

AGREEMENT ON THE TERMS OF PAYMENT FOR EDUCATIONAL SERVICES

entered into by and between:

SGH Warsaw School of Economics, al. Niepodległości 162, hereinafter referred to as the University, represented by:
Dean of the Undergraduate/Graduate Programme¹, acting upon Rector's authorisation,

and

domiciled in, street name and no.

PESEL / passport no.¹.....

e-mail:, phone.....

hereinafter referred to as the Student.

§ 1

1. The purpose of the agreement is to specify the terms of payment for educational services.
2. The agreement shall be made for the time period of the study.

§ 2

1. The Student undertakes to settle the payments stipulated in the Table of Fees being an annex to the agreement, on the dates outlined therein.
2. Apart from the payments stipulated in section 1, the Student shall be obliged to effect payments the amounts of which shall be determined by Rector's order on the payment for issuing some documents to students and graduates of the first and second cycle programmes at SGH Warsaw School of Economics.
3. The Student shall make payments to the individual University bank account provided in the system of the Virtual Dean's Office, with an indication of the title of payment.
4. Any delay in settling the payment or its part or effecting the payment in an incomplete amount shall result in the University charging a statutory interest on the outstanding amount.
5. The date of effecting the payment shall be the date of booking the payment to the individual student account.
6. At a Student's request the University shall draw up an invoice for the amount of the payment made. The request should be submitted to the relevant Dean's Office in the time compliant with the provisions of the tax law.
7. A change to the field or form of study, if it implies a change in the fee amounts, shall require execution of an annex to the agreement. Starting a new field of study shall require signing a separate agreement.

§ 3

1. The tuition fee for the programmes stipulated in § 2.1 shall comprise the cost of preparing and covering the study curriculum as well as preparing and implementing the strategy of the University. Should the study curriculum be covered in the time period shorter than planned, the fee shall be payable in full.
2. At a documented Student's request, in situations justified by material hardship, the Dean may agree to postpone the date of payment, however this date may not be extended beyond the time period of the study.
3. The Student may make a lumpsum full payment of the semester fee and receive a discount stipulated in the Table of Fees.

¹ Delete as necessary

4. The Student undertakes to make the fee payments in monthly instalments/for the entire semester¹.
5. The Student shall be obliged to present a proof of the fee payment at a request by the authorised University employees.

§ 4

1. This agreement shall be terminated by the University in the event of the Student having been removed from the student list pursuant to the provisions of the Rules and Regulations of Study at SGH. In such an instance the date of termination (expiry) of the agreement shall be the date on which the decision of removal from the student list becomes final.
2. The Student shall have the right to terminate the agreement by a written resignation notice effective as of the end of the month of submitting it to the relevant Dean's Office. Agreement termination shall be equivalent to filing a resignation notice as of the date of this termination.
3. Filing a resignation notice by the Student, pursuant to the provisions of the Rules and Regulations of Study at SGH, shall be equivalent to the termination of this agreement in the time stipulated in section 2.
4. A failure to take up study or a resignation by failing to submit the semester declaration or attend classes shall result in the agreement termination as of the date preceding the beginning of the semester, unless the Student is able to prove that he/she did not intend to resign and the failure to submit the declaration or attend classes was due to the circumstances beyond the student's control.
5. In the event of the agreement expiry following its termination or dissolution pursuant to section 1, 3 or 4, the University shall refund the fee:
 - 1) for repeating certain classes or attending classes outside of the study curriculum - for the classes which were scheduled for after the date of the agreement expiry and for which the Student has paid upfront;
 - 2) in the case of a full payment for the semester - for the time period from the date of the agreement expiry until the end of the period for which the Student has paid upfront, following the rule that the fee payment shall be refunded according to the number of weeks for which classes have been scheduled (tuition weeks) remaining after the date of the agreement expiry.
6. A tuition week in full-time programmes and part-time afternoon programmes shall be a week with at least one day of tuition, and in part-time weekend programmes with at least one on-campus meeting. Incomplete tuition weeks shall be rounded up to full weeks.

§ 5

1. For any matters not accounted for by this agreement the provisions of the Polish Civil Code shall apply.
2. By signing the agreement the Student declares he/she has familiarised himself/herself with the Rules and Regulations of Study at SGH published on the University website www.sgh.waw.pl and made available to him/her. The Student states that the text of this agreement was made available to him/her before signing for inspection.
3. The Student undertakes to immediately inform the University of any one time change to his/her correspondence address. Should this obligation be not met, the correspondence served onto the presently known correspondence address shall be deemed affectively served.

§ 6

1. Any changes to this agreement, as well as its termination, shall be made in writing, otherwise being null and void.
2. The agreement has been made in two identical counterparts, one for each of the parties.

