



## STUDY IN ENGLISH

**AGREEMENT No. ....**

**for the provision of educational services related to studies  
at the University of Tourism and Foreign Languages**

entered into in Warsaw on..... , between:

the University of Tourism and Foreign Languages, located at Aleja Prymasa Tysiąclecia 38a, 01 – 242 Warsaw, established based on the decision of the Minister of National Education and Sport dated July 29, 2003, No. DSW-3-4001 – 507 /WB/03, registered in the register of non-public universities and associations of non-public universities under serial number 285 - based on the decision of the Minister of Science and Higher Education, reference number DNS-WUN-6022-15736-1/EIK/11, hereinafter referred to as the "School", represented by the Rector of the School

.....

and

Ms./Mr. ....

permanent address .....

correspondence address .....

phone: ..... email: .....

PASSPORT/PESEL number:.....,

identifying themselves with personal identification document No.

.....

issued by .....

hereinafter referred to as the "Student".

In order to fulfill the obligation arising from the Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended, hereinafter referred to as the "Law"), the following is established.

### § 1

#### Scope of Services Provided

1. The School undertakes to prepare and provide educational services to the Student in accordance with the following provisions:
  - 1) Department: **Tourism / Philology**

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- 2) Level of studies: **Bachelor's degree / Master's degree**
  - 3) Field of study: **Tourism and Recreation / Philology / Applied Linguistics**
  - 4) Study mode: **Full-time**
2. The studies pursued by the Student as specified in paragraph 1 shall lead to obtaining a professional title of **Bachelor / Master**.

### § 2

#### Tuition Fees

1. The Student is obligated to pay tuition fees for the chosen studies in accordance with the Chancellor's Order on the fee regulations applicable for the academic year 2023/2024.
2. The Student undertakes to pay the fees in the following system: **yearly / semesterly**.  
\*possible after completing 2 semesters of study
3. By entering into the agreement, the Student declares that they have accepted and acknowledged the provisions of the fee regulations referred to in paragraph 1.
4. In the event of repeating a semester, the Student shall pay the currently applicable semester fee for studies in the respective field.

### § 3

#### Payment Method

1. All fees resulting from this agreement shall be made in euros and deposited into the School's bank account:

**SWIFT: BIG BPL PWXXX, Account number: PL 12 1160 2202 0000 0001 8718 1876.**

2. Payment confirmations must include the following information: bank account number, amount of the payment, Student's full name, registered address, album number, semester, and payment title.
3. In exceptional cases, the School allows for fees to be settled at the School's cashier's office.

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5. Upon request from the School, the Student is obliged to present proof of payment for educational services no later than 7 days from the date of receiving the request.
6. The date of payment is considered to be the date the specified amount is received in the bank account mentioned in paragraphs 1 or 2.
7. Any delay in payment for educational services or payment made in an incomplete amount will result in the School charging statutory interest.
8. The School is not responsible for the consequences of incorrectly identifying a payment caused by circumstances on the payer's side, particularly due to entering an incorrect bank account number or similar reasons.
9. In the event of non-payment for educational services within the designated period, the unit responsible for student services or the Student Affairs Office shall issue a written summons to the Student to settle the outstanding fee within 14 days from the date of delivery of the summons.
10. In the event of unsuccessful completion of the period referred to in paragraph 9:
  - a) The Rector may remove the Student from the list of students due to non-payment of fees related to studying;
  - b) The School may initiate debt collection proceedings.

### **§ 4**

#### **<sup>1</sup>Inflation Adjustment and VAT**

1. In each subsequent academic year, the tuition fee and additional charges shall be increased by a factor equal to the consumer price index for goods and services for the preceding calendar year, as announced by the President of the Central Statistical Office. The first year of adjustment shall be the academic year following the first year of the agreement's validity.
2. The School may deviate from the adjustment mentioned in paragraph 1 or apply a lower adjustment.
3. Information regarding the amount of tuition fees and additional charges after the adjustment shall be published by the School on its official website in the Public Information Bulletin.

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<sup>1</sup> The regulations specified in §4 of this agreement shall enter into force upon the implementation of legal provisions enabling the implementation of the adopted assumptions.

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4. As of the date of signing this agreement, the tuition fee and additional charges are exempt from VAT. In the event of a change in regulations, the tuition fee and additional charges shall be increased by the applicable VAT rate.

### **§ 5**

#### **Obligations of the Parties**

1. In order to fulfill the subject of the Agreement regarding the provision of educational services, the School undertakes, in particular, to ensure the Student's right to education in the chosen field of study, based on the conditions stipulated by the applicable laws and the regulations of the School, including the Study Regulations.
2. The Student undertakes, in particular, to comply with the applicable regulations, resolutions, and directives of the School, to make timely payments, and in the case of foreign students, to exercise due diligence in legalizing their stay in Poland throughout the entire period of study.
3. In cases provided for in the study program or resulting from the applicable laws or internal regulations of the School, classes may be conducted using distance learning methods and techniques. In such cases, the Student is obliged to possess and use the necessary computer tools to ensure mutual, online communication with the School, essential for participating in such forms of education.

