



**Wyższa Szkoła Bankowa  
we Wrocławiu**

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# **Payment rules for higher education student of WSB University in Wrocław**

**Faculty of Finance and Management**

**2022/2023 Academic Year  
Summer Admissions**

**PAYMENT RULES FOR HIGHER EDUCATION STUDENTS  
OF WSB UNIVERSITY OF WROCLAW  
FACULTY OF FINANCE AND MANAGEMENT IN WROCLAW  
SUMMER ADMISSIONS**

**§ 1 GENERAL PROVISIONS**

1. Studies at WSB University of Wroclaw are chargeable.
2. These Rules define types and principles of paying fees by Students commencing studies in **2022/23 academic year**.
3. The WSB Senate in Wroclaw establishes the amount of fees, the schedule of payments, a list of additional fees for each enrolment for studies and announces them **in the Schedule of fees for educational services provided to higher education Students** which constitutes Attachment No. 1 to these Rules hereinafter referred to as the Schedule of Payments.
4. Fees are paid by bank transfer into the University's account. The date of receiving money into the University's account is considered to be a settlement date.
5. The Dean's tasks defined in these Rules may be delegated to other people based on authorization.

**§ 2 TUITION FEE**

1. The term **"tuition fee"** used in these Rules defines fees for rendering educational services related to full-time and part-time studies.
2. The University guarantees **the fixed amount of tuition fees throughout the entire duration of studies**.
3. There are **two systems** of paying a tuition fee at the University:
  - a) **guaranteed fixed tuition fee** – for higher education Students,
  - b) **guaranteed graded tuition fee** - applicable only to higher education students excluding international students referred to in by § 5.
4. The student pays a tuition fee according to a selected system defined in the Agreement for Provision of Educational Services. The selected payment system is valid till the end of studies subject to point 5.
5. **The change of the system** of paying the tuition fee requires submitting a declaration about the change and is possible by:
  - a) 30th September solely for Students admitted to the first year of studies in summer admissions,
  - b) 28th February solely for Students admitted to the first year of studies in winter admissions.

It is not applicable to foreigners referred to in § 5.

6. The Student pays a tuition fee in the **way** defined in the Agreement for Provision of Educational Services. **The basic way of paying a tuition fee** in the academic year is payment **in 10 monthly instalments** being the basis for calculating the price for an educational service. The tuition fee may also be paid in:
  - a) 1 instalment (yearly payment) subject to point 7,
  - b) 2 instalments (per semester)
  - c) 12 monthly instalments subject to point 7.
7. At the last year of studies there is no possibility of payment in 12 instalments. In such a case the basic system of paying a tuition fee in 10 monthly instalments is binding unless the Student has selected payment in 1 or 2 instalments. In case of 7-semester engineering undergraduate studies and 3-semester graduate studies, it is not possible to pay a tuition fee in one instalment in the last semester (in such case and with no possibility of choosing a different way, the tuition fee must be paid per semester).
8. **Changing the way of paying a tuition fee** in a particular semester requires submitting a statement and is possible by:
  - a) 31st October for fees paid in the winter semester,
  - b) 31st March for fees paid in the summer semester.
9. In justified cases, at the Student's justified request in writing, the Dean may change the way of paying a tuition fee on the basis of the Student's declaration apart from deadlines mentioned in point 8.
10. In the event of changing the form, the major, the speciality and the type of studies, the amount of the tuition fee is altered in line with the established form, the type, the speciality or the major.

**§ 3 TRANSFER FROM ANOTHER UNIVERSITY INTO A HIGHER SEMESTER**

1. The Student may apply for being transferred to a higher semester in accordance with binding regulations and rules of studies.
2. In the event of being transferred, the Student makes payments under the guaranteed fixed tuition fee scheme from the Schedule of payments for the year he has been transferred. The Student is not entitled to use a promotional offer regarding the amount of a tuition fee.

