

Annex No. 1 to the Chancellor's Order of 30 March 2018.

**Fee regulations for first-cycle and post-graduate
applicants and students in Powiślański College
(including foreigners)**

Kwidzyn 2018

§ 1

GENERAL

1. Powiślański College in Kwidzyn, hereinafter referred to as the College, is a non-state-owned higher school.
2. Pursuant to §37 Section 2 and Section 3 of the Statute of the College, fees are charged for educational services. Charges collected from candidates for applicants and students (including foreigners) are comprised of: fees related to the admission process, tuition fees, administrative charges and other charges related to the course of studies.
3. The obligation to make payments for educational services indicated in section 2 above, including the amounts, methods and dates of payment, is based on the agreement/contract concluded between the College and the student.
4. The Fee Regulations, the Table of Fees (Annex 1) and the Table of Fees for Foreigners (Annex 2) are announced by the Chancellor of the College upon approval by the and the Programme and Financial Board of PSW.
5. The amounts and payment dates of tuition fees, fees related to the admission process, administrative charges and other charges related to the course of study for the subsequent academic year are defined annually in the Table of Fees, respectively for first-cycle and post-graduate studies.
6. Amendments to the Fee Regulations and Tables of Fees shall be published each time for the applicants and students, at least three months before the beginning of the academic year to which they apply, on bulletin boards and the PSW website.
7. The payment of fees related to the admission process, tuition fees and other additional charges related to the course of study shall be made only as non-cash payments to the College's bank account indicated for the student, and until it is assigned, to the general bank account of the College (POWIŚLAŃSKI BANK SPÓŁDZIELCZY in Kwidzyn: **25 8300 0009 0016 2740 2000 0010**).
8. The student shall act in accordance with the contents of the oath and comply with the provisions of the Regulations of Studies, Fee Regulations and other orders and decisions issued by the College Authorities, applicable during the course of study.
9. The Student ID card will be handed in to the Student after matriculation, taking the oath and paying the applicable fee (according to the Table of Fees).

§ 2

REGISTRATION FEE

1. A fee is charged for the entry of an applicant to the admission process to first-cycle or post-graduate studies, hereinafter referred to as a admission/registration fee, whose amount and date of payment is indicated in the Table of Fees.
2. A fixed admission fee or a promotional admission fee for applicants to the College is determined by the PSW Programme and Finance Board and shall apply throughout the entire admission period, i.e. from 1 April to 30 September. After the expiry of the admission period, a fixed admission fee shall apply. A fixed admission fee shall apply to foreign students.
3. A person applying for admission to a programme shall submit a set of admission documents necessary to conduct the admission process together with a confirmation of payment of the admission fee in the amount applicable at the date of personal submission of complete

documents to the Admission Office (including a proof of payment of the registration fee and a medical certificate on the absence of contraindications for studying in the field of nursing or emergency medical services in the case of applicants to programmes at the Faculty of Health Sciences) or the postmark date on the consignment and the confirming stamp on the proof of payment, in the case of submitting the application by post.

4. In the case the College waives the registration fee, the first instalment of the tuition fee shall be a one-time fee for conducting all administrative and qualifying activities by the College and shall not be refundable.
5. Payment of the admission-related fee is a prerequisite for the registration of the student and shall not be refundable, except in the case of cancelling the field of study for which the applicant has been enrolled.
6. The fee related to the admission process shall not be recognised towards the tuition fee.

§3

TUITION FEES

1. The term “tuition fee” used in these Fee Regulations means fees for the provision of educational services related to full-time, part-time and post-graduate studies. The term “student” means a student of postgraduate studies as applicable.
2. The College guarantees a fixed tuition fee throughout the duration of the studies, subject to §3 section 23, 24; §4 section 3.
3. The primary method of tuition fee payment in the academic year is one-time payment for the full year. Tuition fees can also be paid per semester, or in eight monthly instalments. Making the payment of a monthly instalment shall be deemed as choosing instalments as the method of tuition fee payment.
4. Tuition fees shall be paid in advance, i.e. :
 - 1) for the full year until 15 September,
 - 2) once per semester - until 15 September for the winter semester, until 15 February for the summer semester,
 - 3) in eight instalments in accordance with section 5,in the amount defined in the Table of Fees. *
5. Instalments shall be paid by the student in the following way:
 - a. in the winter semester of each academic year:
 - 1st instalment until 15 September
 - 2nd instalment until 15 October,
 - 3rd instalment until 15 November,
 - 4th instalment until 15 December,
 - b. in the summer semester of each academic year:
 - 5th instalment until 15 February,
 - 6th instalment until 15 March,
 - 7th instalment until 15 April,
 - 8th instalment until 15 May.*
6. Students to whom the decision on admission to studies was issued on or after 15 September must make their first tuition fee payment, depending on the selected method of payment, within 14 days from the date of signing the agreement for the provision of educational services.

