

# STUDY IN ENGLISH



**UNIVERSITY OF TOURISM AND FOREIGN LANGUAGES**

**IN WARSAW**

**Aleja Prymasa Tysiąclecia 38a**

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## FEE REGULATIONS

**at the University of Tourism and Foreign Languages in Warsaw**

The Regulations are annexed to the contract with Ms/Mr .....

### § 1

- 1 All forms and levels of study at the University of Tourism and Foreign Languages in Warsaw, hereinafter referred to as the "School", are payable under the terms of these Regulations.
- 2 Undergraduate (bachelor) degree courses last 6 semesters, and graduate (masters) degree courses last 4 semesters.
- 3 School fees include:
  - a) enrollment fee,
  - b) tuition fees,
  - c) fees for repeating subjects,
  - d) fees for remedial classes,
  - e) administrative fees,
  - f) other fees set out in these Regulations.

### § 2

1. The School charges a non-refundable enrolment fee, payable on submission of enrolment documents:
  - (a) for full-time and part-time bachelor courses - 200 Euro
  - b) for masters courses - 200 Euro

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2. Tuition fees are given in the tables for each course:

Fee type	Tourism and Leisure	
	Bachelor	Masters
	Full-time	Full-time
Entry fee	200 Euro	200 Euro
Annual fee	2500 Euro	2500 Euro
Semester fee	2 x 1300 Euro	2 x 1300 Euro
*possible after completing 2 semesters of studies		

Fee type	Philology	
	Bachelor	Masters
	Full-time	Full-time
Entry fee	200 Euro	200 Euro
Annual fee	2650 Euro	2650 Euro
Semester fee	2 x 1350 Euro	2 x 1350 Euro
*possible after completing 2 semesters of studies		

3. **Tuition fees** for a year of study can be paid:
  - a) **upfront in full** for a year of study by 5 September at the latest,
  - b) **in two equal installments**, (possible after completing 2 semesters of studies) with the first installment payable by 5 September, and the second one by 31 January,
4. The method of payment of tuition fees is declared by the student at enrolment.
5. A change in the method of payment of tuition fees requires a written declaration.
6. If a student has declared full upfront payment for an entire year of study or payment in two installments and has failed to meet the payment deadline specified in the Fee Regulations, the declaration becomes invalid and the tuition fees are treated as payment in ten installments.
7. If a student enrolls after 5 September, he/she is required to pay the tuition fee (with the payment method of his/her choice) within 7 days of signing the contract.

### § 3

In the case of a married couple or siblings studying at the School at the same time, each student receives a 10% discount on tuition fees. The discount is exclusive of other discounts.

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### § 4

- (1) The obligation to pay tuition fees shall cease from the first day of the following month after the student:
  - a) withdraws from the School;
  - b) is removed from the course.
- (2) Students commencing their studies during the academic year are required to pay the tuition fee for the entire semester.
- (3) In the event of a student's removal from the course, the School, at the written request of the student, shall refund part of the tuition fee paid in advance for the period of not attending classes, calculated from the beginning of the month following the month in which the decision on the removal was issued. The remaining fee shall be refunded on settling all the financial obligations to the School.
- (4) Upon removal from the course or withdrawal from studies, the School shall charge a fee of 150 Euro for the preparation and issue of relevant documents and any necessary certificates.

### § 5

1. A student who is to repeat a semester shall pay the semester fee according to the applicable rules and amount.
2. The fee for repeating modules due to poor academic results in full time and part time undergraduate and graduate courses is 200 Euro per module.
3. The fee for remedial classes is 100 Euro per module.
4. Studying an additional specialization incurs a fee of 25% of the basic fee per semester.
5. The tuition fee for pursuing a second course of study is 50% of the fee for the second course of study per semester. On completing two degrees, the student receives two independent diplomas.
6. The deadline for the submission of the diploma thesis (or the clearance form in the case of undergraduate studies) is 30 June of the final year of study. At the student's justified request, the Rector will issue a decision to extend the deadline without financial penalties and will set a second deadline for the submission of the diploma thesis for the period between September 15 and 30 of a given year. After this deadline, starting from 1 October of a given year, the student shall pay a fee of 200 Euro for each started month of delay. The paid period for extending the deadline for submitting the thesis may not exceed six months starting from 30 September. After this deadline, the student may be removed from the course.
7. The fee for resuming studies is 500 Euro.
8. The administrative fee for the completion of a bachelor course is 300 Euro.
9. The administrative fee for the completion of a masters course is 500 Euro.

### § 6

1. When enrolling for the first year of bachelor or master's degree courses, foreigners pay an enrolment fee in advance for the entire academic year. Upon payment of the enrolment fee and the tuition fee for the academic year, the School issues the foreigner with a certificate confirming enrolment. The certificate is the basis for applying for a visa or residence card.
2. If a foreigner fails to commence their studies, discontinues them or is removed from the course, the fees paid for the first year of studies are non-refundable.
3. School fees in subsequent years of study are refunded for the period of non-study only if the foreigner has been granted leave of absence or has withdrawn from studies for health reasons confirmed by an appropriate medical certificate or for other important and proven force majeure events. The fees are refunded in the amount reduced by the equivalent of EUR 200.

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### § 7

The School charges administrative fees:

- 1) for issuing an electronic student card – 22 Euro, - the fee is charged concurrently with the enrolment fee,
- 2) for issuing a duplicate of the electronic student card – 33 Euro,
- 3) for issuing a duplicate examination card - 50 Euro,
- 4) for issuing a graduation diploma with two copies and one supplement - 60 Euro,
- 5) for issuing an additional copy of the diploma - 40 Euro,
- 6) for issuing an additional copy of the diploma translated into a foreign language - 50 Euro,
- 7) for issuing an additional copy of the diploma supplement in a foreign language - 40 Euro,
- 8) for late submission of the semester report card, according to the deadlines specified in the academic year schedule - 20 Euro,
- 9) for entering marks from an examination record – 10 Euro per subject,
- 10) for issuing a certificate – 10 Euro
- 11) for issuing an interim transcript – 50 Euro
- 12) for sending a reminder – 15 Euro.

### § 8

1. Payments are made in a non-cash form to the School's bank account.
2. The School allows fees to be paid at the School's cash desk.
3. The date of payment is deemed to be the date on which the money is credited to the School's bank account.
4. In the event of late payment of the fees set out in these Regulations, the School is entitled to charge interest at the statutory rate.
5. A delay in the payment of tuition fees specified by these Regulations of more than 60 days shall be grounds for removal from the course, after the student has been summoned in writing to settle the arrears, at the correspondence address provided by the student.
6. Discontinuation of or failure to commence studies (regardless of the reason) requires a written notification to the Rector. The School issues relevant graduation documents on the day of submitting a confirmed student clearance card to the Dean's Office. Confirmation of the clearance card is obtained after all financial obligations to the School specified in these Regulations have been settled.
7. The student shall be admitted to the examination session and the diploma examination only after settling all the financial obligations specified in these Regulations.
8. Individual cases related to the payment of School fees are decided by the Chancellor.
9. The School reserves the right to introduce various types of discounts and special offers during enrolment and during the course of study.

### § 9

- (1) The provisions of these Fee Regulations apply to students commencing and continuing their studies at the School.
- (2) These Regulations shall take effect on the date of signature.

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(date and signature of student)