*Attachment 1 to Resolution no. 32/2016*

*of the Senate of the Medical University of Warsaw*

*dated April 11th 2016*

**TERMS OF PAYMENT FOR STUDIES CONDUCTED IN ENGLISH AT THE MEDICAL UNIVERSITY OF WARSAW, English Division of the Second Faculty of Medicine, Faculty of Medicine and Dentistry and English Pharmacy Division with the Laboratory Medicine Section**

**§1. General provisions**

1. The Medical University of Warsaw (hereinafter: “University”) is authorised to collect fees for studies conducted in English pursuant to Art. 99 section 1 item 3 of the Act of July 27th 2005 of the Act on higher education (Dz. U. of 2012, item 572, i.e. as amended).

2. The terms of payment for studies conducted in English are set forth in the agreement concluded between the University and the student.

3. The amount of fees for studies in English (hereinafter: “Fees”) are established each year by the Vice-Chancellor of the University in a Regulation (hereinafter: “Regulation of the Vice-Chancellor”). Fees are established for each year of study. If the fee is divided into instalments, the amount of each instalment is increased by statutory interest calculated on the amounts divided into such instalments, i.e. on amounts paid on later dates than stipulated for one-off payments.

4. Fees for studies conducted in English at the Medical University of Warsaw, the English Division of the Second Faculty of Medicine, Faculty of Medicine and Dentistry and English Pharmacy Division with the Laboratory Medicine Section, shall be paid within deadlines specified in these Rules and regulations for studies conducted in English (hereinafter: “Terms of payment”).

5. Fees collected by the University shall be paid to the bank account specified in the agreement concluded between the student and the University.

6. Fees should be paid to the bank account of the University kept in EUR.

7. The student bears the costs of bank commissions and other fees collected by the bank in relation to the servicing of the fees for studies conducted by the University in English.

8. Should the student have any underpaid fees for studies in English, in particular, due to commissions having being collected by the bank on the fee paid by the student or on account of statutory interest due to the University, the student shall pay the amount of such underpayment in EUR to the University’s bank account indicated in the agreement between the University and the student or at the University’s cashier’s office, converted into PLN, at an average EUR rate of the National Bank of Poland as of the date of payment.

**§2. Terms and methods of payment**

1. Students are obliged to make payments for studies conducted in English within the following deadlines:

1) for fees paid in a one-off manner for each semester:

- winter semester – until September 30th of the given academic year,

- spring semester – until January 31st of the given academic year.

2) for students who obtained consent for division of payments into instalments:

a) fees in the winter semester:

- instalment 1 – until October 15th of the given academic year,

- instalment 2 – until December 31st of the given academic year.

b) fees in the spring semester:

- instalment 1 – until February 15th of the given academic year,

- instalment 2 – until May 31st of the given academic year.

2. Whenever justified, fee for the semester can be divided into two instalments. The decision to divide the payment into instalments is taken by the Dean. If the decision to divide the payment into instalments is positive, the terms of payment determined in §2 section 1 item 2 apply.

3. The request to have the fee divided into instalments should be submitted by the student to the Dean’s Office. 1st year students submit their requests for the division of winter semester fees into instalments to the Dean’s Office by October 1st of the academic year concerned. In other cases such requests are to be submitted 30 days before the start of the semester concerned at the latest. Requests submitted at later dates shall be left unexamined. A request submitted in due time shall result in the obligation of payment being suspended until the day indicated in the decision.

4. If the fee is divided into instalments, the amount of each instalment is increased by statutory interest calculated on the amounts divided into such instalments, i.e. on amounts paid on later dates than stipulated for one-off payments.

5. When making the payment, the student is obliged to specify his/her full name and student record no. (if awarded), and shall indicate the academic year and the semester to which the fee applies.

6. The date of payment shall be the date of crediting the bank account of the University with the fee.

7. If fees for studies in English are paid after the deadlines referred to above or established for the given student in the decision of the Dean acting on behalf of the Vice-Chancellor, issued pursuant to section 9 below, the University shall calculate statutory interest.

8. Making the requested payments shall serve as a prerequisite for admitting the student to participate in classes conducted as part of studies in English.

9. If the Dean, acting on behalf of the Vice-Chancellor, allows the division of fees for the given semester of studies into two (2) instalments, the amounts of and deadlines for payment indicated in the Terms of payment shall apply.

10. If reasonable, at the student’s request, the Dean acting on behalf of the Vice-Chancellor can postpone the date of payment of the instalment.

11. Requests to postpone the deadlines, together with justification and documents (if any) proving the existence of circumstances justifying the postponement of the deadlines for payment of the fees, shall be submitted before the beginning of the academic year. For fees divided into instalments the principles set forth in the preceding sentence apply.

