



## PAYMENT RULES FOR PARTICIPANTS OF THE POSTGRADUATE STUDIES AT WSB UNIVERSITY IN WROCŁAWIU

### § 1 GENERAL PROVISIONS

1. Studies at WSB University of Wrocław are chargeable.
2. These Rules define types and principles of paying fees by Students commencing studies in 2021/22 academic year.
3. The WSB Senate in Wrocław 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 participants of postgraduate studies 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.

### § 2 TUITION FEE

1. The term "tuition fee" used in these Rules defines fees for rendering educational services related to postgraduate studies.
2. The University guarantees the fixed amount of tuition fees throughout the entire duration of postgraduate studies.
3. The basic system of paying tuition fees for postgraduate studies is payment in 10 instalments, which is the basis for calculation of the price of educational services. For 8-month studies, the basic mode is payment in 8 instalments. The basic mode of paying tuition fees for 3-semester postgraduate programmes is payment in 15 instalments.
4. A change of the system of paying tuition fees in a given semester requires submitting a declaration and it is possible only until the day on which the first payment is made in accordance with the tuition fees payment schedule.
5. In particularly justified cases, the Director of the Department of Postgraduate Studies may change the mode of payment of tuition fees on the basis of a declaration submitted by the Participant outside the deadlines specified in paragraph 4.
6. In the event of a change in the field of study of a postgraduate programme, the amount of tuition fees shall be changed in accordance with the agreed field of study.
7. In the event of granting permission for a break in studying, resignation from studies or crossing out from the list of participants, the Participant is obliged to pay the tuition fee calculated proportionally to the period of studies used, and regardless of the system of payment declared by the Participant, the tuition fee for postgraduate studies is settled in the ratio of 15, 10 or 8 instalments depending on the field of study.
8. If a Participant has paid tuition fees for a semester, year or the entire period of study in advance, he/she will be reimbursed by the University for a part of the tuition fee paid in advance only for the unused period of study.

### § 3 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. A positive decision by the Director of the Department of Postgraduate Studies to resume studies may be taken in respect of a Participant who has settled financially with the University.
4. A participant continuing his/her education not in the same year as the participant starting his/her education pays tuition fees in the amount specified for the year in which he/she is currently studying.

### § 4 FEES FOR LATE PAYMENTS MADE

1. In the event that the Participant 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 Participant who has been crossed 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.

### § 5 PAYMENT ARREARS

1. In particularly justified cases and at Participant's justified request there is a possibility of postponing the date of tuition fee payment permitted by the Director of the Department of Postgraduate Studies. The Participant 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 decision of the Director of the Department of Postgraduate Studies.
2. In the event of failure to pay two instalments of the tuition fee within the period provided for in the instalment schedule, the University shall call the Participant to pay the arrears within 14 days of their detection. In the event of non-payment within the specified time, the Director of the Department of Postgraduate Studies may issue a decision on removal from the list of participants, which may be appealed against in accordance with the procedure laid down in the Rules for Postgraduate Studies and in accordance with the applicable legal regulations.
3. In the event of arising arrears in payment for studies and regardless of consequences resulting from the Rules of Postgraduate Studies, the University reserves the right to undertake legally permissible actions against the Participant in order to collect the debt.

### § 6 PROMOTION SYSTEM

1. In the course of study at the University, the Participant is entitled to benefit from promotional fees, as specified in detail in the Rules for Promotions.

### § 7 COMMUNICATION BETWEEN THE UNIVERSITY AND THE PARTICIPANT

1. The participant is obliged to immediately, no later than within one month, to notify the Department of Postgraduate Studies in writing of each change of name, address of residence, correspondence address, telephone numbers, e-mail address.
2. The University undertakes to notify the Participant immediately, no later than within one month, to notify the Participant in writing of any change in the name, contact details of the registered office of the University.
3. If a change of address is not notified in accordance with paragraphs 1 and 2, correspondence sent to the address previously provided shall be deemed to have been effectively delivered.
4. Except for cases provided for in separate provisions of law, the principal tool for communication between the University and the Participant and between the Participant and the University is the Extranet - an internal Internet service, where information necessary for the Participant is systematically posted, in particular regulations and orders concerning participants in postgraduate programmes.
5. The Participant agrees to the provision of information via the Extranet subject to paragraph 4.



