

STUDY FEES REGULATIONS

GENERAL PROVISIONS

§ 1

1. The University of Economy in Bydgoszcz, hereinafter referred to as the “University”, is a non-public institution of higher education, entered into the register under number 309.
2. Pursuant to §51 of the Statute of the University, the Students have to pay for studying at the University.

RECRUITMENT FEE

§ 2

1. The recruitment fee for candidates is PLN 85.00.
2. The recruitment fee does not apply to foreigners.
3. The recruitment fee is paid to the bank account of the University and verified by the Recruitment Office.
4. The recruitment fee covers the cost of office services provided during the administrative procedure related to the recruitment process and admission to the University. It is collected regardless of the outcome of the recruitment and is non-refundable, unless the University has failed to start the administrative and legal procedure or to open a given course or field of study.

ENROLMENT FEE

§ 3

1. The enrolment fee is PLN 500.00.
2. The enrolment fee for candidates applying for admission to the next semester, considering ECTS points, is PLN 350.00.
3. The enrolment fee for foreigners is EUR 300.00.
4. The enrolment fee for foreigners applying for admission to the next semester, considering ECTS points, is EUR 250.00.
5. The enrolment fee is paid to the bank account of the University prior to signing the Study Agreement.
6. The enrolment fee covers costs related to the preparation of study documentation for the admitted Student and other actions required to start studying and exercising student rights. The enrolment fee is non-refundable, unless the University has failed to commence the administrative and legal procedure or to open a given area or field of study.

7. The enrolment fee can be reduced for the duration of a special offer. The promotion applies only to students who commence their studies, and if they do not commence studies or withdraw from studies, the enrolment fee is 100% (payable no later than 14 days from the date of withdrawal from studies).
8. If readmitted, the Student is not required to pay the enrolment fee.
9. The fee for assessing differences in learning outcomes arising from §32 of the Study Regulations is PLN 500.00 for students studying in Polish and PLN 1200.00 for students studying in a foreign language.

TUITION FEE

§ 4

1. The amount of the tuition fee is set forth in Appendix no. 1 to the Study Agreement.
2. The tuition fee for a year of studying covers all costs related to studying in a given academic year, in particular services specified in §1 of the Study Agreement.
3. The tuition fee does not include the cost of boarding, accommodation and travelling during study tours or field practice specified in the study program.
4. The tuition fee does not include some elective options proposed as part of the Flexible Educational System.
5. If a given area or field of study is not opened after signing the Study Agreement, and the candidate decides to choose a different area or field of study, they will be charged the more favourable tuition fee during their first year of study.
6. The quarterly settlement period is the basic period for payment of the due tuition fee. Four basic quarterly settlement periods are established as follows:
 - a. I quarterly settlement period (September, October, November)
 - b. II quarterly settlement period (December, January, February)
 - c. III quarterly settlement period (March, April, May)
 - d. IV quarterly settlement period (June, July, August)
7. The status of a student is retained for the entire duration of the studies until their completion, i.e. until the defence and obtaining of the diploma, or removal from the list of students due to submitting a written resignation from studies at the University. Completion of studies and obtaining a diploma does not exempt the graduate from the obligation to settle all financial obligations arising from studying at the University.
8. In each subsequent academic year, the tuition fee may be increased by the overall consumer price index for goods and services in the previous

calendar year, as announced by the President of Statistics Poland (by no more than 30%).

9. University may waive valorisation or valorise by a lower value.
10. The University publishes information on tuition and fees after valorisation in the ISAPS system by the 30th of June.

