

AGREEMENT ON THE AMOUNT OF AND ON CONDITIONS OF COLLECTING TUITION FEES FOR UNIVERSITY STUDIES

concluded onby and between:

the Kozminski University, seated in Warsaw, at Jagiellońska 59, hereinafter referred to as "the University", represented by prof. Kazimierz Przybysz, PhD – Vice-Rector for Students Affairs and Program Delivery,
and
Mr/Ms

domiciled in
admitted for a studies who will acquire student rights upon the moment of matriculation and oath-taking, hereinafter referred to as "the Person Admitted for Studies".

The University hereby declares that it is a non-public university operating under authorization of the Minister for National Education of 12 May 1993, No. DNS-3-0145/21/93, and satisfies the requirements specified in the Act of 27 July 2005 – Law on Higher Education (Official Journal of Laws of the Republic of Poland of 2016, item 1842, as amended), henceforth referred to as the "Act", and in regulations issued based upon it. The University is entitled to collect fees for the offered education-related services.

§ 1.

The subject-matter of the agreement involves determination of the amount of and the terms and conditions of collecting fees for the pursuit of studies, pursuant to art. 160a section 1 of the Act.

§ 2.

The University is obliged to grant the Person admitted for Studies the opportunity to study as part of undergraduate/graduate/ single-cycle degree studies* pursued in the form of full-time/part-time studies* starting from the academic year 2017/2018 in the field of

§ 3.

1. The University declares that it will create appropriate conditions for gaining knowledge and developing skills by ensuring a program of education consistent with the relevant applicable regulations, providing services, care, and supervision of competent academic faculty, and offering its premises, library, and scientific resources.
2. The Person admitted for Studies declares to take advantage of the education opportunities provided by the University, observe the provisions of the Study Regulations and other provisions regulating the activity of the University.
3. The University declares that the studies started by the Person admitted for Studies will end with a degree of, awarded in accordance with the powers exercised by the University.

§ 4.

1. The Person admitted for Studies is obliged to make timely payments for studies, starting from the academic year 2017/2018. Any delays in payment of the semester fees, regardless of the reasons for such delay, will require the Person admitted for Studies to pay interest calculated on the amount of the outstanding payment and on the number of days of the outstanding payment.
2. The interest for delays in payment of the due tuition fees shall be determined pursuant to art. 359 § 2¹ of the Civil Code, in the amount of two times the statutory interest rate.
3. The Person admitted for Studies is obliged to make payments to their individual student account.....The set deadline of payment is considered met when the University's account is credited with money according to the deadlines specified in Appendix no. 1 to this agreement.
4. The Person admitted for Studies is obliged to change the password to their university e-mail account on a regular basis, as provided for in the approved safety policy adopted by the University.
5. The Person admitted for Studies shall read all messages delivered, in particular to their university e-mail inbox and published in the Virtual University system.

§ 5.

1. The following constitute the integral part of this Agreement: APPENDIX NO. 1 ON SEMESTER TUITION FEES: AMOUNT AND PAYMENT DEADLINES, APPENDIX NO. 2 ON FEES OTHER THAN SEMESTER TUITION FEES, and APPENDIX NO. 3 ON TUITION FEE DISCOUNTS.
2. The amount of the semester tuition fees is fixed throughout a given academic year and may not be increased. Starting from the second year of studies, the amount of the semester tuition fees may be increased by means of the Rector's decision by the yearly average increase in the prices of goods and services in the calendar year preceding the commencement of the academic year compared to the previous calendar year, as announced by the President of the Central Statistical Office, subject to section 6.
3. The information on any changes in the semester tuition fees shall be published and communicated to the Person admitted for Studies no later than 2 months before the commencement of the academic year, unless specified otherwise in other agreements concluded with the Person admitted for Studies .
A change in the semester fee for studies under section 2 does not require an amendment to this agreement.

