



**AGREEMENT FOR THE PROVISION OF EDUCATIONAL SERVICES TO UNIVERSITY STUDENTS  
AT WSB UNIVERSITY IN WROCLAW**

concluded between:

WSB University in Wrocław with its seat in Wrocław 53-609, Fabryczna Street 29-31, entered under item 146 to the register of non-public higher education institutions kept by the Minister responsible for higher education, in accordance with the provisions of the Act regarding the Law on Higher Education and Science, email address ....., telephone number ....., hereinafter referred to as "the University",

and a person

First name and surname	
PESEL, and if there is not any - the name and number of the document confirming identity and the name of the country which issued it	
Address for correspondence	
E-mail address	

hereinafter referred to as „the Student”

**§ 1  
SCOPE OF PROVIDED SERVICES**

The University agrees to prepare and provide an educational service to the Student:

- 1) **faculty:** .....
- 2) **studies:**.....
- 3) **field of studies:**.....
- 4) **manner:** .....

**§ 2  
OBLIGATIONS OF THE PARTIES**

1. In order to perform the subject of the Agreement for the provision of educational services (hereinafter referred to as the Agreement), the University in particular undertakes to provide the Student with the right to pursue education in the field of study chosen by the Student, under the terms and conditions resulting from the regulations in force at the University, including in particular the Study Regulations, as well as the applicable legislation.
2. The Student undertakes, in particular, to comply with the rules and regulations in force at the University, to pay fees in a timely manner, and in the case of a Student who is a foreigner, to make every effort to legalize their stay in Poland throughout the entire period of study.
3. In cases provided for in the curriculum or resulting from the applicable legislation or internal acts of the University, classes may be conducted using distance learning methods and techniques. In such cases, the student is obliged to use IT tools ensuring online reciprocal communication with the University, necessary for participation in such forms of education.

**§ 3  
TUITION FEES**

1. The Student undertakes to pay fees for the studies pursuant to § 1:
  - a. under the system: .....
  - b. number of instalments: .....,.....per annum
 in the amount as follows:

Year of studies	Number of instalments	Semester	No of instalments in a semester	Value of the promotion	Tuition fee to be paid	Amount of instalment (zł)
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...	...	...	...	... zł	... zł	... zł
...	...	...	...	... zł	... zł	... zł
...	...	...	...	... zł	... zł	... zł
...	...	...	...	... zł	... zł	... zł
...	...	...	...	... zł	... zł	... zł
...	...	...	...	... zł	... zł	... zł

2. The fees referred to in paragraph 1 include the following promotions:
  - 1) name: promotion ...; in the amount of .zł..... ,
3. Detailed conditions of the promotions are set forth in the Promotion Rules.
4. The fees payable under the Agreement may be reduced by the University for a specified period of time in cases other than those specified in paragraph 3 of this section, when the Student meets the conditions of a given promotion or the conditions of another reduction according to the rules set by the University.
5. The Student agrees to pay tuition fees in accordance with the schedule. The standard tuition payment schedule is presented in the table below:

12 instalments	Summer admissions	Winter admissions	10 instalments	Summer admissions	Winter admissions	2 instalments	Summer admissions	Winter admissions	1 instalments	Summer admissions
1st instalment	30.09	28.02	1st instalment	30.09	28.02	1st instalment	30.09	28.02	1st instalment	30.09
2nd instalment	31.10	31.03	2 <sup>nd</sup> instalment	31.10	31.03					
3rd instalment	30.11	30.04	3rd instalment	30.11	30.04					
4th instalment	31.12	31.05	4 <sup>th</sup> instalment	31.12	31.05					
5th instalment	31.01	30.06	5 <sup>th</sup> instalment	31.01	30.06					
6th instalment	28.02	31.07	6 <sup>th</sup> instalment	28.02	30.09	2 <sup>nd</sup> instalment	28.02	30.09		
7th instalment	31.03	31.08	7 <sup>th</sup> instalment	31.03	31.10					
8th instalment	30.04	30.09	8 <sup>th</sup> instalment	30.04	30.11					
9th instalment	31.05	31.10	9 <sup>th</sup> instalment	31.05	31.12					
10th instalment	30.06	30.11	10 <sup>th</sup> instalment	30.06	31.01					
11th instalment	31.07	31.12								
12th instalment	31.08	31.01								

Students in their final year of study pay the last instalment of tuition fees if they choose 10 instalments by 15.06.

6. The standard tuition fees for selected studies according to § 1 are shown in the table below::

System of paying a tuition fee		Number of instalments per annum			
		1	2	10	12
Guaranteed fixed tuition fee	Amount of instalment	... zł	... zł	... zł	... zł
	Total fees in the year	... zł	... zł	... zł	... zł



Guaranteed tuition fee	Year 1	Amount of instalment	... zł	... zł	... zł	... zł
		Total fees in the year	... zł	... zł	... zł	... zł
	Year 2	Amount of instalment	... zł	... zł	... zł	... zł
		Total fees in the year	... zł	... zł	... zł	... zł
	Year 3	Amount of instalment	... zł	... zł	... zł	... zł
		Total fees in the year	... zł	... zł	... zł	... zł
	Year 4	Amount of instalment	... zł	... zł	... zł	... zł
		Total fees in the year	... zł	... zł	... zł	... zł
	Year 5	Amount of instalment	... zł	... zł	... zł	... zł
		Total fees in the year	... zł	... zł	... zł	... zł

7. In the last year of studies it is not possible to divide the tuition fee into 12 instalments. In this case, the basic number of instalments, i.e. payment in 10 instalments, is obligatory unless the Student has chosen to pay the tuition fee in 1 or 2 instalments. In 7-semester engineering studies and 3-semester graduate studies in the last semester there is no possibility to pay tuition fees in one instalment. In such a case and in the absence of a choice of another number of instalments, a semester fee of paying tuition fees is binding.
8. The rules of changing the system of paying tuition fees and the number of instalments are regulated by the Rules of payments.
9. During the studies, the University may charge additional fees from the Student, in accordance with the Rules of payments.

