

AGREEMENT ON TERMS OF PAYMENT FOR EDUCATIONAL SERVICES

concluded in Warsaw, Poland by and between:

SGH Warsaw School of Economics al. Niepodległości 162, 02-554 Warsaw,
hereinafter referred to as the "School", represented by:

dean of the ~~Bachelor/~~ Master Studies¹⁾, acting upon the Rector's authorisation,

and

residing in, ul.

PESEL No. /series and passport No./ identity card of an EU citizen¹⁾

.....

e-mail address:.....

tel. No.

hereinafter referred to as the Student.

§1

1. The object of the Agreement is specification of terms of payments for educational services at full-time/ ~~part time~~¹⁾ ~~first~~ and second cycle studies¹⁾ field of studies..... mode of studies..... in Polish/ English language¹⁾.
2. The Agreement is concluded for the duration of studies referred to in Section 1.
3. If, as a result of a recruitment procedure that lasts at the moment of signing this Agreement by the Student, the Student is admitted to studies other than specified in Section 1, this Agreement shall encompass terms of payment for studies to which the Student was finally admitted. Printout from the Internet Registration System confirming the field of study referred to in the preceding sentence is specified the Appendix No. 1 to the Agreement.

§2

1. The Student shall settle the fees specified in the Table of Fees, which forms the Appendix No. 2 to the Agreement.
2. The fees are paid:

¹⁾ delete as appropriate.

- 1) in case of a one-off fee per semester: by 30 September for the winter semester and by the last day of February for the summer semester;
 - 2) in case of payments in instalments: by the last day of every month, starting from September in the winter semester and February in the summer semester;
 - 3) for repeated classes: within 14 days from the dean's decision – for the entire period of classes;
 - 4) for classes not included in the study plan: within 7 days from the date of dispatch by a competent dean's office of a final settlement of fees for educational services.
3. Apart from fees listed in Section 1, the Student shall also pay fees the amount of which is specified in a resolution of a minister competent for the issues of higher education and science pursuant to Art. 81 of the Law on Higher Education and Science of 20 July 2018 (Polish Journal of Laws [Dz.U.] item 85, 374, 374, 695 and 1086).
 4. The Student shall pay the fees to the individual bank account number of the School indicated in the USOSweb system, along with specification of the payment title. In case the tuition for the first semester/ year was made to an account specified in the IRS, the School shall reclassify the payment.
 5. Any delays in settling the payment or its part, or an incomplete payment shall result in statutory interest charged by the School on the outstanding amount.
 6. The date of payment shall be the date of posting the payment on the Student's individual account.
 7. At the Student's request, the School issues an invoice for the amount of the fee that was paid. The application for the invoice is to be submitted to a relevant dean's office on a date resulting from the tax law provisions.
 8. In case of changes in the field of study or form of study which is related to fees in a different amount than hitherto settled by the Student, fees in the new amount shall be charged from the beginning of the semester to which the change is applicable.
 9. If the change in the principles of studying is related to the receipt of the citizenship of the Republic of Poland by the Student, studying on principles applicable to Polish citizens starts as of the month following the Student's notification of the competent study dean about the fact of receiving citizenship of the Republic of Poland.
 10. If the change in the principles of study is related to the receipt by a Student who did not hold Polish citizenship of one of the documents listed in Art. 324(2) of the Law on Higher Education and Science of 20 July 2018, exemption from tuition for

full-time studies in Polish starts from the month following the Student's notification of a competent study dean about the fact of receiving one of these documents.

§3

1. If the programme of studies is completed within a period of time shorter than planned, the fee shall be settled in full.
2. At the Student's documented request, in situations justified by the Student's difficult material situation, the dean may agree for postponing the payment date; however, the payment date shall not exceed the period of study to which the fee refers. The Student shall file the request to a relevant dean's office at the latest 14 days before the lapse of the payment date.
3. The Student may pay the fee on a one-time basis per semester, receiving a discount specified in the Table of Fees.
4. The Student shall settle the fees in monthly instalments/ per semester¹⁾.
5. The Student shall present a proof of having settled the fee at the request of authorised School employees.

§4

1. Termination of this Agreement by the School takes place when the Student is removed from the student list in line with the provisions of the Rules and Regulations of Study at SGH Warsaw School of Economics. In such case, the date of termination (date of expiry) of the Agreement shall be the date when the decision on removal from the student list becomes final and valid.
2. The Student shall have a right to terminate this Agreement via a written notice effective at the end of the month in which it was filed to a relevant dean's office. Termination of the Agreement shall be tantamount to submission of a declaration on resignation from the study as of the date of termination of the Agreement.
3. Submission of a declaration on resignation from study by the Student, in line with the provisions of the Rules and Regulations of Study at SGH Warsaw School of Economics, shall be tantamount to termination of this Agreement on a date specified in Section 2.
4. Failure to commence or actual resignation from study by failure to submit a semester declaration shall result in termination of the Agreement as of the day preceding the start of a semester, unless the Student proves that she/ he did not intend to resign from the study and failure to submit a declaration to participate in classes was justified by causes beyond the Student's control.