**Attachment No 1 to the Payment rules for participants of the postgraduate studies –  
Table of fees valid for 2021/2022 academic year**

**SCHEDULE OF PAYING TUITION FEES**

10 rat	Summer admissions	Winter admissions	<p>* Participants of the summer admissions in the final year of the two-semester study programme pay the last tuition fee instalment for the choice of 10 instalments by 15.06.</p> <p>In the event of launching studies in periods other than those provided for in the table, the schedule shall be shifted accordingly in relation to the basic date of launching the studies.</p>
1st instalment	30.09	15.03	
2nd instalment	31.10	15.04	
3rd instalment	30.11	15.05	
4th instalment	31.12	15.06	
5th instalment	31.01	15.07	
6th instalment	28.02	15.10	
7th instalment	31.03	15.11	
8th instalment	30.04	15.12	
9th instalment	31.05	15.01	
10th instalment	30.06*	01.02	

**TUITION FEE**

**for postgraduate studies conducted at the Faculty of Finance and Management at WSB University in Wrocław  
in the academic year 2021/2022 – Summer admissions**

No	Postgraduate studies	Amount of the tuition fee	Number of instalments	Form
1	Adaptation and change management in digital transformation processes	5 950 zł	10	part-time
2	Administration - management and organisation	4 950 zł	10	part-time
3	Leadership academy	5 100 zł	10	part-time
4	Financial analyst	4 550 zł	10	part-time
5	Architect of IT solutions in cloud computing	5 450 zł	10	part-time
6	Audit	4 550 zł	10	part-time
7	OCCUPATIONAL HEALTH AND SAFETY	4 850 zł	10	part-time
8	Business Intelligence & Information Management	6 650 zł	10	part-time
9	Cloud DevOps Engineer	6 500 zł	10	part-time / online
10	Cloud Solution Architect	6 500 zł	10	part-time / online
11	Business Coaching	5 950 zł	10	part-time
12	Controlling	4 550 zł	10	part-time
13	Sports dietetics	4 500 zł	10	part-time
14	Tax advisor	4 450 zł	10	part-time
15	Career counselling and coaching with job placement - job coach	4 400 zł	10	part-time
16	Holistic development school	4 850 zł	10	part-time
17	HR Business Partner	5 750 zł	10	part-time
18	Emotional intelligence in administration and business	5 250 zł	10	part-time
19	International Public Speaking and Leadership (studies in English)	5 950 zł	10	part-time
20	Software Engineering for SAP ERP and ABAP programming	6 950 zł	10	part-time
21	German for Business	5 050 zł	10	part-time
22	German for business	5 050 zł	10	online
23	Human resources and payroll	5 650 zł	10	part-time
24	Accounting and payroll in the company	4 550 zł	10	part-time
25	Lean management in production and services	5 050 zł	10	part-time
26	Lean management in production and services	5 050 zł	10	online
27	Logorhythmics in pedagogical work	4 400 zł	10	part-time