7. In the final year of studies, the full tuition fee for a given semester, due to the completion of the education programme by the College, must be settled by the date of submission of the diploma thesis.
8. In the case of foreign students, both studying under the rules applicable to Polish citizens and under the rules different from those applicable to Polish citizens, a one-time tuition fee shall be paid for each year of study in the amount specified in the Table of Fees, within the payment dates specified in the agreement. The tuition fee for the first year of studies shall be paid no later than the day of issuing the decision on admission.
9. The student may change the method of payment (not applicable to foreigners) for a given academic year before its commencement, but no later than on 15 September. In particularly justified cases, the PSW Chancellor may agree to change the method of payment starting from a given semester. Each change of the method of payment requires signing an annex to the agreement/contract by both parties. It is not possible to change the method of payment during the semester.
10. In the case of taking up another field of studies at the same faculty, concurrently with or after completing the first field of study, tuition fees for the other field shall be calculated in the amount of 70% of tuition fees applicable in this field (not applicable to foreigners). The discount in the tuition fees applies to the field of study with the lower tuition fees.
11. A student who accelerates the course of studies is required to pay fees in proportion to the pace of completion of the programme of study.
12. Before obtaining permission for a dean's leave, repeating the semester or resuming studies, the student is obliged to pay all payment arrears to the College by the date of submitting the application for a dean's leave, repeating the semester or resuming the studies.
13. During the dean's leave, the student shall not be liable to pay tuition fees for the period for which the leave is granted.
14. A student who has received the dean's consent for a medical leave and as a result of this decision does not start to obtain credits for courses, shall not pay the tuition fee for the period during which he or she is on a leave.
15. A student who has obtained the consent to repeat a semester/year shall be liable to pay the tuition fee for the entire semester/year which he/she repeats.
16. A student who has entered into a study financing agreement during the academic year is liable to pay fees for studies, in particular the tuition fees, in the full amount, as set out in the then applicable Table of Fees.
17. The date of payment of the tuition fee and other fees shall be deemed the date of crediting the College's bank account.
18. The student is obliged to pay tuition fees in accordance with the signed agreement/contract from the date of signing the agreement/contract until the day of passing the diploma examination or until the day of resignation. The date of resignation shall be the date of submitting the application for resignation from the studies (together with the settled circulation card) at the dean's office or the day of sending the application at a post office.
19. A student who on the day of submitting an application for resignation from studies at the dean's office or on the day of sending such an application at a post office is in arrears with payments for the period in which he or she used educational services, is obliged to settle such arrears as soon as possible, as otherwise debt collection measures will be applied.
20. If the payment date falls on a statutory holiday, it shall be postponed until the subsequent business day.
21. The student has the right to claim a refund of an overpaid tuition fee in the following situations, in accordance with the provisions of sections 20-22:
 - 1) resignation from studies before the beginning of the academic year,
 - 2) deletion from the list of students during the semester as a result of resignation,