4. In the case of any changes in the tuition fees, the Person admitted for Studies may submit a written declaration of withdrawal from this Agreement within 14 days from the receipt of information specified in section 3. Such declaration means resignation from studies and constitutes the basis to remove the Person admitted for Studies from the list of students.
5. The Person admitted for Studies is obliged to pay the fees for each semester of studies included in the teaching program, even if they are permitted by the authorities of the University to pursue their studies in a shorter term than that resulting from the program.
6. In the case of retaking a semester/year of studies, or in the case of a leave, the Person admitted for Studies shall make their payment of tuition fees according to the rates applicable to the academic year they study in.
7. Fees other than semester tuition fee, referred to in Appendix no. 2, the person admitted for studies pays in the amount specified in the Resolution of the Rector on tuition fees for studies applicable in the academic year, in which the person admitted for studies is obliged to pay fees.
8. The amount of the tuition fee for each semester of the Studies pursued at a foreign university as part of a student exchange program equals 100% of the semester fee determined for a given field of studies, form of studies, and semester of studies at KU.
9. The Person admitted for Studies who fails to pay the tuition fees within the set deadlines after being previously requested to cover any arrears is removed from the list of students based on decision of respective authority of the University.

§ 6.

1. The Person admitted for Studies, who submits the written declaration of resignation from studies, is entitled to return of the whole amount of the paid semester fees if the declaration of resignation is submitted before the day of matriculation.
2. The Person admitted for Studies removed from the list of students, is entitled to return of the semester fees paid for the months coming after the date of issuance of the decision on their removal from the list of students.

§ 7.

1. The Agreement is concluded for the duration of Studies, as specified in the study program.
2. If the duration of studies will be prolonged in accordance with the provisions of the Study Regulations of the Kozminski University, the term of the Agreement shall extend accordingly.
3. This Agreement shall be terminated before the expiry of the date specified in section 1 in the following cases:
 - 1) definitive removal of the Person admitted for Studies from the list of students,
 - 2) submission of a written resignation from studies by the Person admitted for Studies.
4. The Agreement expires by virtue of law at the graduation of the Person admitted to Studies.
5. Termination or expiry of this Agreement does not affect the validity of those provisions that on account of their subject matter remain in force, i.e. especially with respect to the obligation of making payments for studies.

§ 8.

Each of the Parties to the Agreement may terminate the Agreement at any time. The Agreement shall be terminated in writing, otherwise null and void. Termination of the Agreement by the Person admitted for Studies equals their resignation from studies.

§ 9.

The Person admitted for Studies declares that they have become familiarized with the Rector's regulation on tuition fees for study programs at the University before signing this agreement, and that they accept the provisions included therein.

§ 10.

For matters not covered by provisions of this Agreement shall apply the Act, the Statutes of the University, the Study Regulations of the Kozminski University, the Rector's regulation on tuition fees for study programs at KU, and the Civil Code.

§ 11.

Any changes to the contents of the agreement shall be made in writing, otherwise null and void.

§ 12.

1. The Agreement has been drawn up in two counterparts, one for each party.
2. The Agreement has been drawn up in the Polish language, and is accompanied by its English translation. Any interpretation of the provisions of the Agreement occurs based on the Polish language version. In case of discrepancies in its interpretation the Polish language version prevails.

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Prof. Kazimierz Przybysz, PhD
Students Affairs and Program Delivery

