent retake of the course under the retake procedure.
		17. If a student loses their student status before the realization of the retake procedure, the provisions of sec. 8 shall not apply.
		18. If a student is removed from the student register, the fee for unrealized curricular differences is not charged.
		19. In the event that:
			1. a student repeats a semester, the tuition fee paid 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. the program curriculum for the repeated semester contains new courses that the student must realize, these courses are considered curricular differences, for which the student pays a fee;
			4. a student is removed from the student register for failing to complete the semester, the tuition fee is collected until the decision on the removal from the student register becomes final;
			5. a student is removed from the student register, the tuition fee paid for the period after the decision on the removal becomes final shall be returned.
		20. 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.
		21. The fee for issuing a copy of the student ID card is 50% higher than the fee for issuing the original document

**§ 5**

The rector may grant a 20% discount on tuition fees for the first semester of second-cycle programs to the first-year students of second-cycle programs who are graduates of the University’s first-cycle programs; in the following semesters the 20% discount on tuition fees may be maintained provided that the student obtains an average grade for the previous semester of not lower than 4.3. The discount will be added to the last installment of the tuition fee.

Provisions of sec. 1 shall apply accordingly to the students moving from full-time programs to part-time programs.

## Final provisions

**§ 6**

1. In the case of proven difficult financial situation or extraordinary circumstances, the rector may, upon the student’s request, decrease the amount of the fee stipulated in § 1 (2) (1).
2. The student may request to have the fee referred to in § 1(2)(1) decreased after the first semester of their studies. The request to have the fee decreased should be submitted within 14 days of being admitted to the next year or semester of the program. 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.
3. The originals of the documents referred to in sec. 2 should be submitted for inspection together with their translations into Polish.
4. The documents referred to in sec. 2 should be issued no sooner than three months before the date of submitting the request.
5. 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)-(2) and § 4 (4)-(6).
6. 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.
7. 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, 5 and 6. A copy of the letter and other relevant documentation remains in the student’s file.

**§ 7**

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