**§ 4 RESUMING STUDIES, REPEATING A SUBJECT, REPEATING A SEMESTER, A LEAVE FROM CLASSES, ANOTHER SPECIALITY, CURRICULUM DIFFERENCES, NON-COMPULSORY SUBJECTS**

1. The Student may apply for resuming the studies only after settling all liabilities towards the University. The Student is not entitled to use a promotional offer regarding the amount of a tuition fee.
2. The Student continuing studies not with the year he or she started studying (e.g. returning from a leave) pays a tuition fee according to the Rules for the year he or she is studying at present.
3. If a permission for a leave from classes is granted, the Student is obliged to pay a tuition fee calculated proportionally to the used period of studying which is understood as a 10-month period. If the Student has paid for a semester or a year in advance, he or she will be reimbursed for the unused period of studies.
4. The student commencing studies at the next specialty, making up for curriculum differences, realizing non-obligatory subjects or repeating the subject pays a binding tuition fee and an additional fee indicated in the Schedule of fees included in Attachment 1 to these Rules.

**§ 5 THE PRINCIPLES OF FEES AND PROMOTION APPLICABLE TO INTERNATIONAL STUDENTS WHO DO NOT BENEFIT FROM THE RIGHT TO BE TREATED EQUALLY WITH POLISH CITIZENS OR THE RIGHT TO BE TREATED NO LESS FAVOURABLY THAN FOREIGNERS WHO ARE TREATED EQUALLY WITH POLISH CITIZENS**

1. Foreigners studying in **the Polish language (including Modern Languages)** who do not enjoy the right to equal treatment with Polish citizens or the right to be treated no less favourably than foreigners who are treated equally with Polish citizens, shall pay the fees according to the rules set out in the Rules with the exceptions as follows:
  - a) tuition fees for higher education may be paid in the system of an annual fee, two semester instalments in each year of study or 10 instalments in each year of study, in accordance with the for the provision of educational services, but only in the system of guaranteed fixed tuition fees,
  - b) a single adaptation fee shall amount to EUR 100, but not less than PLN 400 and shall be paid when submitting the enrolment documents
  - c) These students are entitled to promotions concerning the admission fee, the tuition fee and the adaptation fee in accordance with the rules of the promotion.
2. Foreigners pursuing higher education in speciality in **English ( with the exception of the Modern Languages major)**, who do not enjoy the right to equal treatment with the right to equal treatment with Polish nationals or the right to be treated no less favourably than foreigners who are treated equally with Polish citizens shall pay the fees according to the principles set out in these regulations with the following exceptions:
  - a) the tuition fee amounts to Euro 2700 not less than zł 12 200 under the annual fee system or two equal instalments per each year of studies according to the Agreement on provision of educational services under the guaranteed fixed tuition fee system,
  - b) a single adaptation fee amounts to Euro 100 however not less than zł 400 and is payable when submitting admission documents,
  - c) those Students are not entitled to use promotional offers regarding the amount of a tuition fee with exclusions defined by the Promotion Rules,
  - d) those Students are entitled to promotional offers regarding an admission fee in accordance with the Promotion Rules.

#### **§ 6 OTHER FEES**

1. The University charges one-time fees other than tuition fees in the amount and deadlines specified in the Schedule of payments constituting Attachment No. 1 to these Rules.
2. The term „other fees” used in these Rules defines fees with regard to rendering educational services such as, in particular, resuming studies, issuance of documents related to the mode of studies or duplicates of these documents.
3. The Student referred to studies abroad covers fees established individually by the Dean.
4. The Student participating in field exercises, training camps or other forms of preparations for the profession in accordance with the binding curriculum, organized by the University out of its premises, pays a fee hereinafter referred to as the Fee for field exercises covering costs of food, transfer, insurance, entry tickets, accommodation etc.
5. Students enumerated in §5 pay a one-time adaptation fee related to carrying out the procedure of preparing them to the education process by the University including: organization of optional classes in Polish, maintenance of organizational development of the University e.g. Extranet in English, costs of translation of documents necessary for the education process.
6. The Students pay a fee for a diploma procedure which covers the costs of the procedure, in particular, preparation of diploma exams and a diploma process depending on a degree in the studies.

#### **§ 7 FEES FOR LATE PAYMENTS MADE**

1. In the event that the Student pays a tuition fee after the deadline indicated by the schedule of payments, he or she will be charged with statutory interest calculated on the amount due as of the day following the payment due date until the instalment is paid.
2. In the event that the Student who has been removed of the students list pays a tuition fee after the deadline indicated by the schedule of payments, he or she shall be charged with statutory interest calculated on the amount due per each day of delay until paying off the amount due.
3. Interest shall be calculated on the general principles resulting from the civil law regulations in particular those included in the Civil Code.