.....
Person admitted for Studies Vice-Rector for

**APPENDIX NO. 1 to the agreement on the amount
of and conditions of collecting tuition fees**

SEMESTER TUITION FEES: AMOUNT AND PAYMENT DEADLINES

I. Amount of the semester tuition fees

1. The amount of the semester tuition fees is specified in the table below:

Program	Single payment for semester (in PLN)	Payment by instalments (5 instalments) – the amount of one instalment (in PLN)
3-year undergraduate studies – Bachelor in Management – full-time studies	8900	1800
3-year undergraduate studies – Bachelor in Finance and Accounting – full-time studies	8900	1800
3-year undergraduate studies – Bachelor Program in Management, specialization: International Business Management – full-time studies	10500	2120
2-year graduate studies – Master in Management – full-time studies	8900	1800
2-year graduate studies – Master in Management, specialization: International Strategic Management – full-time studies	semester I – 13150 semester II – 13150 semester III – 8900 semester IV – 8900	semester I – 2650 semester II – 2650 semester III – 1800 semester IV – 1800
2-year graduate studies – Master in Management – part-time studies	7100	1440
“Foundation Year” – a Preparatory Course for studies in English	8650	1750
2-year graduate studies – Master in Finance and Accounting – full-time studies	8900	1800
2-year graduate studies – Master in Finance and Accounting – part-time studies	7100	1440
2-year graduate studies – Master in Management, specialization: Management in Virtual Environments – full-time studies	9800	1980

2. Semester fees as specified above apply to fees for studies pursued according to an Individual Program of Studies or an Individual Organization of Studies.

II. Deadlines of payment of the semester tuition fees

1. The tuition fees are paid as a single payment or by instalments.
2. The deadlines of payment of the semester tuition fees for the first semester of the studies (program) are as follows:
 - 1) single payment: no later than within 7 days of the date of signature of the agreement on the amount of and conditions of collecting tuition fees;
If the said single payment is not made within the above deadline, it implies that the student is obliged to make their payments in a given semester in instalments;
 - 2) payment by instalments:
 - a) 1st instalment: no later than within 7 days of the date of signature of the agreement on the amount of and conditions of collecting tuition fees;
 - b) 2nd instalment - by 5th October;

- c) 3rd instalment - by 5th November;
- d) 4th instalment - by 5th December;
- e) 5th instalment - by 5th January.

3. The deadlines of payment of the semester fee for consecutive fall semesters are as follows:

- 1) single payment for the second and consecutive fall semesters – by 15th September.
If the said single payment is not made within the above deadline, it implies that the student is obliged to make their payment in a given semester in instalments;
- 2) payment by instalment:
 - a) 1st instalment - by 15th September;
 - b) 2nd instalment - by 5th October;
 - c) 3rd instalment - by 5th November;
 - d) 4th instalment - by 5th December;
 - e) 5th instalment - by 5th January.

4. The deadlines of payment of the semester fee for consecutive spring semesters are as follows:

- 1) single payment: for the second and consecutive spring semesters – by 5th February.
If the said single payment is not made within the above deadline it implies that the student is obliged to make in a given semester payment in instalments;
- 2) payment by instalment:
 - a) 1st instalment - by 5th February;
 - b) 2nd instalment - by 5th March;
 - c) 3rd instalment - by 5th April;
 - d) 4th instalment - by 5th May;
 - e) 5th instalment - by 5th June.

5. The deadlines specified above indicate the date of receipt of the payment on the account of the University.

6. In the event the student makes a single payment after the deadline specified in item 2.1, item 3.1, item 4.1, such payment is considered as payment in instalments and its amount shall be completed up to the amount of the payment in instalment.

7. If an agreement on the amount of and conditions of collecting tuition fees was signed after the beginning of the academic year (specific to a given student) and the payment by instalments for the first semester has been chosen, the person admitted to the University is required, no later than on the day of signing the agreement, to pay an amount of the sum of instalments that have become due and payable before the date of signing the agreement.

8. If a student intends to change the field of study, the type, or the form of studies in a course of the semester the student is then obliged to make payments in accordance with the following schedule:

- 1) up to the end of the month of receipt of the decision on the aforesaid change the tuition fees are paid in the manner applicable to the field of study, type, or form of studies they have resigned from;
- 2) in subsequent months the tuition fees are paid in the manner and in the amount applicable to their new field of study, type, or form of studies.

