

**Regulation no. 25 –2019/2020
of the Rector of Kozminski University
of 30 January 2020
on the fees paid by persons admitted to degree-level studies
in the academic year 2020/2021**

Pursuant to Art. 80 section 2 of the act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of the Republic of Poland of 2018, item 1668 as amended) in relation to § 73 section 3 of the Statutes of Kozminski University, upon consultation with the student council, it is ordered as follows:

I. General provisions

§ 1.

1. The Regulation specifies the principles of paying tuition fees, including the amounts of semester fees and of fees to be paid otherwise, as well as the principles of granting tuition fee discounts and exemptions from admission fee payments to persons admitted to degree-level studies and resuming their studies in the academic year 2020/2021 at Kozminski University, hereinafter referred to as the “University” or “KU”.
2. The semester fees referred to in this regulation apply also to fees for studies pursued based on an Individual Organization of Studies framework.
3. Students returning to studies after a leave and students repeating a semester or year of studies need to pay the tuition fees in the amounts determined for the semester/year of studies they are in.

II. Semester tuition fees

§ 2.

1. On account of pursuing studies, students are obliged to pay semester tuition fees. Tuition fees may be paid in the form of a single (one-off) payment or in instalments.
2. Students are obliged to pay the tuition fees to individual student accounts assigned to them by the University.
3. The amounts of the semester tuition fees to be paid for particular fields of study are set out in the appendix to these Regulations.
4. Deadlines for payment of the semester tuition fee for the first semester:
 - 1) one-off payment: no later than within 7 days of the date of signature of the agreement on the amount of tuition fees and on fee payment conditions, hereinafter referred to as “the agreement”;
 - 2) payment in instalments: 1st instalment – within 7 days of the date of signature of the agreement,
2nd instalment – by 5 October 2020,
3rd instalment – by 5 November 2020,
3rd instalment – by 5 December 2020,
5th instalment – by 5 January 2021;
5. Payment of the first instalment within 7 days of the date of signature of the agreement implies that the student is obliged to make their payment in a given semester in the amount according to payment in instalments.
6. Deadlines for payment of the semester tuition fee for subsequent semesters:

Type of payment:		for the fall semester by:	for the spring semester by:
one-off payment		15 September	5 February
instalment payment:	1 st instalment	15 September	5 February
	2 nd instalment	5 October	5 March
	3 rd instalment	5 November	5 April
	4 th instalment	5 December	5 May
	5 th instalment	5 January	5 June

7. Payment of the first instalment by 15 September for the fall semester and by 5 February for the spring semester implies that the student is obliged to make their payment in a given semester in the amount according to payment in instalments.
8. The deadlines specified in sections 4 and 6 mean the dates when University's bank account becomes credited with the amounts to be paid.
9. In the event the student makes a single payment after the deadline specified in sections 4 and 6, such a payment is considered as payment in instalments and its amount shall be supplemented to the amount of instalments to be paid for a given semester.

§ 3.

1. In the case of delays in payment of semester tuition fees, regardless the reason thereof, students will be obliged to pay interest calculated on the basis of the amount of overdue payment and the number of days of any such delay.
2. The interest for late payment is determined on the basis of art. 481 § 2¹ of the Civil Code, amounting to double the statutory interest charged for late payment.
3. The payment made is first credited towards the interest on any overdue payments, and then towards remaining payments according to the respective payment deadlines.

§ 4.

1. In order to pursue additional courses not included in the programme of study, and to pursue courses included in the programme of study but offered in higher semesters, student will be obliged to pay additional fees in the following amounts:
 - 1) in the case of studies pursued in Polish – PLN 600.00 per course per semester;
 - 2) in the case of studies pursued in English – PLN 900.00 per course per semester.
2. If the courses referred to in section 1 are taught in more than one form, each such course is subject to a fee referred to in section 1, increased by 50%.
3. Fees paid for courses from higher semesters will be credited towards a respective semester tuition fee for the next semester.

§ 5.

1. Persons admitted to study at the University by way of transfer from another higher education institution are to pay the tuition fees in the amount set for a given semester/year of studies to which they have been admitted.
2. If a student intends to change their field of study, the major, the level or the form of studies in a given semester, they need to make payments in that semester according to the following schedule:
 - 1) students are obliged to pay tuition fees applicable to the field of study, the major, the level or the form of studies they have resigned from until the end of the month of receipt of the decision on the aforesaid change;
 - 2) students are obliged to pay tuition fees in the manner and in the amount applicable to their new – changed – field of study, major, level or form of studies in subsequent months.
3. The amount of the semester tuition fee for each semester of studies pursued at a foreign university as part of a student exchange programme amounts to 100% of the semester tuition fee determined for a particular field of study, major, level and form of studies at the University.
4. The amount of the semester tuition fee for a semester of studies pursued by a student admitted to studies as a result of acknowledgement of learning outcomes is reduced by the amount equal to the quotient of the fee paid for conducting the process of verification of the learning outcomes and the number of the semesters remaining until the end of studies according to the such student's study programme. The semester fee for a repeated semester is to be paid in its full amount.
5. One of the conditions students need to fulfil to be readmitted to study at the University is to settle any arrears towards KU and to make the payment referred to in § 14 section 2.
6. The payment to be made for the verification of achievement of the expected learning outcomes is specified in a separate regulation.