12. The student can appeal against the Dean’s decision to the Vice-Chancellor within 14 days following the receipt of the said decision. The decision of the Vice-Chancellor is final.

13. Next to fees for each semester of studies conducted in English, students transferred from other universities, enrolled conditionally in the given year of study, pay a fee for each subject conducted as part of studies in English, which constitutes a “curricular difference”.

14. If payment of the fee is delayed by 3 months, at the request of the Deputy Dean of the Faculty, the Dean can remove the student from the list of students. The student can appeal against the Dean’s decision to the Vice-Chancellor within 14 days following the receipt of the decision. The decision of the Vice-Chancellor is final.

**§3. Terms and conditions of partial exemption from the obligation to pay fees**

1. Pursuant to §19 of the Regulation of the Minister of Science and Higher Education (Dz. U. of 2006, no. 190, item 1406 as amended), whenever justified the Vice-Chancellor can exempt a student – foreigner in a difficult life situation or a student-foreigner who took up studies in another field of study or participates in other payable forms of education from the obligation to pay the fee of a part thereof.

2. 1st and 2nd year students (app. to studies conducted in English) who demonstrate documented knowledge of Polish at a B2 level, can apply for exemption from Polish classes and reduction of the fee by the amount due for such classes.

3. The request for exemption from Polish classes and the resultant reduction of the fee should be submitted in the Dean until October 30th of the academic year to which the fee applies. A copy of the certificate confirming the knowledge of Polish at a B2 level or higher, certified to be true to the original by an employee of the Dean’s Office, should be attached to the request, whereas the original is to be presented to the said employee for inspection.

4. Exemption from the fee in any cases other than specified in section 2 is impossible.

**§4. Fee reimbursement conditions**

1. Fees for non-rendered educational services at studies conducted in English shall be reimbursable if the student was granted a leave (dean’s leave or health leave) or resigned from studies due to health problems, confirmed with a doctor’s statement, or for other material and documented reasons beyond the student’s control. A decision whether the reimbursement is justified is to be taken by the Dean.

2. Should the circumstances referred to in section 1 arise, the fee shall be reimbursed at the request of the student, approved by the Dean. The date of cessation to attend classes as part of studies conducted in English in the given academic year is determined:

- based on a consent for the leave mentioned in section 1,

- in other cases described in section 1 – based on the date of receipt of the student’s written statement on resignation together with the documents mentioned in section 1.

3. Should the student use the leave, the Dean shall, at the student’s request in writing, express his/her consent to allocating the reimbursable portion of the fee towards fees due to the University from the student on account of the student continuing studies in English in the next academic year.

4. For studies conducted in English, fees for non-rendered educational services are calculated proportionally to the number of months remaining until the end of the given year of study, counted from the academic month immediately following the academic month when the student ceased to attend courses as part of studies in English, established based on section 2. For the purpose of calculating monthly rates of the fees, the academic year is assumed to last 9 months (including the winter exam session).

5. If, during the academic year, a student has been removed from the list of students, also due to a resignation filed by a student who failed to pay the fees due for studies conducted in English, the University’s receivables shall be calculated proportionally to the number of months when educational services were rendered, until the end of the month of the discontinuation. The date of discontinuation of the services shall be, in the case of resignation, the date of receipt of the request at the Dean’s Office. In other cases, the date of discontinuation of the services shall be the date of removal of the student from the list of students.

6. In cases specified in sections 1 and 2, the fee shall be reimbursed in EUR

**§5. Fees for courses repeated due to unsatisfactory results**

1. Fees are collected for individual courses repeated during studies conducted at the University in English due to unsatisfactory results.

2. A student who repeats a course due to unsatisfactory results shall pay a fee amounting to 100% of the value of each course repeated. The amount of the fee is calculated proportionally, i.e. as a proportion of the fee for the course repeated to the fee for the entire year of study during which the student repeats the course

3. Students are obliged to pay fees for courses repeated due to unsatisfactory results at studies conducted in English before the start of the academic year when the course is to be repeated, however, no later than until September 30th of the given academic year, to the bank account specified in the agreement concluded between the University and the student. Should the fee not be paid until the start of the academic year when the course is to be repeated, the Dean can remove the student from the list of students, having previously requested him/her to pay the fee. The student can appeal against the Dean’s decision to the Vice-Chancellor within 14 days following the receipt of the decision. The decision of the Vice-Chancellor is final.

**§6. Effective date**

These terms of payment enter into force on the day of adoption and apply to students admitted to studies conducted in English at the Medical University of Warsaw after August 21st 2015.