§ 5

1. The tuition fee for a year of study can be paid in either a fixed or progressive system, in the following forms:
 - 1) twelve instalments payable by the 10th of each month, from September to August (this option does not apply to the final year of study),
 - 2) ten instalments payable by the 10th of each month, from September to June,
 - 3) four instalments payable by the 10th of September, December, March, and June respectively,
 - 4) two instalments payable by the 10th of September and the 10th of February respectively,
 - 5) a single one-time payment due by the 10th of September (applies to summer enrolment) and the 10th of February respectively (applies to winter enrolment).
2. The number of instalments may be smaller for certain levels of study, particularly for second-cycle studies.
3. The Student declares the number of instalments in the Study Agreement.
4. First-year students are required to pay tuition fees by the deadlines specified in the Study Agreement.
5. The University allows for the possibility of changing the number of instalments declared in the Study Agreement only once per academic year, i.e. by the 31st of October (applies to summer enrolment) or by the 31st of March (applies to winter enrolment), upon the Student's written request. In particularly justified cases, upon a written and reasoned request, the Student may obtain approval to change the payment schedule at other times.
6. The University allows for the possibility of changing the payment system declared in the Study Agreement, provided that the difference in the amount resulting from the change is covered.

§ 6

1. The tuition fee is payable to the bank account of the University. An individual account number is assigned to every student in ISAPS.
2. In each case, the date on which the payment is credited to the WSG account is decisive for timely payment.

§ 7

1. In case the Study Agreement is signed after the beginning of the academic year, the Student is obliged to pay the whole amount due for a given academic year.
2. If the Study Agreement is signed after the payment deadline in a given month, the Student is required to pay the outstanding tuition instalments for the semester by the 10th day of the month immediately following the month in which the Study Agreement was signed.
3. In the case of continuous recruitment, an individual payment schedule (system and form) is established.

§ 8

1. The tuition fee for foreigners is stated in euros (EUR) but paid in Polish zlotys (PLN).
2. The tuition fee instalments given in euros (EUR) are converted into Polish zlotys (PLN) according to the fixed exchange rate established on the day of the start of the recruitment, respectively for summer and winter enrolment.
3. Foreigners who have been granted the "Pole's Card" ("Karta Polaka") during their studies will transition from the tuition fee for foreigners to the tuition fee applicable to students holding Polish citizenship starting from the next semester.

§ 9

1. The University provides for discounts in tuition fees for candidates applying for admission to the first year of studies.
2. The University provides for discounts in the form of scholarships and grants.
3. The University does not provide for the possibility of combining discounts resulting from several scholarship programmes. The Student is always granted the more favourable discount.
4. Any reductions in the tuition fee during the academic year are introduced by an annex to the Study Agreement.

§ 10

1. In the event of terminating the Study Agreement or being removed from the list of students, the Student is required to pay the due tuition fees by the end of the current quarterly settlement period in which the termination of the Study Agreement or removal from the list of students occurs. In the case of termination of the Study Agreement and non-commencement of studies by the 30th of September (prior to the start of the winter semester - applicable to summer enrolment) or by the 28th of February (prior to the start of the

summer semester - applicable to winter enrolment), the Student may be exempt from paying the tuition fee.

2. If removed from the list of students, the Student is obliged to pay the tuition fee by the end of the month in which they were removed from the list of students.
3. In the event of being removed from the student list due to failing the academic year, the tuition fee is charged for the failed year along with the fee for an extended mode of individualized credits.
4. The Student with a conditional pass, removed from the list of students for failing the academic year, is required to pay the tuition fee by the declared deadline for obtaining the conditional credits.
5. If the Student does not resume studies after the dean's leave of absence, fees are charged until the end of the dean's leave period.

§ 11

1. Overpayments are refunded upon the Student's written request in the semester system, respectively at the end of the semester, i.e. by the 31st of March and the 31st of October.

OUTSTANDING TUITION FEES

§ 12

1. The Student is obliged to make timely payments for tuition fees and other additional fees specified in the Study Fees Regulations. The payment status can be monitored by the Student instantly using the electronic ISAPS application.

§ 13

1. In the case of outstanding fees, the University is entitled to contractual interest for late payment.
2. Due to handling costs, interest of less than PLN 15.00 will not be charged provided that all financial obligations to the University are settled in full.

§ 14

1. In case of the Student's account being in arrears, the University sends payment reminders electronically via ISAPS, indicating the amount owed and the set payment deadline.
2. If the debt remains unsettled, the University sends information, reminders, and warnings. A fee of PLN 15.00 is charged for written reminders and warnings.