§ 6.

1. In the event a person admitted to studies at the University submits a written declaration of resignation from studies, such a person is entitled to have the whole amount of the paid semester fees returned if the declaration of resignation is submitted in writing before the day of commencement of the programme of the field of study the person in question has been admitted to.
2. If the University does not launch the first year of studies in the academic year 2020/2021 for a given field of study/field of study in the major chosen by a given person admitted to study, the person is entitled to have the whole amount of the semester tuition fees paid returned.
3. A student expelled from KU (i.e. removed from the list of students) is entitled to have the semester fees paid for the months coming after the date of issuance of the decision on their expulsion returned.

§ 7.

Students may receive a VAT invoice for education services, issued according to terms and principles specified in the act of 11 March 2004 on the tax on the goods and services (Journal of Laws of the Republic of Poland of 2018, item 2174, as amended).

III. Tuition fee discounts

§ 8.

1. A student pursuing more than one field of study at the University at the same time is entitled to a discount for the second and any further fields of study in the amount of 50% of the semester tuition fee for a given field of study – until the time of completion of the last semester of their first field of study.
2. If a student pursues two fields of study simultaneously and is removed from the student list of the first of them, the amount of the semester tuition for the second field of study, which becomes their only field of study pursued at the University, is 100% of the semester fee to be paid for this second field of study. The amount of the semester tuition fee for the second and further field of study changes beginning with the first day of the month following the month when the decision of removal of a given student from the first field of study becomes effective.
3. Studies pursued in English are treated as the first field of study, regardless of the date of commencement thereof.
4. For a second and subsequent major pursued as part of the same field of study, the semester tuition fee amounts to 25% of the semester tuition fee determined for a given field of study, and applies throughout all semesters in which the first and any subsequent major is pursued – but not longer than for four semesters, subject to section 5.
5. The semester tuition fee paid for pursuing a second and subsequent major as part of a second-cycle (graduate-level) programme in management in English amounts to 50% of the semester tuition fee determined for the field of study in question, and applies throughout all semesters in which the first and any subsequent major is pursued – but not longer than for four semesters

§ 9.

1. Married couples, siblings, children, and parents studying at the University at the same time are entitled to a 10% discount on the semester tuition fee for the first field of study awarded to the person who has started their studies at the University as the second of them. The discount applies to semesters in which both such persons study at the same time.
2. If both persons referred to in section 1 commence their studies at the same time, each of these persons is offered a 5% discount on the semester tuition fee. The discount applies to semesters in which both such persons study at the same time.

§ 10.

1. Olympiad (all-Poland contests) winners taking up studies at the University 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 to obtain a grade point average of at least 4.60 in the course of studies.
2. Olympiad (all-Poland contests) finalists taking up studies at KU for the first time are offered a 50% discount on the first year of studies to cover the tuition fees. The condition of being granted a discount in subsequent years is to obtain a grade point average of at least 4.60 in the course of studies.

§ 11.

1. The University graduates who have graduated from: undergraduate studies, graduate studies, single-cycle degree studies, postgraduate studies or doctoral studies and who enrol into an undergraduate programme in the academic year 2020/2021 are granted a discount in the amount of 10% of the semester tuition fee for each semester of their studies.
2. The University graduates who have graduated from: undergraduate studies, graduate studies, single-cycle degree studies, postgraduate studies or doctoral studies are granted a discount in the amount of 15% of the semester tuition fee for each semester of their studies – in the case of graduate or single-cycle degree studies.
3. The University graduates who have graduated from undergraduate studies with honours are granted a discount in the amount of 40% of the semester tuition fee for the first semester of their studies – in the case of graduate studies.
4. Children of graduates of MBA studies, graduate studies or single-cycle degree studies pursued at KU, starting their full-time undergraduate studies at KU, are granted a discount in the amount of 10% of the tuition fee for the first semester of studies.

§ 12.

The University students and graduates of undergraduate studies, graduate studies or single-cycle degree studies are granted an exemption from the admission fee for each type of degree-level studies taken up.

§ 13.

