

## AGREEMENT

### On the conditions of payment for studies and fees related to educational services

Concluded on ... .. in Warsaw between:

Mr./Mrs. ....

a foreigner, the citizen of.....

Address of residence: ....

Student registration no.: ....., hereinafter referred to as Student,

and

Lazarski University, based in 02-662 Warsaw, Świeradowska Street 43, entered into the register of private universities and associations of private universities under the number „22”, hereinafter referred to as University, represented by: .....  
- acting on the basis of power of attorney granted by the President of University

#### §1.

The subject matter of the Agreement is to define the conditions and amount of fees charged related to studying and the educational services provided by the University (tuition fees) according to the instruction of Art. 160a section 1 of the Act of 27<sup>th</sup> July 2005., Law on higher education (Journal of Laws 2012.572 consolidated text.).

#### §2.

The University declares that it meets the requirements of current standards of education in all fields of study available.

#### §3.

1. The student was admitted to full-time/part-time first/second cycle degree course in the field of ..... **conducted in the English language, validated by the Coventry University,** which ends in obtaining the academic degree of Bachelor/Master.
2. The student states, that he/she has received by e-mail, at the email address indicated by himself/herself, the text of the Study Regulations in force at Lazarski University as well as the University Statutes and is familiar with them.

#### §4.

The Student agrees to pay timely the tuition fees in the amounts and on dates specified in paragraphs 5, 6 and 7.

#### §5.

1. The amount of tuition fees, hereinafter referred as „tuition” is set out in Annex 1 to the Agreement, being an integral part thereof. Tuition covers the costs of conducting classes included in the program of studies for the given form of study (full-time, part-time), forms of education (first degree, second degree, uniform Master’s) and field of study.
2. Tuition for each semester of the studies includes a fee for 30 ECTS credits, which covers traditional classes or classes taught in the form of distance education, as well as credits and examinations subject to an ordinary study plan for each semester (standard semester).

3. Should the course of study be disturbed, fees for following semesters are equal to the number of ECTS credits foreseen in the Student's individual plan multiplied by one-thirtieth of the fee for a standard semester.

4. In case the Student changes the form of study, form of education or field of study, the fees appropriate for the changed form of study, form of education or field of study are in force from the first month of the semester, in which he/she starts the studies in a new field or a changed form of study or education.

5. In case the Student should be admitted to studies during the academic year or to a year higher than the first year of study, the tuition fees, starting from the beginning of the semester in which he/she was admitted, are collected in the same amount as for persons beginning studies in the academic year, when the admission of the Student to the University occurred.

6. The Student who has been granted a leave for a period of a semester or year and as a result of the decision cannot attempt to pass courses does not pay fees for the period when he/she is on leave.

7. A course carried out in individual mode, with the relevant faculty's dean consent, for which the Student can obtain ECTS credits does not exempt the Student from paying the fee for the given course.

#### §6.

1. The tuition fee for the fall semester should be paid by 5 September of the calendar year when the semester starts.

2. The tuition fee for the spring semester should be paid by 5 January of the calendar year when the semester starts.

3. At the written request of the Student, the Lazarski University Bursar may determine a payment schedule different from the standard one.

4. In case of the Student's delay in payment of tuition fee installments on the dates specified in subparagraph 1 or in the schedule of fees set in accordance with subparagraph 2, the University may claim statutory interest for the delay.

5. In case of the Student failing to pay the fees related to studying and educational services provided by the University specified in the Agreement and the Annexes to the Agreement, the University shall urge the Student to paying via electronic mail (Virtual University or using the e-mail address of the Student), and then sends a written demand notice for which it charges a fee set out in Annex 2 to the Agreement.

6. Individual decisions on financial matters of Students may be taken by the Lazarski University Bursar.

#### §7.

1. The University charges fees for issuing documents listed in the Regulation of the Minister of Science and Higher Education concerning documentation of the course of study in the amount stated below:

1) student ID card (electronic) - 17 PLN,

2) diploma certifying completion of university education along with two copies - 60 PLN,

- 3) duplicate of the student ID card - 25,50 PLN,
- 4) duplicate of the diploma - 90 PLN,
- 5) additional copy of the diploma translated into a foreign language - 40 PLN,
- 6) legalization of documents intended for legal transactions abroad - 19 PLN.

2. A list of additional fees charged by the University constitutes Appendix 2 to the Agreement, an integral part thereof.