3. The aforementioned actions are conciliatory in nature and aim to recover the outstanding study fees before the Student is removed from the list of students due to non-payment, which constitutes termination of the Study Agreement.
4. After removal from the list of students, the University sends pre-collection reminders in order to recover the debts. If there is no response from the debtor, the matter is forwarded to a debt collection company.
5. The Student's debt may be subject to resale to external entities engaged in such activities.

FEES RELATED TO THE SUPPLEMENTARY EDUCATIONAL OFFER

§ 15

1. The fee for the complementary module and e-module (on the ONTE platform) is PLN 500.00. Module fees are to be paid to the University's account by the 10th of December for the winter semester and by the 10th of April for the summer semester.
2. The fee for differences in learning outcomes arising from §32 of the Study Regulations is PLN 500.00 for students studying in Polish and PLN 1200.00 for students studying in a foreign language.
3. The tuition fee for pursuing a second area of study is 20% of the tuition fee for the area specified by the University during concurrent studies. After completing the basic area of study, the fee is 80% of the tuition fee. The aforementioned discount is revoked if the Student resigns from one area of study.
4. The tuition fee for participating in the Dual Degree Programme is determined separately in the annexes to the agreements.
5. The tuition fee for pursuing a second field of study is 70% of the base price during the period of concurrently studying two fields of study and 80% of the base price after completing the primary field of study. The aforementioned discount is cancelled in case of resignation from one field of study.
6. In the case of combining second-cycle degree studies with the offer of Postgraduate Studies:
 - 1) Formula 2 in 1 – a one-time fee of PLN 500.00 is required from the 2nd semester,
 - 2) Formula 1+1 – a 50% discount is applied to Postgraduate Studies
7. The fee for the mandatory summer camp, as indicated in the study plan, is provided to students by the 31st of October by the research and educational unit responsible for the implementation of education in a given area of study.

FEES RELATED TO FAILING THE ACADEMIC YEAR

§ 16

1. The University charges fees related to the conditional pass of the academic year:
 - 1) for failed forms of classes specified in the compulsory study plan, up to 5 ECTS,
a fee of PLN 500.00 is charged,
 - 2) for failed forms of classes specified in the compulsory study plan, above 5 ECTS,
a fee of PLN 90.00 per each 0.5 ECTS point is charged,
 - 3) conditional passes continued until the scheduled completion date of studies from the previous study period are also subject to the above fee.
2. Fees related to the conditional pass of the academic year are applicable for the period from the 1st of October to the 30th of September (applies to summer enrolment) and from the 1st of April to the 31st of March (applies to winter enrolment).
3. The fee for repeating an academic year is 60% of the tuition fee for the respective academic year, provided that the full tuition fee was paid in the previous academic year.

FEES RELATED TO CHANGES IN THE ORGANISATION OF STUDIES

§ 17

1. The exemption from fees for the Individual Organisation of Studies applies to:
 - 1) students included in a sports programme,
 - 2) students included in the “Disabled Student Fully Able in Studies” programme,
 - 3) students raising a child up to the age of one,
 - 4) students caring for a sick family member,
 - 5) first semester students after signing the Study Agreement during mid-year recruitment,
 - 6) students pursuing two fields or areas of study at the University of Economy,
 - 7) participants of scholarship programmes for candidates after fulfilling the criteria specified in individual scholarship programmes,
 - 8) other justified cases.
2. For students not mentioned in point 1, the cost of the Individual Organisation of Studies is PLN 500.00 per semester.

3. The fee for each semester included in the Individual Program and Study Plan is PLN 800.00.
4. The fee for the Individual Path of Study is determined individually. One of the criteria for determining the fee is the ECTS points conversion rate.
5. For participants of scholarship programmes for candidates, the above-mentioned individual study programmes are free of charge for the first semester, with the possibility of continuation upon meeting the criteria specified in individual scholarship programmes.