#### **§ 8 PAYMENT ARREARS**

1. In particularly justified cases and at Student's justified request there is a possibility of postponing the date of tuition fee payment permitted by the Dean. The Student who was allowed to postpone the payment date is not obliged to pay interest for delay for the period calculated as of the date of submission the request till the timely payment of liabilities resulting from the Dean's decision.
2. In the event of arising arrears in payment for studies, the University summons the Student to settle the liabilities. In the event of the lack of payment by the deadline specified, the Rector may issue a decision about crossing the student off the students' list. The student has the right to apply for reconsideration of the case pursuant to provisions of the Rules of Studies and the binding law.
3. In the event of arising arrears in payment for studies and regardless of consequences resulting from the Rules of Studies, the University reserves the right to undertake legally permissible actions against the Student in order to collect the debt.

#### **§ 9 COMMUNICATION BETWEEN THE UNIVERSITY AND THE STUDENT**

1. The Student is obliged to immediately i.e. within a month the latest inform the Faculty Dean's Office in writing about any changes to personal details in particular the name, the address of residence and the address for correspondence, e-mail address, telephone numbers.
2. The University undertakes to immediately i.e. within a month the latest inform the student in writing about any changes to its name, address, telephones and premises. .
3. A failure to inform about changes to contact data pursuant to points 1 and 2 shall result in delivering correspondence to previously known addresses.
4. Unless law regulations stipulate otherwise, the Extranet – an internal internet service shall be a basic tool used for communication between the University and the student providing necessary information on the ongoing basis, in particular rules and directives for students.

#### **§ 10 FINANCIAL HELP FOR STUDENTS**

1. The Student has got a right to receive financial assistance from the state budget in the manner specified by the Act on Law of Higher Education and Science and the Rules of awarding allowances from the resources of the Ministry of Science and Higher Education to students of WSB University in Wrocław.
2. The Student has got a right to receive financial assistance or promotions offered by the University as discussed in the Rules of promotions.

#### **§ 11 RESIGNATION FROM THE STUDIES**

1. 1st year Student of summer admission has got a right to resign from studies without incurring financial liabilities by submitting a resignation in writing affixed with their signature by the last day of August before commencing the studies.
2. The 1st year Student of winter admission has got a right to resign from studies without incurring financial liabilities by submitting a resignation in writing affixed with their signature by the last day of February before commencing the studies.
3. If the Student submits a resignation in writing affixed with their signature during the studies or they are crossed off the list due to other reasons, the Student is obliged to pay a tuition fee proportionally to the studied period and regardless of a declared payment system the tuition fee is calculated on the 10-month basis.
4. If the Student who has paid a tuition fee for a semester or a year in advance resigns from studies or is crossed off the list due to other reasons the University shall reimburse them with part of the tuition fee paid in advance for the unused period of studies as discussed in point 3.
5. Crossing off the students' list may be done due to reasons enumerated in the Rules of studies.

#### **§ 12 FINAL SETTLEMENTS WITH THE UNIVERSITY**

1. The Student crossed off the list is obliged to settle all liabilities with the University within 30 days of being crossed off.
2. The Student graduating from studies is obliged to settle all liabilities with the University by the viva voce day the latest.
3. A clearance slip is a document confirming student's settlements made with the University.

**Attachment 1 to the Payment Rules for higher education students at WSB University in Wrocław**  
**Schedule of payments for educational services valid for 2022/2023 academic year**  
**Faculty of Finance and Management – SUMMER ADMISSIONS**  
**Standard schedule of paying a tuition fee for studies**

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

Last year students pay the last instalment of the tuition fee under a 10-instalment system by 15th June

**TUITION FEE**  
**UNDERGRADUATE STUDIES**

1. Degree course – **Internal Security, Business Law - Bachelor's degree**, full-time and part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE					
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	5 900 zł	5 900 zł	5 400 zł	5 400 zł	6 100 zł	6 100 zł	6 800 zł	6 800 zł
Semester payment	2	2 950 zł	5 900 zł	2 700 zł	5 400 zł	3 050 zł	6 100 zł	3 400 zł	6 800 zł
Monthly payment "10"	10	608 zł	6 080 zł	556 zł	5 560 zł	628 zł	6 280 zł	700 zł	7 000 zł
Monthly payment "12"	12	521 zł	6 252 zł	477 zł	5 724 zł	539 zł	6 468 zł	x	x