### **§ 6**

#### **Statements of the Parties**

1. The School declares that it fulfills all the requirements necessary for the proper implementation of the conducted studies, as stipulated by the applicable Act and the executive provisions issued on its basis.
2. The Student declares that:
  - a) prior to signing this Agreement, they have familiarized themselves with its content, the School's Statute, the Study Regulations, the Chancellor's Order regarding the fee regulations applicable for the academic year 2023/2024, and all other internal school acts related to the educational process;
  - b) they will comply with all internal school regulations, particularly regulations, resolutions, and directives;

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- c) they will pursue studies in accordance with the current study program, including the completion of professional internships;
- d) they meet the necessary conditions for undertaking studies as specified in the Senate Resolution on the conditions, procedure, start and end dates of recruitment, and the manner of its conduct, applicable for the academic year 2023/2024;
- e) they will act in accordance with the oath taken;
- f) they will pay the fees for the educational services provided within the deadlines and in the amount specified in the fee regulations.

### **§ 7**

#### **Insurance during studies**

1. The School provides the student with the opportunity to individually insure themselves against the consequences of accidents (hereinafter referred to as NNW).
2. The cost of insurance is covered by the Student.
3. Student's waiver of the NNW insurance offered by the School releases WSTiJO from liability for the consequences of accidents related to the course of studies.
4. Upon the written request of the Student, the School will register them for health insurance if the Student is not exclusively covered by another insured person or is not subject to insurance from another source.

### **§ 8**

#### **Refund of Fees**

1. In the event of the Student's termination of the agreement before the start of the academic year, the Student is entitled to a refund of the tuition fee paid for that year.
2. In the event of removal from the student list, the Student may request a refund of the tuition fee paid for the months following the date of the final removal from the student list.

### **§ 9**

#### **Duration of the Agreement**

The Agreement has been concluded for the duration of studies as mentioned in § 1 and expires upon:

- 1) completion of studies by the Student;

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- 2) the final decision on the removal of the Student from the WSTiJO student list.

### **§ 10**

#### **Withdrawal from Studies**

In the event of discontinuation of studies, the Student undertakes to submit a written resignation to the dean's office of the School, either in person or by mail. Failure to provide such a statement is equivalent to maintaining student status and obliges the Student to settle the fees specified in this agreement until the date of removal from the student list.

### **§ 11**

#### **Re-enrollment on the Student List**

A prerequisite for reapplying for enrollment on the student list based on a new agreement for the provision of educational services, in addition to meeting the conditions specified in the Study Regulations, is the prior settlement of all outstanding payments, including interest, to the School.

### **§ 12**

#### **Liability for Damages**

In the event of damage or loss of equipment belonging to the School, the Student will be held responsible for the costs of repair, replacement, or purchase of the equipment.

### **§ 13**

#### **Processing of Personal Data**

In accordance with Article 13(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council 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, we hereby inform you that:

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- 1) the administrator of personal data is the University of Tourism and Foreign Languages in Warsaw, Al. Tysiąclecia 38A, 01–242 Warsaw, NIP: 9512092926, REGON 15594730;
- 2) the Human Resources Department (email: wstijo@wstijo.edu.pl);
- 3) personal data will be processed for the purpose of entering into and performing the study agreement;
- 4) the obtained data will not be transferred to any other entities for commercial purposes, unless the person to whom the data pertains gives consent to such transfer;
- 5) providing the data is a result of the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), together with implementing regulations, and is obligatory for the fulfillment of the administrator's obligations as a higher education institution. Providing additional personal data is voluntary;
- 6) it is possible to entrust the processing of personal data for non-commercial purposes to entities such as law firms, suppliers, training companies, courier and transport companies, solely for the purpose of fulfilling agreements and companies cooperating in the implementation of marketing campaigns;
- 7) individuals have the right to access their personal data, rectify them, erase them, restrict their processing, the right to data portability, the right to object, and the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
- 8) individuals have the right to lodge a complaint with the President of the Office for Personal Data Protection if they consider that the processing of their personal data violates the expressed consent and the provisions on the protection of personal data.

### **§ 14**

#### **Use of Image**

By signing this agreement, the student declares that they grant free consent to the use of their image in its entirety, as well as in the form of any fragments, particularly in broadcasts and publications selected by the School, promotional activities, and promotional materials, advertisements, and projects organized by the School.

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### **§ 15**

#### **Personal Rights, Copyright, and Related Rights**

The student undertakes to protect the personal rights of third parties, not to infringe on copyright and related rights when performing work for the School under this agreement, and in connection with educational materials and software provided by the School.

### **§ 16**

#### **Correspondence Address, Email Address**

1. The School provides the student with a school email address before the start of their studies, which the student should primarily use for communication with the School and lecturers.
2. The School primarily delivers correspondence intended for the student to the school email address, and then to the student's correspondence address specified in the preamble of this Agreement. The student is obliged to immediately inform the School in writing, by registered letter or by personally submitting an informational letter to the Dean's Office with a confirmation of receipt by an employee of the Dean's Office, of any changes to this correspondence address, email address, and phone number. It is permissible to send such information to the School Dean's Office email inbox (email: [dziekanat@wstijo.edu.pl](mailto:dziekanat@wstijo.edu.pl)).
3. Failure to notify the School of a change in residential address or email address will be considered as the correspondence being delivered to the address specified in this Agreement.

### **§ 17**

#### **Final Provisions**

1. Matters not regulated by this agreement shall be governed by the School's applicable Study Regulations and other internal regulations, the provisions of the Act along with its implementing regulations, and the provisions of the Civil Code.
2. Any amendments to this Agreement require a written form in the form of an annex.
3. This Agreement has been drawn up in two identical copies, one for each party.
4. In the event of disputes between the student and the School, the parties undertake to seek an amicable resolution.



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5. In the event of a failure to reach an agreement, disputes arising from the performance of the Agreement shall be resolved by the general jurisdiction court.

.....  
(Student - legible signature  
submitted in the presence  
of a school employee)

.....  
(Representative of the School)