§ 18

1. The exemption from fees for a dean's leave of absence applies to students who are unable to attend classes due to compelling circumstances related to:
 - 1) health condition,
 - 2) illness,
 - 3) disability,
 - 4) giving birth and raising a child up to the age of one,
 - 5) studying at another university or conducting research,
 - 6) other justified cases.
2. For students not mentioned in point 1 of this paragraph, the fee for a dean's leave of absence is 30% of the tuition fee for the given field or area of study. It is payable for the academic year or semester of studies.

§ 19

1. The fee for re-admission to a year of study other than the first year is PLN 500.00.
2. The tuition fee after the re-admission to a year of study other than the first year is 100%.

§ 20

1. The fee for obtaining credits for subjects within the extended mode of individualized credits is PLN 500.00 per semester.
2. The exemption from fees for the extended mode of individualized credits applies to students who were unable to attend classes and obtain credits due to compelling circumstances related to:
 - 1) health condition,
 - 2) illness,
 - 3) other justified cases.
3. The above fee is not charged for the last semester of studies.

§ 21

1. The fee for extending the scheduled completion date of studies is PLN 800.00 for students studying in English or PLN 500.00 for students studying in another language, for each month starting from the 1st of October (summer enrolment) or the 1st of April (winter enrolment).
2. If the deadline for submitting documents for the diploma examination falls on a public holiday, the deadline will be extended to the first working day following the public holiday.

LIBRARY FEES

§22

1. The fee for not returning a borrowed book on time is PLN 1.00 per each day of delay (grace period is 1 week).
2. The fee for not returning a borrowed e-reader is PLN 2.00 per each day of delay.
3. In case of loss or damage to paper library materials, the Student is obliged to reimburse the purchase costs, minimum PLN 30.00.
4. In case of loss or damage to the e-reader, the Student is obliged to repurchase a new reader, pay the market price of the reader, or a minimum amount of PLN 600.00.
5. The fee for preparing a library query in Polish is PLN 50.00 per one hour of the information broker's work.
6. The fee for preparing a library query in English is PLN 90.00 per one hour of the information broker's work.
7. The fee for obtaining books (interlibrary loans) is charged according to the price list of the lending library.

FEES FOR GRADUATION

§ 23

1. The graduation fee is PLN 300.00.

FEES RELATED TO THE STUDENT STATUS

§ 24

1. The fee for issuing an electronic student ID card is PLN 22.00.
2. The fee for translating documents constituting the basis for admission to studies (when translation is required) applies to candidates who submit these documents in a language other than Polish. The amount of these fees

is specified in separate university documents.

3. The handling fee for non-submission of documents related to the course of studies is PLN 100.00 for each month after the agreed deadline for submitting the documents has passed.
4. The fee for admission to studies as part of recognition of prior learning outcomes is determined individually.

FEES FOR ISSUING DUPLICATES AND OFFICIAL COPIES OF DOCUMENTS

§ 25

1. The University does not charge any fees for the issuing a diploma of the completion of first-cycle studies, second-cycle studies and long-cycle studies, along with the diploma supplement, and their 2 copies.
2. The University charges fees for issuing the following duplicates and copies of documents:
 - 1) PLN 33.00 – duplicate of the electronic student ID card,
 - 2) PLN 20.00 – for issuing a copy other than the copy issued pursuant to Article 77, section 2 of the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2020, item 1086 as amended), i.e. a diploma of completion of studies in a foreign language, a supplement to a diploma in a foreign language,
 - 3) PLN 20.00 – for issuing a duplicate of a diploma of completion of studies, duplicate of a diploma supplement.

SCHOLARSHIP AND DISCOUNT PROGRAMMES

§26

1. The University awards scholarships and financial aid in accordance with the Regulations on Benefits for WSG Students.
2. The benefits mentioned in point 1 are provided upon the Student's request.
3. The administrative handling of the benefits mentioned in point 1 is performed by the Student Activation Office.

§27

1. The University grants scholarships and discounts in accordance with the WSG Discount Programmes.
2. The benefits mentioned in point 1 are provided upon the Student's request.
3. The administrative handling of the benefits mentioned in point 1 is performed by the Financial Services Office.

These Study Fees Regulations shall enter into force on the 2nd of April 2024.