2. Degree course - **Finance and Accounting, Modern Languages** (all specialties except Norwegian), **Logistics** - Bachelor's degree, full-time and part-time

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE					
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 000 zł	6 000 zł	5 500 zł	5 500 zł	6 200 zł	6 200 zł	6 900 zł	6 900 zł
Semester payment	2	3 000 zł	6 000 zł	2 750 zł	5 500 zł	3 100 zł	6 200 zł	3 450 zł	6 900 zł
Monthly payment "10"	10	618 zł	6 180 zł	567 zł	5 670 zł	639 zł	6 390 zł	711 zł	7 110 zł
Monthly payment "12"	12	530 zł	6 360 zł	486 zł	5 832 zł	548 zł	6 576 zł	x	x

3. Degree course – **Modern Languages**, specialty in the **Norwegian Language - Bachelor's degree**, part-time

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE					
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 600 zł	6 600 zł	6 100 zł	6 100 zł	6 800 zł	6 800 zł	7 500 zł	7 500 zł
Semester payment	2	3 300 zł	6 600 zł	3 050 zł	6 100 zł	3 400 zł	6 800 zł	3 750 zł	7 500 zł
Monthly payment "10"	10	680 zł	6 800 zł	628 zł	6 280 zł	700 zł	7 000 zł	773 zł	7 730 zł
Monthly payment "12"	12	583 zł	6 996 zł	539 zł	6 468 zł	601 zł	7 212 zł	x	x

4. Degree course - **Engineering Management, Logistics – engineering studies**, full-time and part-time

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE							
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3		Year 4	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 200 zł	6 200 zł	5 700 zł	5 700 zł	6 400 zł	6 400 zł	7 100 zł	7 100 zł	x	x
Semester payment	2	3 100 zł	6 200 zł	2 850 zł	5 700 zł	3 200 zł	6 400 zł	3 550 zł	7 100 zł	3 550 zł	3 550 zł
Monthly payment "10", "5"	10/5	639 zł	6 390 zł	587 zł	5 870 zł	659 zł	6 590 zł	731 zł	7 310 zł	731 zł	3 655 zł
Monthly payment "12"	12	548 zł	6 576 zł	504 zł	6 048 zł	565 zł	6 780 zł	627 zł	7 524 zł	x	x

In the fourth year of the undergraduate programme, there is a choice of a semester fee only or a monthly fee in the form of a five instalment payment system.

5. Degree course - **Information Technology – Bachelor's degree**, full-time and part-time

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE					
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	7 200 zł	7 200 zł	6 700 zł	6 700 zł	7 400 zł	7 400 zł	8 100 zł	8 100 zł
Semester payment	2	3 600 zł	7 200 zł	3 350 zł	6 700 zł	3 700 zł	7 400 zł	4 050 zł	8 100 zł
Monthly payment "10"	10	742 zł	7 420 zł	690 zł	6 900 zł	762 zł	7 620 zł	834 zł	8 340 zł
Monthly payment "12"	12	636 zł	7 632 zł	592 zł	7 104 zł	654 zł	7 848 zł	x	x

6. Degree course - **Information Technology – engineering studies**, full-time and part-time

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE							
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3		Year 4	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	7 600 zł	7 600 zł	7 100 zł	7 100 zł	7 800 zł	7 800 zł	8 500 zł	8 500 zł	x	x
Semester payment	2	3 800 zł	7 600 zł	3 550 zł	7 100 zł	3 900 zł	7 800 zł	4 250 zł	8 500 zł	4 250 zł	4 250 zł
Monthly payment "10", "5"	10/5	783 zł	7 830 zł	731 zł	7 310 zł	803 zł	8 030 zł	876 zł	8 760 zł	876 zł	4 380 zł
Monthly payment "12"	12	671 zł	8 052 zł	627 zł	7 524 zł	689 zł	8 268 zł	751 zł	9 012 zł	x	x

In the fourth year of the undergraduate programme, there is a choice of a semester fee only or a monthly fee in the form of a five instalment payment system.