.....
Student

.....
University

INFORMATION CLAUSE ON PERSONAL DATA PROTECTION

We hereby inform that:

1. **Administrator.** The administrator your personal data shall be SGH Warsaw School of Economics with a seat at al. Niepodległości 162, 02-554 Warsaw, phone no. +48 22 564 9804.
2. **Data Protection Inspector.** The data of the Data Protection Inspector appointed by SGH Warsaw School of Economics may be contacted at iod@sgh.waw.pl
3. **Purpose and legal basis for personal data processing.** Your personal data shall be processed for the purpose of the execution and performance of the said agreement. The legal basis for your data processing is art. 6.1.b of GDPR¹ (processing is necessary for the execution and performance of the contract), art. 6.1.e of GDPR (processing is necessary for performing a task in the public interest) and provisions of the act of 20 July 2018 – the Law on Higher Education and Science.²
4. **Recipients of personal data.** Should the Administrator use the services of other entities, your personal data may be disclosed to them pursuant to the agreements of entrusting personal data processing and these entities shall be obliged to keep the processed data confidential.
5. **Obligation of providing personal data.** Providing personal data is necessary for the preparation, execution and performance and of the contract.
6. **Time of data processing.** Personal data shall be processed throughout the period of the contract performance and storing the financial and accounting documents.
7. **Rights related to personal data processing.** You have the right to access the content of these data, to correct them or limit their processing as well as the right to lodge an objection. No decisions relying solely on the automated data processing in the understanding of art. 22 of GDPR shall be made based on your personal data.
8. **Right to lodge an appeal.** You shall have the right to lodge an appeal to the supervisory body – the President of the Personal Data Protection Office – should you decide the processing of your personal data is in breach of the provisions of GDPR.

¹ Ordinance of the European Parliament and Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in connection with processing of personal data and on free flow of such data and repealing the directive 95/46/WE (general ordinance on data protection), Official Journal of EU L 119 of 4 May 2016, p. 1, as amended.

² Journal of Laws item 1668, as amended

TABLE OF FEES FOR EDUCATIONAL SERVICES

**Full-time/part-time first/second cycle programme in the major of
..... in the mode with instruction in Polish/English**

No.	Title of payment	Amount of the fee	Time of payment
FEES FOR CLASSES IN THE PLANNED PERIOD OF STUDY (TUITION FEES)			
1.	Reduced tuition fee for a semester in a lumpsum payment optionPLN	Payable by 30 September for the winter semester and by the last day of February for the spring semester
2.	Fee for each year payable in monthly instalments PLN payable in 10 instalments ofPLN	Payable by the last day of each month starting from September in the winter semester and February in the spring semester
FEES FOR REPEATED CLASSES AND CLASSES OUTSIDE OF THE STUDY CURRICULUM			
3.	For repeating classes PLN for 1 ECTS point	Payable within 2 weeks of the Dean's decision – for the entire tuition period
4.	For the classes outside of the study curriculum in excess of the available additional limit of 6 ECTS points ² PLN for 1 ECTS point	Payable within 7 days of the date of sending by the relevant Dean's Office the final settlement of the tuition fee payments for educational services

² Number of ECTS points in excess of the limit of 180 ECTS points in first cycle programmes and 120 ECTS points in second cycle programmes which may be used by the student at no extra charge. The additional limit of ECTS points may not be used for any exemption of the fee payment for repeating classes.

RECTOR
OF SGH WARSAW SCHOOL OF
ECONOMICS

ADOIL.021.161.2019

RECTOR'S ORDER

NO. 18

of 8 May 2019

on the payment for issuing some documents to students and graduates of first and second cycle programmes at SGH Warsaw School of Economics

Pursuant to art. 23.2.10, in connection with art. 78.4 and 5 and art. 79.2 and 3 of the act of 20 July 2018 - the Law on Higher Education and Science (Journal of Laws item 1668, as amended) hereinafter referred to as "the Act" and in connection with § 36-37 of the ordinance of the Minister of Science and Higher Education of 27 September 2018 on university programmes (Journal of Laws item 1861, as amended) it is ordered as follows:

§ 1

SGH Warsaw School of Economics, hereinafter referred to as "the University" shall collect payments for issuing documents to students and graduates of the first and second cycle programmes, in the following amounts:

1) 20 PLN:

a) for issuing an additional copy in a foreign language of:

- university graduation diploma,
- diploma supplement

other than the copy issued pursuant to art. 77.2 of the Act,

b) for issuing a duplicate of:

- university graduation diploma,
- diploma supplement

2) 22 PLN - for issuing an electronic student ID;

3) 33 PLN - for issuing a duplicate of the electronic student ID.

§ 2

A fee of 26 PLN shall be collected for certifying documents, pursuant to art. 78.4 of the Act, used in legal dealings abroad.

§ 3

Fees stipulated in the Order shall be paid to the bank account of the University.

§ 4

If a person experiences a particular material hardship or another difficult life situation, the Dean of the relevant programme may decide to offer payment in instalments of the fees stipulated in the Order. An application for the payment in instalments shall require a detailed explanation of the situation in question together with the documents involved.

§ 5

The following shall become invalid:

- 1) Rector's Order No. 15 of 25 April 2014 on the payment for some documents in the course of study issued by the Warsaw School of Economics;
- 2) Rector's Order No. 44 of 8 September 2017 changing Rector's Order No. 15 of 25 April 2014 on the payment for some documents in the course of study issued by the Warsaw School of Economics.

§ 6

The Order shall become effective as of the date of signing, binding as of 1 October 2019.

RECTOR

dr hab. Marek Rocki, prof. SGH