

FEE REGULATIONS FOR UNDERGRADUATE STUDENTS OF WSB UNIVERSITY IN GDAŃSK

Art. 1

GENERAL PROVISIONS

1. These regulations govern the payment of fees by students entering in the 2021/2022 academic year and beyond.
2. The amount of fees, a payment schedule, and a list of additional fees are determined by the WSB Senate for each admission at WSB University. All tuition fees charged can be found in the contract between WSB University and the student.
3. The fees shall be paid by bank transfer to WSB University's bank account. The date of payment is the date the funds are credited to WSB University's bank account.
4. The Dean's tasks set forth in these Regulations may be assigned to other persons based on a power granted.

Art. 2

TUITION FEES

1. The term "**tuition fees**" as used in these Regulations refers to fees concerning the provision of educational services related to full-time and part-time study.
2. WSB University guarantees a fixed tuition rate for the entire duration of the study period.
3. There are two tuition payment systems at WSB University:
 - a. **guaranteed fixed tuition fees**
 - b. **guaranteed graded tuition fees**
4. The student shall pay tuition fees according to the selected system as specified in the Contract for the provision of higher education services at WSB University (hereinafter referred to as the Contract). The selected payment system is valid until the end of the study period, taking into account the provisions of sec. 5.
5. **A change of the payment system** of tuition fees requires submitting a declaration of change and is possible only until the date of the first payment according to the payment schedule pursuant to Art. 3 sec. 5 of the Contract applicable to the student.
6. Tuition is paid by the student in the selected number of installments specified therein. The **basic number of installments** per academic year is payment in 10 installments, which is the basis for calculating the price of educational services. Moreover, tuition may be paid:
 - a. in 1 installment (annual fee),
 - b. in 2 (semester) installments,
 - c. in 12 monthly installments, subject to sec. 10.
7. **A change in the number of installments** per semester needs to be declared in writing and is only possible until:
 - a. 1 October for fees paid in the winter semester,
 - b. 15 February for fees paid in the summer semester.
8. In duly justified cases, upon a written and justified request of the student, the Dean may change the tuition payment system based on a declaration submitted by the student beyond the deadlines listed in Art. 7.
9. In the event of a change in the mode, field or type of study, the amount of tuition shall be changed in accordance with the established mode, field or type of study.
10. For four-semester, six-semester, eight-semester, and ten-semester degree programmes, tuition payments in 12 installments are not available in the final year. In this case, the basic tuition payment system shall apply, i.e. payment in 10 installments, unless the student has chosen to pay tuition in 1 or 2 installments. In the last semester of the three-semester or seven-semester degree programme, the basic tuition payment system shall apply, i.e. payment in 5 installments unless the student has chosen to pay tuition in semester installments.

Art. 3

TRANSFER TO A HIGHER SEMESTER

1. Students admitted to the first semester may apply for transfer to a higher semester in accordance with the applicable regulations and the Study Regulations of WSB University in Gdańsk.

2. In the event of transferring to a higher semester, the student shall pay tuition fees for the year of study to which they are transferred, as laid down in the table shown in Art. 3 sec. 6 of the Contract applicable to the student, and fees related to the implementation of programme differences, as laid down in the table shown in Art. 3 sec. 10 of the Contract applicable to the student.

Art. 4

READMISSION TO A PROGRAMME OF STUDY, COURSE REPETITION, SEMESTER REPETITION, LEAVE FROM CLASSES, ANOTHER SPECIALISATION, DIFFERENCES IN CURRICULUM, OPTIONAL COURSES, INDIVIDUAL ORGANISATION OF STUDIES