#### § 4

##### RESIGNATION FROM STUDIES OR WITHDRAWAL FROM THE AGREEMENT

1. A student of the summer admissions of the first year of studies has the right to resign from the studies without any financial consequences by submitting a statement of resignation in writing with his/her handwritten signature by the last day of August before the beginning of the studies.
2. A student of the winter admissions of the first year of studies has the right to resign from the studies without incurring any financial consequences by submitting a statement of resignation in a written form with his/her own signature by the last day of February before the beginning of the studies.
3. Detailed provisions for resignation and strike-off during the course of study are set out in the Rules of payments.
4. In the case of a distance agreement (agreement concluded with the consumer under an organized system for concluding distance agreements, without the simultaneous physical presence of the parties, with the exclusive use of one or more means of distance communication up to the conclusion of the agreement), the Student has the right to withdraw from the Agreement within 14 days without providing any reason. The period for withdrawal from the Agreement starts as of the day of the conclusion of the Agreement.
5. In order to withdraw from the Agreement, the Student should make a relevant statement in writing or by e-mail. In order to meet the deadline referred to in section 4, it is sufficient to send the statement of withdrawal from the Agreement before the expiry of this deadline. A sample withdrawal form that can be used by the Student is available in the candidate's enrolment account (ZPI) or on the University's website (website address: [www.wsb.pl/...../studia-i-szkolenia/studia...../zasady-rekrutacji](http://www.wsb.pl/...../studia-i-szkolenia/studia...../zasady-rekrutacji)).
6. Withdrawal from the Agreement is considered as resignation from the studies. In the case of the withdrawal from the Agreement, the Student shall not bear any costs of tuition fees or additional fees referred to in the Agreement, except for the performance fulfilled up to the moment of withdrawal from the Agreement referred to in section 7.
7. In the event of withdrawal from the Agreement after the Student has requested to commence the provision of services before the expiry of the withdrawal period, the Student shall be obliged to pay for the services provided until the withdrawal from the Agreement. The amount of payment, including the agreed tuition fees, shall be calculated proportionally to the period of study used, and regardless of the mode of payment declared by the Student, tuition fees shall be settled on a 10-month basis.
8. If this Agreement is concluded at the University's premises, sections 4 to 7 above shall not apply.

#### § 5

##### FINAL PROVISIONS

1. In the case of low enrolment in the course, type or form of studies chosen by the Student, the University may decide not to launch it. The decision not to launch a course, type or form of study shall be made by the University no later than 14 days before the beginning of classes for summer admissions and 7 days for winter admissions.
2. If a field, type or form of study cannot be initiated, the Student has the right to take up studies in another field, type or form of study, for which enrolment had not been closed by the time the Student submits the declaration of choice and for which the Student fulfils the admissions requirements.
3. In the event that the Student does not choose another field of study, type or form of study within 14 days of being informed by the University that the originally chosen field of study, type or form of study is not available, this entails resignation from the studies without the need to submit additional declarations of intent. In such a case, the University returns to the Student all fees paid by the Student, and the Agreement is terminated, after the expiry of the deadline referred to above.



4. The University may start a specialization in a given field of study only if a sufficient number of students apply and take up studies in a given specialization. Detailed rules are specified in the Rules of Studies.
5. The agreement is concluded for a fixed period of time and terminates upon passing the diploma examination or being struck off the list of students.
6. Amendments to the provisions of the Agreement shall be made at least in documentary form under pain of nullity.
7. In matters not governed by the Agreement, the provisions of the Rules of Studies, the Rules of payments, the Promotion Rules, the University Statutes, provisions of the Act - Law on Higher Education and Science, and other relevant provisions of commonly binding law shall respectively apply.
8. Any complaints related to the execution of the Agreement may be submitted by letter to the address of the University or by e-mail, the address of which is indicated in the Agreement. The University shall respond to the Student's complaint within 30 days of receiving it.
9. The University shall inform about the possibility of out-of-court ways of dealing with complaints and asserting claims resulting from the Agreement. Detailed information on this subject is available at <http://www.polubowne.uokik.gov.pl>. In addition, a platform for online dispute resolution between consumers and traders at EU level is available at <http://ec.europa.eu/consumers/odr>. The consent of both parties to the dispute is required to conduct proceedings for out-of-court resolution of consumer disputes.
10. If the Agreement is concluded in two language versions and discrepancies in interpretation arise between the individual language versions of the Agreement, the Agreement drawn up in the Polish language shall be interpreted with priority. The Agreement shall be governed by Polish law.
11. The Agreement shall enter into force upon signature by the last of the Parties.

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Date and signature of the Student

Date and signature of the University

On the behalf of the Vice-Chancellor

WSB University in Wrocław

(stamp and signature)



**STATEMENT**

1. I hereby agree that all information, including the delivery of letters, decisions and notifications, necessary for the performance of the Agreement may be transmitted electronically, in particular through the electronic Extranet system and by email to my University email address under Microsoft 365 license.

.....  
signature of the Student

2. I declare that prior to signing the Agreement I have been provided with the Rules of Studies, the Promotion Rules, Rules of payments and the Library Regulations and I am aware of their contents.

.....  
signature of the Student

3. I demand that the educational service specified in the Agreement be commenced before the deadline for withdrawal from the Agreement expires.

.....  
signature of the Student