**APPENDIX NO. 2 to the agreement on the amount of and
conditions of collecting tuition fees**

FEEs OTHER THAN SEMESTER TUITION FEES

1. Student may apply for extending their plan of studies and teaching program by additional subjects or subjects from higher semesters. Students are obliged to make an additional payment in the amount of **PLN 610 for each subject per each semester not covered by a given study program and for subjects from higher semesters**;
2. If the subjects referred to in item 1 are pursued in more than one form (form: lecture, practical classes, discussion seminar, tutorial, workshop), the fee referred to in item 1 is collected separately for each form pursued.
3. Fees paid for subjects from higher semesters are credited towards a respective semester fee for the higher semester or year of studies.
4. The fee for **repeating a subject** (form: lecture, practical classes, discussion seminar, tutorial, workshop) amounts to **PLN 610 per semester**. If the repeated subject is pursued in more than one of the forms referred to above, the fee amounts to **PLN 980 per semester**.
5. The fees referred to in item 4 shall be paid to the account of the University within the following deadlines:
 - 1) within 14 days of the delivery of the decision – for subjects studied in a fall semester,
 - 2) by 5th February - for subjects studied in a spring semester.
6. The fee for a **repeated semester or year** paid for by the student previously in 100% of the obligatory fee amounts to **PLN 610 per semester for each subject** (form: lecture, practical classes, discussion seminar, tutorial, workshop) specified by the Rector. If the repeated subject is pursued in more than one of the forms specified above, the fee amounts to **PLN 980**. If the sum of payments referred to in the first and second sentence of this item exceeds the semester fee, then the semester fee shall apply.
7. The fee for **each subject pursued as part of program differences** resulting from: repeating a semester or year, changing the program or transfer to the KU from another university, amounts to: **PLN 610 per semester**. If the subject indicated to constitute a part of program differences is pursued in more than one form (form: lecture, practical classes, discussion seminar, tutorial, workshop), the fee amounts to **PLN 980 per semester**. The maximum amount of fees for making up for program differences amounts to **PLN 1680 per semester**.
8. A student who fails to obtain credit for the last semester or year of studies and obtains the Rector's approval to **repeat the failed semester or year**, shall pay a fee in the amount of **PLN 610 per semester on account of subject repetition** for each failed subject and program differences – if any. If a given subject is pursued in more than one form (form: lecture, practical classes, discussion seminar, tutorial, workshop), then the payment amounts to **PLN 980 per semester**. In the case of **failure to submit the diploma thesis within the deadline** specified in the study regulations of KU, the student needs to pay an additional fee in the last semester in the following amount: **PLN 1500** in the case of undergraduate studies, and **PLN 2000** in the case of graduate studies or single-cycle degree studies respectively, for one-on-one (individual) participation in diploma seminar meetings with the supervisor. If the sum of payments exceeds the semester fee, then the semester fee shall apply.
9. The fees specified in item 6, 7, and 8 in the case of repeating a semester or year shall be paid by the student not later than within 14 days from the delivery of the decision.
10. The fees specified in item 6, 7, and 8 in the case of resuming studies, changing the program, or transfer to the KU from another university shall be paid by the student not later than within 7 days from the signature of an agreement on the amount of and conditions of collecting tuition fees.
11. The amounts to be paid for issuance of the documents specified below are as follows:
 - 1) graduation diploma with two copies thereof – PLN 60
 - 2) a duplicate of electronic student ID card – PLN 25.50
 - 3) a copy of the diploma translated into a foreign language – PLN 40
12. Fees, referred to in this Appendix, the student pays in the amount specified in the Resolution of the Rector on tuition fees for studies applicable in the academic year, in which the student is obliged to pay fees.