7. Degree course - **Tourism and Leisure – full-time and part-time Bachelor's degree**

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE					
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	5 500 zł	5 500 zł	5 000 zł	5 000 zł	5 700 zł	5 700 zł	6 400 zł	6 400 zł
Semester payment	2	2 750 zł	5 500 zł	2 500 zł	5 000 zł	2 850 zł	5 700 zł	3 200 zł	6 400 zł
Monthly payment "10"	10	567 zł	5 670 zł	515 zł	5 150 zł	587 zł	5 870 zł	659 zł	6 590 zł
Monthly payment "12"	12	486 zł	5 832 zł	442 zł	5 304 zł	504 zł	6 048 zł	x	x

8. Degree course - **Management, Small Business – Bachelor's degree**, full-time and part-time

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE					
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 250 zł	6 250 zł	5 750 zł	5 750 zł	6 450 zł	6 450 zł	7 150 zł	7 150 zł
Semester payment	2	3 125 zł	6 250 zł	2 875 zł	5 750 zł	3 225 zł	6 450 zł	3 575 zł	7 150 zł
Monthly payment "10"	10	644 zł	6 440 zł	592 zł	5 920 zł	664 zł	6 640 zł	736 zł	7 360 zł
Monthly payment "12"	12	552 zł	6 624 zł	508 zł	6 096 zł	570 zł	6 840 zł	x	x

9. **A tuition** fees exclusively in the system of guaranteed fixed tuition fees for Polish students and foreigners who enjoy the right to be treated equally with Polish citizens or the right to be treated no less favourably than foreigners treated equally with Polish citizens at specialities in English (except for the Modern Languages) in a full-time form:

1) **Business Administration – in the field of study in Management, Bachelor’s degree**

Payment system	Number of instalments	Amount of instalment	Total
Annual payment	1	6 800 zł	6 800 zł
Semester payment	2	3 400 zł	6 800 zł
Monthly payment “10”	10	700 zł	7 000 zł
Monthly payment “12”	12	601 zł	7 212 zł

2) **Software Development - in the field of study in Information Technology, engineering studies**

Payment system	Number of instalments	Amount of instalment	Total
Annual payment	1	8 000 zł	8 000 zł
Semester payment	2	4 000 zł	8 000 zł
Monthly payment “10”, “5”	10/5	824 zł	8 240 zł
Monthly payment “12”	12	707 zł	8 484 zł

The principles for the fees charged to foreigners pursuing higher education in English language specialisations (except for the Faculty of Modern Languages) who do not enjoy the right to be treated equally with Polish citizens or the right to be treated no less favourably than foreigners treated equally with Polish citizens are specified in § 5 of the Rules of Payments.

**TUITION FEE  
LONG-CYCLE MA STUDIES**

1. Degree course: **Law** – full-time and part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE									
		Amount of the instalment	Total of payments in the year	Year 1		Year 2		Year 3		Year 4		Year 5	
				Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 200 zł	6 200 zł	5 700 zł	5 700 zł	6 100 zł	6 100 zł	6 500 zł	6 500 zł	6 900 zł	6 900 zł	7 300 zł	7 300 zł
Semester payment	2	3 100 zł	6 200 zł	2 850 zł	5 700 zł	3 050 zł	6 100 zł	3 250 zł	6 500 zł	3 450 zł	6 900 zł	3 650 zł	7 300 zł
Monthly payment “10”	10	639 zł	6 390 zł	587 zł	5 870 zł	628 zł	6 280 zł	670 zł	6 700 zł	711 zł	7 110 zł	752 zł	7 520 zł
Monthly payment “12”	12	548 zł	6 576 zł	504 zł	6 048 zł	539 zł	6 468 zł	574 zł	6 888 zł	610 zł	7 320 zł	x	x

## TUITION FEE

### GRADUATE STUDIES TRADITIONAL PATH

1. Degree course: **Finance and Accounting, Management**, full-time and part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE			
				Year 1		Year 2	
		Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 250 zł	6 250 zł	5 150 zł	5 150 zł	7 950 zł	7 950 zł
Semester payment	2	3 125 zł	6 250 zł	2 575 zł	5 150 zł	3 975 zł	7 950 zł
Monthly payment "10"	10	644 zł	6 440 zł	530 zł	5 300 zł	819 zł	8 190 zł
Monthly payment "12"	12	552 zł	6 624 zł	455 zł	5 460 zł	x	x