1. The semester tuition fee discounts referred to in § 8-11 do not apply to fees to be paid for studies delivered by the University in collaboration with other entities.
2. The semester tuition fee discounts referred to in § 8-11 are not cumulative.
3. The semester tuition fee discounts referred to in § 8-11 do not apply in the event of repeating a semester/year and during a leave of absence from classes.
4. The discounts referred to in § 9 and 10 are granted at the request of duly entitled persons. Such requests shall be submitted: by 5 October for the fall semester or academic year, and by 5 March for the spring semester. If the request is submitted after the deadline, the discount will be applied starting with the month following the month in which the discount has been granted. Requests for discounts referred to in § 8 shall be submitted by 5 October for the entire academic year.

IV. Admission fees and other admission-related fees

§ 14.

1. Admission fees are as follows:
 - 1) in the case of undergraduate-level and single-cycle degree studies – PLN 85.00;
 - 2) in the case of graduate-level studies – PLN 100.00;
2. A person resuming their studies pursued at the University makes a payment for the establishment of an Individual Organization of Studies framework in the amount of PLN 300.00. The fee is to be paid together with the submission of the application for readmission to study.
3. A person taking up studies at KU, having studied at another higher education institution before, makes a payment for the establishment of an Individual Organization of Studies framework in the amount of PLN 300.00 and pays an admission fee. The fees are to be paid together with the submission of the application for admission.
4. The fees defined in sections 1-3 are non-returnable subject to § 6, section 2.

V. Fees other than semester tuition fees

§ 15.

1. Other fees than semester tuition fees include:

No.	To be paid for:	Form of classes	Studies delivered in Polish (amount of the semester tuition fee in PLN)	Studies delivered in English (amount of the semester tuition fee in PLN)
1.	Repeating a course	one	600	900
2.		more than one	900	1,350
3.	Each course in a repeated semester or year, for which the student has already paid 100% of the required payment earlier	one	600	900
4.		more than one	900	1,350
5.	Each course pursued as part of programme differences resulting from: resuming studies, repeating a semester or year, changing the field of study, changing the major, or a transfer to the University from another higher education institution	one	600	900
6.		more than one	900	1,350
7.	Each failed course in a repeated or resumed last semester or year	one	600	900
8.		more than one	900	1,350
9.		thesis development workshop class	1,200	1,500
10		master's seminar; including for failure to submit one's master's thesis within the deadline set in the study regulations	1,500	2,000

2. Payments for repeating a course shall be made within 14 days of the date of receipt of the relevant decision in the case of courses pursued in the fall semester, and by 5 February in the case of courses pursued in the spring semester.
3. If the sum of payments exceeds the amount of the semester fee applicable to a given semester/year of studies when the student repeats a semester or year, then the relevant semester fee shall apply. The provision applies also to situations of repeating or resuming the last semester or year.
4. The maximum amount of fees to be paid for making up for curriculum differences amounts to: PLN 2,400.00 in the case of studies delivered in Polish and PLN 3,600.00 in the case of studies delivered in English per semester.
5. The fees referred to in section 4 lines 1-4 shall be paid within 14 days from the date of receipt of the relevant decision in the case of the fall semester, and not later than by 5 February in the case of the spring semester.
6. The fees referred to in section 1 lines 5-10 and section 3 and 4 shall be paid within 14 days from the date of receipt of the relevant decision in the case of repeating a semester or year, and no later than within 7 days of the date of signature of the agreement on the amount of tuition fees and on fee payment conditions in the case of readmission to study, changing one's field of study or a transfer to KU from another higher education institution.

§ 16.

The amounts of and the principles of collecting fees for having documents intended for foreign legal transactions certified, for having a student ID and a student card issued, for having duplicates of such documents issued, and for having a copy of one's diploma of higher education and of a diploma supplement or a duplicate of one's diploma of higher education and of diploma supplement issued in a foreign language, and the manner in which such fees shall be collected are specified in the regulation of the minister in charge of higher education.

VI. Final provisions

§ 17.

The following terms used in the regulation have the following meanings:

- a. "course"- set of classes referred to in a programme of study;
- b. "major"- a group of classes included within a separate scope specified in the programme of study;
- c. "form of classes"- lecture, practical classes, discussion seminar, tutorial, workshop, regular seminar, and other.

§ 18

Participation in optional classes, exceeding beyond the regular pursuit of the programme of study (e.g. trainings, courses, language certification exams, certificates) subjects to payment of fees in the amounts and according to the principles determined separately.

§ 19.

The agreements concluded by the University with other entities, including with other domestic and international higher education institutions, may be governed by different principles of payment of tuition fees for studies pursued based on such agreements.

§ 20.

This regulation is made available in the Public Information Bulletin.

§ 21.

The Regulation becomes effective on the day of its signature.