#### §8.

1. Fees shall be paid into the bank account of the University, which appears in the Virtual University in the menu "Your studies -> Your data" in the Sub-account field. The term of payment is met, if the fee is credited to the University's bank account no later than on the last day of the payment period.
2. Change of the bank account number to which payments should be made, does not constitute a change of the agreement.

#### §9.

1. The Student has the right to refuse to continue their studies at any time. Notification of cancellation must be submitted to the Dean's Office of the Faculty against a signed receipt.
2. Should the Student submit a written resignation before the day of matriculation the Student is entitled to a refund of the paid tuition.
3. The University is entitled to remove a student from the list of students in accordance with Art. 190 section 1 and 2 of the Law on Higher Education.
4. A student removed from the list as a result of resignation or under the authority of the University, referred to in paragraph 3, is entitled to a partial refund of the paid tuition in proportion to the period remaining until the end of the given semester, calculated from the date of resignation, while the start and end dates of the semester are determined by the dates resulting from the ordinance issued by the Rector on the basis of § 6 section 3 of the Study Regulations, in the year in which the removal occurred.
5. Removal of a Student from the list of students does not exempt the Student from the obligation to settle the liabilities for the University which arose up to the date of submitting the resignation from studies (in case of removal resulting from resignation) or to the date of removal (in case of removal within the powers of the University, referred to in section 3).
6. A Student resuming studies after removal, is obliged to pay any fees related to the recruitment process.
7. A Student who has re-entered the list of students after resuming, is obliged to pay tuition fees in force at the time of re-admission.

#### §10.

1. During the course of a study year the amount of tuition fees is constant and cannot be increased.
2. Charges related to studying, referred to in § 5 section 1 shall be increased every year by 5% starting from the second year, whilst the University may withdraw from increasing the fees or charge them in an amount lower than 5% in a given academic year.
3. Information about changing the amount of fees related to studying, referred to in section 2 is made public and delivered to the student at the address referred to in § 11 no later than two months before the start of the academic year.
4. Should the fees related to studying increase, the Student has the right to submit a written statement of withdrawal from the continuation of this agreement within 30 days from the date

of their publication in a manner specified in the Study Regulations. In this case the agreement shall terminate upon the reception of the statement of withdrawal by the University. The statement of withdrawal from continuing the Agreement means resigning from studies and results in the removal of the Student from the list of students.

§11.

1. The Student is obliged to promptly submit a written notice to the appropriate Dean's Office about changing the personal data or address of residence entered in the personal questionnaire filled upon entering University.

2. The Student may indicate an address for correspondence by writing a notice to the University or entering the data in the Virtual University system and is obliged to update it in case of changes.

3. A missed parcel addressed to the Student to the address indicated by the Student for correspondence or the address of residence, if there is no correspondence address is considered delivered by the date of delivery indicated by the postal operator.

§12.

1. The Agreement is concluded for the duration of the studies, referred to in § 3 section 1 of this Agreement.

2. Any disputes that may arise in connection with the execution of this Agreement, the Parties shall settle amicably and if this is not possible, the appropriate Court shall be in a district of the Student's domicile unless he chooses the Court competent for the seat of the University.

3. This Agreement shall expire on:

- a. graduation,
- b. resignation from studies,
- c. the final decision of removing from the list of students.

§13.

The Student declares that he/she is familiar with the Agreement and its annexes, being an integral part of this Agreement and agrees to abide by the provisions contained therein.

§14.

In matters not regulated by this Agreement appropriate regulations of the Civil Code and the Law on Higher Education shall apply.

§15.

Unless agreed otherwise in the Agreement, any changes to this Agreement must be written in a form of Appendix under the pain of being declared null and void.

§16.

The agreement was developed in four identical copies, two in Polish and two in English; one copy in each language for every Party to the agreement. Should there be any discrepancies between the two language versions, the Polish version is binding.

Student

Lazarski University

## Appendix nr 1

to the Agreement on the conditions of collecting studying payments and fees  
related to educational services at Lazarski University

### Studying fees per semester (tuition)

**first and second degree, uniform Master's studies.**

Amount of fees in the year 2017/2018			
	Type of fee, lecture language, field of study and study degree	Currency	Amount of tuition
1	<u>Tuition per semester of full-time studies in Polish</u>		
	Economics Bachelor and Master degree	PLN	3960
	Finance and Accounting Bachelor degree	PLN	3960
	International Relations Bachelor and Master degree	PLN	3540
	Management Bachelor degree	PLN	3960
	Law	PLN	4440
2	<u>Tuition per semester of part-time studies in Polish</u>		
	Economics Bachelor degree	PLN	3420
	Economics Master degree	PLN	3480
	Finance and Accounting Bachelor degree	PLN	3420
	International Relations Bachelor and Master degree	PLN	2940
	Management Bachelor degree	PLN	3420
	Administration Bachelor degree	PLN	1800
	Administration Master degree	PLN	1920
	Law	PLN	3660
	Law in business Master degree	PLN	3210
3	<u>Tuition per semester of studying in English*)</u>		
	<u>With a Polish and British diploma</u>		
	Bachelor degree	PLN	6900