2. Degree course: **Modern Languages (all specialities)**, full-time and part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE			
				Year 1		Year 2	
		Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 000 zł	6 000 zł	4 900 zł	4 900 zł	7 700 zł	7 700 zł
Semester payment	2	3 000 zł	6 000 zł	2 450 zł	4 900 zł	3 850 zł	7 700 zł
Monthly payment "10"	10	618 zł	6 180 zł	505 zł	5 050 zł	793 zł	7 930 zł
Monthly payment "12"	12	530 zł	6 360 zł	433 zł	5 196 zł	x	x

3. Degree course: **Logistics, Tourism and Leisure** - full-time and part-time.

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE			
				Year 1		Year 2	
		Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	5 850 zł	5 850 zł	4 750 zł	4 750 zł	7 550 zł	7 550 zł
Semester payment	2	2 925 zł	5 850 zł	2 375 zł	4 750 zł	3 775 zł	7 550 zł
Monthly payment "10"	10	603 zł	6 030 zł	489 zł	4 890 zł	778 zł	7 780 zł
Monthly payment "12"	12	517 zł	6 204 zł	420 zł	5 040 zł	x	x

4. The tuition fees are paid exclusively in the system of guaranteed fixed tuition fees for Polish students and foreigners who enjoy the right to equal treatment with Polish citizens or the right to treatment no less favourable than that enjoyed by foreigners who are pursuing graduate degree studies in the English language speciality called **International Management** (on the full-time and part-time Management faculty) and **International Logistics** (on the full-time Logistics faculty)

Payment system	Number of instalments	Amount of instalment	Total payments per year
Annual payment	1	7 200 zł	7 200 zł
Semester payment	2	3 600 zł	7 200 zł
Monthly payment "10"	10	742 zł	7 420 zł
Monthly payment "12"	12	636 zł	7 632 zł

The rules for the fees charged to foreigners pursuing higher education in English language specialities (except for the Faculty of Modern Languages) who do not enjoy the right to be treated equally with Polish citizens or the right to be treated no less favourably than foreigners treated equally with Polish citizens are specified in § 5 of the rules for payments.

**GRADUATE STUDIES CONDUCTED ON THE BASIS OF A PROJECT - GUARANTEED FIXED TUITION FEE**

1. Degree course: **Management**- 3-semester studies, full-time

Payment system	Number of instalments	Amount of instalment	Total payments per year 1	Total payments per year 2
Annual payment	1	7 200 zł	7 200 zł	x
Semester payment	2	3 600 zł	7 200 zł	3600 zł
Monthly payment "10", "5"	10/5	742 zł	7420 zł	3710 zł
Monthly payment "12"	12	636 zł	7 632 zł	x

In the second year of a 3-semester graduate programme, there is a choice of a semester fee only or a monthly fee in the form of a five instalment payment system.

**TUITION FEES FOR GRADUATE STUDIES  
PATHWAY WITH POSTGRADUATE STUDIES**

1. Degree course: **Finance and Accounting** - part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE			
				Year 1		Year 2	
		Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 500 zł	6 500 zł	5 400 zł	5 400 zł	8 200 zł	8 200 zł
Semester payment	2	3 250 zł	6 500 zł	2 700 zł	5 400 zł	4 100 zł	8 200 zł
Monthly payment "10"	10	670 zł	6 700 zł	556 zł	5 560 zł	845 zł	8 450 zł
Monthly payment "12"	12	574 zł	6 888 zł	477 zł	5 724 zł	x	x

2. Degree course: **Management** - part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE			
				Year 1		Year 2	
		Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 750 zł	6 750 zł	5 650 zł	5 650 zł	8 450 zł	8 450 zł
Semester payment	2	3 375 zł	6 750 zł	2 825 zł	5 650 zł	4 225 zł	8 450 zł
Monthly payment "10"	10	695 zł	6 950 zł	582 zł	5 820 zł	870 zł	8 700 zł
Monthly payment "12"	12	596 zł	7 152 zł	499 zł	5 988 zł	x	x