- 3) deletion from the list of students during the semester for reasons other than resignation from studies.
22. In the case of resignation from studies before the beginning of the academic year, the student is entitled to withdraw the paid tuition fee in the amount in which the fee was paid, subject to the provisions of §2, section 4.
23. In the case of resignation from studies during the academic year, the part of the tuition fee paid in advance shall be refunded after deducting the amounts due whose payment date expired until the date on which the resignation took place or the dean's decision was issued.
24. In the case of repeating a year, interruptions in studies, leave or deletion from the list of students, the tuition fee paid in advance shall be refunded according as described in section 21.
25. The vocational training (practical placement) included in the programme of studies is treated as an integral part of study and during the period of its performance the same principles of fee payment shall apply as in any other period of study.
26. The tuition fees in the subsequent academic year may change if the consumer price growth index announced by the Central Statistical Office, calculated from the beginning of studies for a given year exceeds 10%, although not more than by the inflation rate.
27. The change in the tuition fees referred to in section 24 shall be effected by the amendment of the Table of Fees by 30 June of the year preceding the academic year to which the change applies. The introduction of a new price list requires executing annexes to educational agreements. The student has the right to withdraw from the agreement within 14 days from the delivery of an annex. Such withdrawal shall be equivalent to submitting a resignation from studies.

§ 4

REACTIVATION, REPEATING A COURSE, REPEATING A SEMESTER, LONG AND SHORT-TERM LEAVE, ANOTHER SPECIALISATION, PROGRAMME DIFFERENCES, COURSES COMPLETED IN ADVANCE, TRANSFER TO A HIGHER SEMESTER, CHANGE OF THE FIELD OF STUDY

1. In the case the Student changes the field of study, level or mode of studies, he/she will be obliged to pay the fees in the amount applicable to the new field of study, starting from the subsequent semester from which he/she starts the new field of study.
2. In the case the Student, as a result of obtaining a leave from the college or repeating a year of study, changes the year of admission, defined as a group of students in a given field of study or specialisation pursuing studies in the regular course of study for the admission year, the Student will pay the fees applicable for the year which he or she joins.
3. A student admitted for studies during the academic year or admitted to a year higher than the first year of studies is liable to pay tuition fees due for the current year of studies starting from the beginning of the semester to which he or she was admitted.
4. In the case of reactivation, consent to repeat a semester or returning after a leave during a semester, a full payment for the whole semester must be made. The fee for a given semester may not be higher than provided in the Table of Fees.
5. After the Dean has issued a decision referred to in the Regulations of Study regarding re-admission, the student is liable to pay a one-off fee for reactivation in the amount and within the payment date indicated in the Table of Fees.
6. A student who obtained a consent to repeat a semester, in the case of gaining credits for some courses from the semester for which he/she failed to obtain the overall credit, may apply for a reduction in the fee for the semester by submitting a written application to the

Vice-Rector within 30 days from the date of consent to repeat the semester or from the day of starting the repeated semester.

7. A student continuing education with a different year than the one with which he/she started education is no longer entitled to previous promotions and is liable to pay the tuition fee in the amount specified for the year in which he/she is currently studying.
8. A student who supplements programme differences or repeats a course is liable to pay tuition fees and additional fees for programme differences or repetition of the course in the amount indicated in the agreement/contract.
9. A student pursuing teaching hours to fill in the gaps in a course in which attendance at classes was obligatory, and the student did not attend them and did not justify his/her absence, shall pay the amount indicated in the Table of Fees in the same amount as for the repetition of the course.
10. A student shall be exempt from paying the tuition fee for the period during which he/she is on a leave.
11. In the case of a leave, the tuition fee paid in advance shall be refunded according to the rules described in §3 section 22.
12. A student who has received a dean's non-health leave and submitted a leave application by 15 September in the case of a leave starting from the winter semester or by 15 February in the case of a leave starting from the summer semester, is not liable to pay the tuition fee for any semester during which he or she is on a leave.
13. A student who has received a dean's consent for a non-health leave and submitted a leave application after the dates specified in section 2, is liable to pay the tuition fee for the period from the beginning of the semester to the end of the month in which he or she submitted the application. The tuition fee paid for this period shall not be included in the tuition fee settlement.
14. If during the leave a student took part in didactic classes in a particular course (courses completed in advance) and did not obtain credit, he/she is liable to pay the fee in the amount and within time limits indicated in the Table of Fees.