28	Logistics in business	4 750 zł	10	part-time
29	Judicial and out-of-court mediation	5 250 zł	10	part-time
30	CSR Manager	4 900 zł	10	part-time
31	Education manager	4 400 zł	10	part-time
32	Neurological speech therapy	4 400 zł	10	part-time
33	Modern marketing	4 550 zł	10	part-time
34	Postgraduate studies for sworn and specialist German translators	5 300 zł	10	part-time
35	Postgraduate studies for specialist English translators	5 300 zł	10	part-time
36	Real estate agency	3 950 zł	10	part-time
37	Front-end developer with Angular	5 950 zł	10	part-time
38	Java application programming	5 550 zł	10	part-time
39	Programming web applications	5 550 zł	10	part-time
40	Programming and administration of Apple platforms	16 500 zł	10	part-time
41	Graphic interface design	5 950 zł	10	part-time
42	Leadership in sport with elements of practical psychology	6 800 zł	10	full-time / hybrid
43	Psychodietetics for children and adults	4 500 zł	10	part-time
44	Psychology in business	5 250 zł	10	part-time
45	Budgetary accounting	4 550 zł	10	part-time
46	Accounting and finance for non-economists	4 550 zł	10	part-time
47	SAP S/4 HANA - a modern ERP system	7 900 zł	10	part-time
48	SAP S/4 HANA - a modern ERP system	7 900 zł	10	online
49	Six Sigma, process optimisation	5 600 zł	8	part-time
50	Sociotherapy and family counselling	4 650 zł	15	part-time
51	Management studies	6 450 zł	10	part-time
52	Software tester for mobile and server applications	6 250 zł	10	part-time
53	Transport and forwarding	4 850 zł	10	part-time
54	Business coach	5 450 zł	10	part-time
55	Debt collection and management	4 450 zł	10	part-time
56	Property valuation	5 550 zł	10	part-time
57	Public speaking and business leadership	5 750 zł	10	part-time
58	Business procurement	4 950 zł	10	part-time
59	Public procurement	4 750 zł	10	part-time
60	Quality management	6 050 zł	10	part-time
61	Real estate management	3 950 zł	10	part-time
62	Project management	7 120 zł	8	part-time
63	IT project management	6 320 zł	8	part-time
64	Sales management	5 150 zł	10	part-time
65	Requirements management and business analysis	5 050 zł	10	part-time
66	Human resources management	6 320 zł	8	part-time
67	SAP ERP integrated information system	6 050 zł	10	part-time
68	Integrated Information System SAP ERP	7 150 zł	10	part-time
69	Integrated Information System SAP ERP	7 150 zł	10	online



#### TUITION FEES

for postgraduate studies implemented online jointly by TEBA Group at the Faculty of Finance and Management at WSB University in Wrocław and at the Department of Economics in Opole of Wrocław Branch of WSB University in Wrocław  
in the academic year 2021/2022 – Summer admissions

No	Postgraduate studies	Amount of the tuition fee	Number of instalments	Form
1	Agile - agile project management methodologies	4 750 zł	10	online
2	IT solution architect in cloud computing	5 450 zł	10	online
3	Employer Branding	4 410 zł	10	online
4	Head-hunter	4 410 zł	10	online
5	Culture marketing	4 600 zł	10	online
6	CSR Manager	4 900 zł	10	online
7	Export manager	4 500 zł	10	online
8	Production planning - modern tools: SAP, SIMATIC IT Preactor APS	5 950 zł	10	online
9	Psychology of advertising and communication	4 600 zł	10	online
10	Debt collection and management	4 450 zł	10	online
11	Social enterprise management	4 550 zł	10	online
12	Crisis management in health care	4 410 zł	10	online

#### OTHER FEES

Type	Amount	Deadline
Admission fee	400 zł	in university admissions
Fee for resuming studies (a fee for re-admission to studies)	200 zł	Upon receipt of the decision to resume studies
Interest for late payments of fees	statutory	on the on-going basis
Retention fee for books from the Library	0,5 zł per day of delay	on the on-going basis
Retention fee for a reader from the Library	1 zł per day of delay	on the on-going basis
Fee for issuing a postgraduate studies graduation certificate	30 zł	According to the schedule of paying the last instalment of the tuition fee
Fee for issuing a duplicate of the certificate	45 zł	on the on-going basis
Fee for certification of a document intended for legal circulation abroad other than those listed in Article 163 para 4 of the Act of 20 July 2018. - Law on Higher Education and Science higher education and science	26 zł	on the on-going basis
Fee for the issue of an additional copy of a certificate translated into English	40 zł	on the on-going basis