Degree-level studies taught in Polish

Field of study	TYPE OF STUDIES	FULL-TIME STUDIES									
	Year	1 st year		2 nd year		3 rd year		4 th year		5 th year	
	Level	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN
Administration	undergraduate-level studies	4450	910	4750	970	5100	1040	-	-	-	-
Economics	undergraduate-level studies	6400	1300	6900	1400	7400	1500	-	-	-	-
Finance and Accounting	undergraduate-level studies	6400	1300	6900	1400	7400	1500	-	-	-	-
	graduate-level studies	6400	1300	6900	1400	-	-	-	-	-	-
Law	single-cycle degree studies	5400	1100	5800	1180	6200	1260	6600	1340	7100	1440
Law and Finance and Accounting, major: Consulting in Finance	single-cycle degree studies and undergraduate-level studies	12050	2430	12900	2600	13750	2770	8000	1620	8550	1730
Management	undergraduate-level studies	6400	1300	6900	1400	7400	1500	-	-	-	-
	graduate-level studies	6400	1300	6900	1400	-	-	-	-	-	-
Management, major: Psychology in Management	undergraduate-level studies	6400	1300	6900	1400	7400	1500	-	-	-	-
	graduate-level studies	6400	1300	6900	1400	-	-	-	-	-	-
Management, major: Sociology of Business and Media	undergraduate-level studies	6400	1300	6900	1400	7400	1500	-	-	-	-
Management, major: Management in Virtual Environments	graduate-level studies	6 400	1300	6 900	1400	-	-	-	-	-	-
Management, major: Corporate Development Management	graduate-level studies	6400	1300	6900	1400	-	-	-	-	-	-

Field of study	TYPE OF STUDIES	PART-TIME STUDIES									
	YEAR	1 st year		2 nd year		3 rd year		4 th year		5 th year	
	Level	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN
Administration	undergraduate-level studies	4000	820	4500	920	5000	1020	-	-	-	-
	graduate-level studies	4450	910	4750	970	-	-	-	-	-	-
Economics	undergraduate-level studies	5400	1100	5800	1180	6200	1260	-	-	-	-
Finance and Accounting	undergraduate-level studies	5400	1100	5800	1180	6200	1260	-	-	-	-
	graduate-level studies	5400	1100	5800	1180	-	-	-	-	-	-
Law	single-cycle degree studies	4850	990	5100	1040	5350	1090	5600	1140	6000	1220
Employment Law	graduate-level studies	4450	910	4800	980	-	-	-	-	-	-
Management	undergraduate-level studies	5400	1100	5800	1180	6200	1260	-	-	-	-
	graduate-level studies	5400	1100	5800	1180	-	-	-	-	-	-
Management, major: Psychology in Management	undergraduate-level studies	5400	1100	5800	1180	6200	1260	-	-	-	-
	graduate-level studies	5400	1100	5800	1180	-	-	-	-	-	-
Management, major: Sociology of Business and Media	undergraduate-level studies	5400	1100	5800	1180	6200	1260	-	-	-	-
	graduate-level studies	5400	1100	5800	1180	-	-	-	-	-	-
Management, major: Logistics and Supply Chain Management	graduate-level studies	5400	1100	5800	1180	-	-	-	-	-	-
Management, major: Management in Virtual Environments	graduate-level studies	5850	1190	6 400	1300	-	-	-	-	-	-

Degree-level studies taught in English

Field of study	TYPE OF STUDIES	FULL-TIME STUDIES					
	YEAR	1 st year		2 nd year		3 rd year	
	Level	One-off (single) payment per semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment per semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment per semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN
Bachelor in Management	undergraduate-level studies	11 900	2400	12 500	2520	12 950	2610
Bachelor in Finance and Accounting, major: Financial Management	undergraduate-level studies	11 900	2400	12 500	2520	12 950	2610
Bachelor in Management, major: Management and Artificial Intelligence	undergraduate-level studies	11 900	2400	12 500	2520	12 950	2610
Master in Applied Global Economics	graduate-level studies	11 900	2400	12 500	2520	-	-
Master in Big Data Science	graduate-level studies	11 900	2400	12 500	2520	-	-
Master in Compliance and Crime Prevention in Business	graduate-level studies	11 900	2400	12 500	2520	-	-
Master in Finance and Accounting	graduate-level studies	11 900	2400	12 500	2520	-	-
Master in Management	graduate-level studies	11 900	2400	12 500	2520	-	-

Field of study	TYPE OF STUDIES	PART-TIME STUDIES					
	YEAR	1 st year		2 nd year		3 rd year	
	Level	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN	One-off (single) payment for semester in PLN	Payment in instalments (5 instalments); amount of one instalment in PLN
Master in Finance and Accounting	graduate-level studies	9 400	1900	9 900	2000	-	-
Master in Management	graduate-level studies	9 400	1900	9 900	2000	-	-