3. Degree course: **Logistics** - part-time studies

Payment system	Number of instalments	GUARANTEED FIXED TUITION FEE		GUARANTEED GRADED TUITION FEE			
				Year 1		Year 2	
		Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year	Amount of the instalment	Total of payments in the year
Annual payment	1	6 250 zł	6 250 zł	5 150 zł	5 150 zł	7 950 zł	7 950 zł
Semester payment	2	3 125 zł	6 250 zł	2 575 zł	5 150 zł	3 975 zł	7 950 zł
Monthly payment "10"	10	644 zł	6 440 zł	530 zł	5 300 zł	819 zł	8 190 zł
Monthly payment "12"	12	552 zł	6 624 zł	455 zł	5 460 zł	x	x



**Table of additional fees**

Type of payment	Amount	Deadline for making payments
<b>1. Fees for issuing documents</b> pursuant to §36 of the Regulation of the Minister responsible for higher education studies		
Fee for issuing a certificate of postgraduate studies at the graduate studies	30 zł	According to the schedule of paying the last instalment of the tuition fee
A charge for issuing and exchanging an electronic student's card	22 zł	According to the schedule of paying the first instalment of the tuition fee
A charge for issuing an additional copy of a diploma translated into a foreign language	20 zł	7 days of submitting an application
A charge for issuing an additional copy of a supplement to a diploma translated into a foreign language	20 zł	7 days of submitting an application
A fee for certification of documents designated to legal purposes abroad as discussed in Art. 78 para. 4 of the Act dated 20 <sup>th</sup> July 2018 the Law on Higher Education and Science	26 zł	On the on-going basis
<b>2. Charges for issuing duplicate copies of documents</b> pursuant to §36 of the Regulation of the Minister responsible for higher education studies		
Charges for issuing duplicate copies of documents	electronic student's card – 33 zł	14 days of submitting an application
	graduation diploma – 20 zł	
	Postgraduate certificate earned at graduate studies – 45 zł	
	supplement to a graduation diploma – 20 zł	
	additional copy of a graduation diploma translated into a foreign language (English) – 20 zł	
additional copy of a supplement to a graduation diploma translated into a foreign language (English) – 20 zł		
<b>3. Other:</b>		
Admission fee for higher education studies	85 zł	on admission to studies
One-time adaptation fee for studies in Polish and English for foreigners who do not enjoy the right to equal treatment with Polish citizens or the right to be treated no less favourably than foreigners treated equally with Polish citizens	400 zł / 100 Euro	on admission to studies
Charge for resuming the studies (a charge for re-establishing student's rights)	500 zł	7 days of submitting the decision
Charge for a transfer into studies from another university	500 zł	At the submission of the application
A charge for repeating a subject constituting a curriculum difference, realized when studying at another specialty or awarded a credit pursuant to §3 point 1 of the Payment Rules	400 zł per subject	On the on-going basis
Interest for delay in making payments	statutory	On the on-going basis
A charge for overdue books in the library	0,5 zł per one day of delay	On the on-going basis
A charge for an overdue reader from the library	1 zł per one day of delay	On the on-going basis
Charge for field exercises, get-away exercises, other forms of preparation for a profession	These costs will not exceed PLN 1000 during the period of study	On the on-going basis
Charge for repeating a semester	2000 zł	According to the schedule of paying the tuition fee
Charge for repeating a semester in English speaking specialisations	2500 zł	According to the schedule of paying the tuition fee
A charge for repeating a subject constituting a curriculum difference, realized when studying at another specialty or awarded a credit pursuant to §3 point 1 of the Payment Rules, the English speciality	500 zł per each subject	On the on-going basis
Fee for the procedure related to confirmation of learning outcomes	500 zł	At the submission of the application
Charge for an Individual Course of Studies (ICS) (a fee for a procedure of defining terms of the Individual Course of Studies)	500 zł	Twice a year October/March
Charge for the second major for WSB students in Wrocław (also applicable to the second specialty in the English Language Studies)	50 % of a standard tuition fee	According to the schedule of payments
Charge for the second specialty (also applicable to the second specialty in the English Language Studies)	400 zł per each subject	According to the schedule of payments
Charge for issuing translation of documents as requested by a student regarding the studies other than those defined in Art. 79 of the Act – Law on Higher Education and Science (English)	500 zł	On submission of an application
Charge for preparation of a diploma procedure	85 zł	According to the schedule of paying the last instalment of the tuition fee
Discount for students going away on Erasmus programme (settled during the semester)	Reduction of 1000 PLN (only in one semester)	According to the schedule of paying the tuition fee