5. In case of expiry of this Agreement as a result of its termination referred to in Section 1, 3 or 4, the School shall return the payment:
 - 1) in case the Student repeats specific didactic classes or in case the Student attends classes not included in the study plan: for classes which were planned after the date of Agreement expiry and for which the Student paid in advance;
 - 2) in case of payment for a semester: for a period from the date of expiry of the Agreement until the end of the period for which the Student settled the fee in advance, observing the principle that the fee shall be returned adequately to the number of weeks in which didactic classes were scheduled (didactic weeks) after the date of expiry of the Agreement.
6. A didactic week at full-time and part-time evening studies is understood as a week during which at least one day of classes was held, whereas in the case of part-time weekend studies, as a week during which at least one session was held.
7. A didactic week that began before the date of expiry of the Agreement shall be deemed completed.

§5

1. Issues not regulated herein shall be governed by the provisions of the Polish Civil Code Act of 23 April 1964 (Polish Journal of Laws [Dz.U.] of 2019, item 1145 and 1495 and of 2000 item 875).
2. By signing this Agreement, the Student declares that she/ he has read the Rules and Regulations of Study at SGH Warsaw School of Economics which are presented at the School's website: www.sgh.waw.pl. The Student declares that the content of this Agreement was made available to her/ him prior to the conclusion hereof and that she/ he has read it.
3. The Student shall immediately notify the School about any change of correspondence address. In case of defaulting on this obligation, any letters sent to the hitherto correspondence address shall be deemed delivered.

§6

1. Any amendments hereto, including termination of the Agreement, require written form under pain of nullity.
2. Written form within the meaning of this Agreement shall also be understood as an electronic document signed with a qualified electronic signature or personal signature or confirmed with the use of the trusted ePUAP profile.

3. This Agreement has been prepared in two identical counterparts, one for each of the Parties.

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Student

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School

Information about Personal Data Processing

1. Data Controller

The Data Controller of your personal data is SGH Warsaw School of Economics with its registered office at Al. Niepodległości 162, 02-554 Warsaw, Poland.

2. Data Protection Officer

The Data Controller designated a Data Protection Officer supervising correct processing of personal data, who can be contacted at the following e-mail address: iod@sgh.waw.pl.

3. Purpose and Legal Basis of Personal Data Processing

Your personal data are processed for the purpose of concluding and executing the agreement.

The legal basis for the processing of your personal data is Art. 6(1)(b) of the GDPR²⁾ (processing is required for the conclusion and execution of the agreement), Art. 6(1)(e) of the GDPR (processing is required for performance of a task performed in public interest) and provisions of the Law on Higher Education and Science of 20 July 2018³⁾.

4. Recipients of Personal Data

If the Data Controller uses services of other entities, personal data may be disclosed to them based on outsourcing of data processing, whereas such entities shall be required to observe confidentiality with respect to the processed data.

5. Obligation to Provide Personal Data

Provision of personal data is necessary for preparation, conclusion and performance of the Agreement.

6. Duration of Personal Data Processing

Personal data shall be processed during the entire term of the agreement and the period of storage of financial and accounting documents.

7. Rights Related to Personal Data Processing

You are vested with a right to access your personal data, right to data rectify or limit the processing of data. You are also vested with a right to file an objection.

Based on your personal data, no decisions shall be made which rely exclusively on automated processing within the meaning of Art. 22 of the GDPR.

²⁾ Regulation 2016/679 of the European Parliament and of the Council (EU) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Official Journal of the European Union L 119 of 4 May 2016, No. item 1 as amended

³⁾ Official Journal of 2020, No. item 85, 374, 374, 695 and 1086.

8. Right to File Complaints

You have a right to file a complaint to a supervisory authority - President of the Office for Personal Data Protection if, in your opinion, processing of the your data breaches the provisions of the GDPR.

TABLE OF FEES FOR EDUCATIONAL SERVICES

The amount of fees for educational services provided at the second cycle degree studies

Studies	Fee for a term	Instalment fee for a term	Fee for retaking classes not passed due to not satisfactory learning results, for classes not covered with the curriculum and exceeding the additional limit of 6 ECTS points given to students
full-time studies in Polish (Polish citizens)	does not apply	does not apply	PLN 150 per 1 ECTS point
full-time studies in Polish (foreigners)	EUR 1,800	EUR 1,900 (one instalment – EUR 380)	EUR 60 per 1 ECTS point
full-time studies in English – the faculty of finance and accounting (Polish citizens and foreigners)	EUR 2,550	EUR 2,650 (one instalment – EUR 530)	EUR 90 per 1 ECTS point
full-time studies in English – other faculties (Polish citizens and foreigners)	EUR 1,900	EUR 2,000 (one instalment – EUR 400)	EUR 70 per 1 ECTS point
part-time, afternoon and weekend studies (Polish citizens and foreigners)	PLN 3,900	PLN 3,950 (one instalment – PLN 790)	PLN 150 per 1 ECTS point

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