**APPENDIX NO. 3 to the agreement on the amount of and
conditions of collecting tuition fees**

Tuition fee discounts

§ 1

1. A student pursuing more than one field of studies at the Kozminski University (the KU) at the same time is entitled to a discount on the second and any further field of studies in the amount of 50% of the semester tuition fee for a given studies – until the time of completion of the last semester of studies of their first studies– subject to section 2.
2. The discount referred to in section 1 does not apply in the case when the student repeats a semester or an entire year in the first or subsequent program, or in the case of a leave from one of these programs.
3. In the case of pursuing studies in two fields of studies at the same time and becoming removed from the student list of the first field of studies, the amount of the semester tuition fee for the second field of studies, which then becomes the only field of studies at the KU, is 100% of the semester tuition fee for the second field of studies. The change in the amount of the semester tuition fee for the second and subsequent studies applies as of the next month in which the decision on removal from the student list of the first studies comes into force.
4. Programs delivered in English are considered always the first – primary – field of studies, regardless of the date of commencement thereof.
5. For a second and subsequent specialization pursued at the KU as part of one studies, the semester tuition fee amounts to 25% of the semester tuition fee determined for a given studies, and applies throughout all semesters when the first and any subsequent specialization is pursued – but not longer than for four semesters.
6. There is a discount offered to married couples, siblings, children and parents studying at the same time at the KU in the amount of 10% of the semester tuition fee for the first program to the person who has commenced their studies at the KU as the second. The discount is not offered in the case when the student repeats a semester or an entire year. If two persons connected by any of the relationships referred to above start their studies at the same time, the discount is granted to one of such persons only.
7. Graduates of undergraduate, graduate or single-cycle degree studies, postgraduate, or Ph.D. studies at the KU who start an undergraduate studies on another field of studies, postgraduate studies, or Ph.D. studies are entitled to a 10% discount in the semester tuition fee for each semester of studies. The discount is not offered in the case when the student repeats a semester or an entire year.
8. KU students who start a second or another field of studies at the KU are exempt from the admission fee.
9. Graduates of undergraduate, graduate, or single-cycle degree studies at the KU are exempt from the admission fee for each form of studies.
10. Graduates of undergraduate, graduate, or single-cycle degree studies, or postgraduate programs at the KU are offered a 15% discount on graduate or single-cycle degree studies in the semester tuition fee for each semester of studies. The discount is not offered in the case when the student repeats a semester or an entire year.
11. Olympiad prize-winners starting their studies at the KU for the first time are offered a 100% discount on the first year of studies to cover the tuition fees. The condition of being granted a discount in subsequent years is obtaining a grade point average of at least 4.60 in the course of studies.
12. Persons completing their undergraduate studies at the KU with a distinction are offered a 40% discount for graduate studies in the semester tuition fee for the first semester of studies.
13. Olympics winners beginning their studies at KU for the first time are offered on the first year of studies to a 50% discount of tuition fees. The condition of granting a discount in subsequent years is a grade point average of at least 4.60 in the course of studies.

§ 2.

1. The discounts in the semester tuition fees referred to in § 1 do not apply to payment for studies offered by the KU in cooperation with other entities.
2. The discounts in the semester tuition fees referred to in § 1 item 1, 5, 6, 7, 10, 12,13 may not be combined. Students are entitled to one type of discount only.
3. The provisions of § 1 shall not apply to students and graduates of undergraduate, graduate, single-cycle degree, postgraduate, or Ph.D. studies co-financed from the European Social Fund and EEA and Norway Grants, and other co-financed programs specified by the Rector.
4. Applications for the award of the discounts referred to in § 1 item 6, 11,13 shall be submitted to a competent authority of the KU within the following deadlines:
 - 1) by 5th October for a fall semester or an entire academic year;
 - 2) by 5th March for a spring semester.
5. If the application for the award of the discounts referred to in § 1 item 6, 11,13 is submitted after the deadlines specified in § 2 item 4, the discount will apply starting from the month following the month when the discount has been granted.
6. Applications for the award of the discounts referred to in § 1 item 1 and 5 shall be submitted by 5th October for the entire academic year.