	Master degree	PLN	6900
4	<u>Tuition per semester of studying in English*)</u>		
	<u>With a Polish diploma</u>		
	Bachelor degree	PLN	5400
	Master degree	PLN	5400
5	<u>Tuition per semester of studying in English **)</u>		
	<u>With a Polish and British diploma</u>		
	Bachelor degree	EUR	1800
	Master degree	EUR	1800
6	<u>Tuition per semester of studying in English **)</u>		
	<u>With a Polish diploma</u>		
	Bachelor degree	EUR	1440
	Master degree	EUR	1440
7	<u>Tuition per semester of studies conducted using methods and techniques of remote education (Distance Learning):</u>		
	Management Bachelor degree	PLN	2880
	Economics Master degree	PLN	2880
	Administration Bachelor degree	PLN	2880

\*) for students from the UE, Belarus and Ukraine and with the right of permanent residence in Poland,

\*\*\*) for other students.

## Appendix 2

to the Agreement on the conditions of payment for studies and fees related to educational services at Lazarski University

### **Types and amounts of fees collected by the University not covered by tuition and fees charged for other services than those specified in the Agreement.**

1. The fee for each repeated class regardless of its form (e.g. lecture, seminar, workshops, foreign language course) is the amount that results from the multiplication of ECTS credits assigned for a given class by one-thirtieth of the fee per semester being in force at the date of the class.
2. The fee for a course carried out because of program differences is the amount being the result of multiplying ECTS credits by the one-thirtieth of the fee per semester being in force at the date of attending the class.
3. Realization of didactic classes and modules beyond the mandatory study program (additional modules, classes from a different field of study, additional foreign language, additional specialty) – constitutes
  - a) for classes – an amount being the result of multiplying ECTS credits assigned to the given class by one-thirtieth of the fee per semester at the time of attending the class.
  - b) for a module or specialty – an amount being the result of multiplying the sum of ECTS credits of classes included in the module or specialty by one-thirtieth of the fee per semester at the time of attending classes.
4. The fee for remedial classes in a foreign language or Polish language (for foreigners) for students who do not have the knowledge of, respectively, a foreign language or Polish language at the B2 level according to standards defined by the European Framework of Reference for Languages of the Council of Europe is, depending on the number of hours carried out at the given faculty and degree of education as follows:
  - a) 30 teaching hours - 300 PLN,
  - b) 60 teaching hours - 600 PLN,
  - c) 90 teaching hours - 900 PLN.
5. The fee for optional participation, with the dean's consent, in additionally organized guest lectures, workshops, seminars and conferences, for which one can gain ECTS credit is an amount corresponding to the assigned ECTS credits multiplied by one-thirtieth of the fee per semester in force at the date of the class.
6. Library fees, according to the provisions of the Library Regulations:

- a) for issuing a library card - 5 PLN,
  - b) for failing to return a rented book within the date due - 1 PLN per each day after the third day of delay,
  - c) for failing to return a book in the reading room within the time due - 1 PLN for each hour after the first hour of delay.
7. Fees related to readmission to University - in the amount of the recruitment fee in force in the year of readmission.
8. The fee for each request for payment of fees related to studying and educational services provided by the University is - for the first request 10 PLN, every next, not more than 2 per semester - 20 PLN.
9. Fees for issuing the documents listed below are:
- a) for issuing a student, at his request, a certified print of the documentation of the course of study conducted in electronic form, copies or extracts from documentation of the study course, including the extracts from the study course card - 40 PLN,
  - b) an additional copy of the diploma supplement translated into English - 40 PLN,
  - c) a duplicate of the diploma supplement - 60 PLN,
  - d) the diploma for a new name (names) or surnames in accordance § 15 of the Ordinance of the Minister Science and Higher Education of 16.09.2016 concerning the documentation of the course of studies - 60 PLN,
  - e) certificates issued at the request of the student with the exception of certificates issued for foreigners that are necessary to legalize their stay in Poland - 10 PLN.