1. The student may apply for readmission to a programme of study only after they have settled payments with WSB University.
2. Students who are readmitted after they have been removed from the register of students shall pay tuition for the year of study in which they continue to study, as laid down in the table shown in Art. 3 sec. 6 of the Contract applicable to the student.
3. In the event a leave from classes is granted during a semester, the student shall pay tuition in proportion to the period of study used. In the event the student has paid tuition for a semester or a year in advance, they shall receive from WSB University a refund of a part of the tuition paid in advance for the unused period of study.
4. In the event the student also chooses to study another specialisation, makes up for differences in curriculum, participates in extra-curricular courses or repeats a course, they shall pay the tuition and additional fees, as laid down in the table shown in Art. 3 sec. 10 of the Contract applicable to the student.
5. The student who has to repeat a semester shall pay a tuition fee in the full amount of standard tuition applicable to the repeated semester, as laid down in Art. 3 sec. 6 of the Contract applicable to the student. In the event the student completes credit for at least one course from the semester they have been obliged to repeat, the tuition fee shall be reduced by 30% of the tuition fee for that semester. In the event of repeating a last semester, where only the diploma thesis seminar is repeated, the tuition fee will be reduced to the amount specified in the table shown in Art. 3 sec. 10 of the Contract applicable to the student.
6. In the event that an individual programme of study and curriculum are granted, resulting in a shortened study period while implementing the curriculum as provided in the rules set forth in Art. 16 sec. 3 of the Study Regulations, the student shall pay tuition for the selected course of study, covering the full cycle of study, as laid down in the Contract signed by the student.

Art. 5

FEES OTHER THAN TUITION

1. Pursuant to the current Regulation of the Minister of Science and Higher Education, subject to sec. 3, WSB University charges fees for the issuance of an electronic student card and its duplicate, a copy of a university diploma in a foreign language, and a copy of a graduate diploma. The amounts of these fees are provided in the Contract applicable to the student.
2. The fee for a written reminder sent by registered mail, as laid down in Art. 3 sec. 10 of the Contract applicable to the student, is also charged after the termination thereof on the terms specified therein.
3. Students delegated to study abroad shall pay fees determined individually by the Dean.

Art. 6

FEES FOR FAILURE TO MEET STUDENT OBLIGATIONS ON TIME

1. If the tuition fee is paid after the deadline resulting from the payment schedule, statutory interest is charged for the time of the delay, which is calculated on the overdue amount for each day following the tuition due date until the overdue amount is paid in full.
2. If the tuition fee is paid after the deadline resulting from the payment schedule, the student who has been removed from the register of students is charged statutory interest for the time of delay, which is calculated on the overdue amount for each day of delay until the date of repayment of the debt.
3. In the case of books not returned to the library by the due date, WSB University shall charge fees in the amount specified in the table shown in Art. 3 sec. 10 of the Contract applicable to the student.

Art. 7

ARREARS IN PAYMENT

1. In duly justified cases, upon written and justified request of the student, there is a possibility to postpone the payment deadline with the Dean's approval.
2. If payment is not made by the specified deadline, the Dean may issue a decision to strike the student from the register of students. The student has a right to appeal against this decision according to the procedures set forth in the Study Regulations and in accordance with

applicable laws. In the event of overdue payment, regardless of the consequences resulting from the Study Regulations, WSB University holds the right to take action against the student as provided by law to collect the debt.

Art. 8

WITHDRAWALS AND REMOVALS FROM THE REGISTER OF STUDENTS DURING THE PROGRAMME

1. The student who has withdrawn from the programme in writing with their signature affixed or via e-mail or has been struck off the register of students for any other reason, they shall pay the tuition in proportion to the period of study used.
2. The student who has withdrawn from the programme or has been struck off the register of students for any other reason, and paid the tuition for a semester or a year in advance, they shall receive from WSB University a refund of a part of the tuition paid in advance for the unused period of study. A refund is made upon written request by the student, which includes their current bank account number.
3. The period used is calculated in days. The number of days used is counted in the winter semester from 1 October to 14 February, and in the summer semester from 15 February to 30 June. The period used is counted up to the day before the date of written withdrawal from the programme, removal from the register of students, or application for a leave from classes. Tuition due for the entire semester is determined by the payment system selected by the student in accordance with Art. 3, sec. 6 of the Contract applicable to the student.
4. Tuition for the period used is calculated as follows:

$$\text{Tuition for the period used} = \frac{\text{tuition due for the entire semester} \times \text{number of days used}}{\text{number of days in the semester (i.e. 137)}}$$

5. Removal from the register of students may occur for reasons specified in the Study Regulations.

Art. 9

FINAL SETTLEMENT WITH WSB UNIVERSITY

1. Students who have been struck off the register of students shall, within 30 days of removal from the register, settle all financial obligations with WSB University.
2. Students who are about to graduate shall settle the financial obligations with WSB University at the latest by the date of the thesis defence.

Art. 10

FINAL PROVISIONS

The fee regulations shall enter into force on the date of their adoption.