§ 5

OTHER FEES RELATED TO THE COURSE OF STUDY

1. The amounts of other fees related to the course of study are set out in Annexes 1 and 2 to this Agreement (hereinafter referred to as the Table of Fees and the Table of Fees for foreigners).
2. The additional fee for a repeated semester or module shall be paid by the Student who repeats educational activities or, upon the dean's consent, pursues additional activities not included in the plan of studies – including an additional unit of activities constituting an additional specialisation, a specialisation or a specialisation path, and a Student who has been assigned fee-based programme differences in relation to a change in the course of study.
3. A Student who resumes his/her studies is liable to pay a fee for resuming studies in the amount determined for a given academic year in the Table of Fees.
4. Additional fees do not include the following costs:
 - purchase of textbooks and other teaching materials;
 - duplication of teaching materials.

5. The term “other fees” used in these Regulations refers to fees related to the provision of educational services, that is in particular to procedures related to: admission to the College, reactivation to studies, issuing documents related to the course of studies or duplicates of such documents.

The Student shall be liable to pay additional fees for repeating a course, semester, year, programme differences, reactivation and administrative activities. The fees are set out in the Table of Fees and the Regulation of the Minister of Science and Higher Education of 16 September 2016 regarding documentation of the course of studies (Journal of Laws of 2016, item 1554):

- a) repeating a course/conditional credit for the course – obtaining credit (*zaliczenie*),
- b) repeating a course/conditional credit for the course – examination,
- c) repeating a course/conditional credit for the course – classes and examination,
- d) repeating a course/conditional credit for the course – in the self-study mode,
- e) programme differences:
 - course for which credit (*zaliczenie*) must be obtained,
 - course ending in an examination,
 - course which requires obtaining credit (*zaliczenie*) and passing an examination,
 - obtaining a credit for the course in the self-study mode,
- f) reactivation of student rights,
- g) for legalization of documents intended for official purposes abroad,
- h) repeating the diploma seminar,
- i) for issuing a student ID card,
- j) for issuing the student’s book,
- k) for issuing the diploma of graduation with two copies,
- l) for issuing a document confirming the completion of post-graduate studies,
- m) for issuing an additional copy of the diploma with a supplement in a foreign language,
- n) for preparing an extract of grades from a record,
- o) the fee for issuing a duplicate of a document is half the fee charged for issuing the original.

§ 6

OVERDUE PAYMENTS

1. If the student does not pay a fee in accordance with the schedule of payments according to the Table of Fees, the late payment interest at the statutory interest rate will be charged. The amount of interest due should be paid no later than with the next instalment of the tuition fee.
2. Each payment made on account of the tuition fee shall first be applied towards any overdue interest and tuition fees.
3. In particularly justified cases, upon a substantiated application of the student, the Chancellor may agree to postpone the payment of tuition fees or other arrears.
4. If a student’s arrears to the College amount to or exceed 40% of the fee per semester, or if the delay in the payment of fees payable for studies exceeds 30 days counting from the date of payment of such fees, this may constitute a basis for the decision of the Dean to delete the student from the list of students.
5. In the event of arrears in fees payable for studies, regardless of the consequences under the Regulations of Studies/Post-Graduate Studies, the College reserves the right to take legal measures to collect the debt.

§ 7

DISCOUNT AND PROMOTION SYSTEM

1. The student has the right to take advantage of discounts and promotions for fees that the College offers.
2. The system of discounts and promotions does not apply to foreign students.
3. The College offers a system of a promotional registration fee for applicants. The amount of the promotional registration fee depends on the date of submitting complete admission documents for studies and is indicated in the Table of Fees.
4. The College recognises the “Large Family” card, which entitles the holder to a discount of up to 10% of the tuition fees throughout the entire course of study.
5. Students pursuing two field of study concurrently shall pay 100% fee for the first field of study and 70% fee for the second field of study. The discount in the tuition fees applies to the field of study with the lower tuition fees.
6. In the case of taking up another programme of studies at the same faculty, concurrently with or after completing the first programme, tuition fees for the next course shall be calculated in the amount of 70% of tuition fees applicable in this field.
7. It is not possible to combine discounts and promotions.
8. In the case of failure to meet the requirements for granting discounts or benefiting from a promotion, the student is forfeited the above.
9. The system of discounts set out in sections 3 and 4 does not apply to fees other than tuition fees.

§ 8

FINAL PROVISIONS

The Regulations come into force on the day of issue.

Chancellor
Powiślański College

mgr Natalia Parus