



## AGREEMENT on fees and conditions of payment for studies

Wyższa Szkoła Turystyki i Hotelarstwa w Gdańsku -  
studies in English language

Faculty: Tourism and Recreation

Concluded between **Wyższa Szkoła Turystyki i Hotelarstwa w Gdańsku** - Academy of Tourism and Hotel Management in Gdańsk, Miszewskiego 12/13, represented by the Rector or any other authorized person, hereinafter referred to as '**Academy**' or '**WSTiH**'

and Mr/Ms .....

address: .....

.....

correspondence address: .....

.....

holder of identity card or passport no .....

issued by: .....

hereinafter referred to as '**Student**', of the following content:

### § 1

1. The subject of the contract is to determine the amount and terms of charging fees related to studying at WSTiH in Gdańsk.
2. WSTiH undertakes to provide educational services to the Student, and the Student undertakes to pay, for the duration of their studies, the fees specified in the contract, in the amount resulting from the Chancellor's Order regarding the academic year in which the Student begins studies.
3. The amount and type of fees for subsequent years of education is constant and cannot be changed, subject to changes independent of the Academy introduced by the regulations of the Ministry of Science and Higher Education.

### § 2

The student declares that he undertakes at the Academy (*mark by 'x', as appropriate*):

|    |                              |  |
|----|------------------------------|--|
| 1. | Full-time Bachelor's Studies |  |
| 2. | Full-time Masters' Studies   |  |

### § 3

1. The amount of tuition fee in an academic year is specified on a semester basis.
2. The tuition fee does not include payments for additional educational services specified in § 4.
3. The Student is obliged to pay the tuition and other payments in the amount and at the time specified in Annex no 1 to this agreement.
4. The Academy can offer a financial discount or can allow making payments of the tuition fee in 2 installments per year.
5. A change in the way of payment obliges the student to submit an appropriate application to the Bursar's Office not later than 10 working days before the beginning of the semester. Applications submitted later shall not be considered.
6. The Student is obliged to make a payment for each semester of studies as specified in the study program, even if he is granted permission by the Academy authorities to realize the study program in a period shorter than the one specified in the program of education.
7. Payments that are to be made in PLN can also be transferred in EUR in the amount which is equivalent to the fees specified in PLN in § 4 and in the Annex 1 to this Agreement. The student who paid the fee in a foreign currency is obliged to settle any differences resulting from currency exchange rates in the Polish zloty.
8. In case of any overpayment of the tuition fee or other payments during the period of studies, the Academy makes transfers in PLN to the student's bank account opened with the Polish bank. The tuition fee which is refundable prior to the studies (in case of visa refusal or in case there is insufficient number of students to form a group) will be transferred in EUR.
9. In case of difficult life situation the Student can apply for postponing the time of tuition fee payment (excluding the first year installment) only once per semester. The application to postpone the time of payment should be submitted not later than 7 days before the date of fee payment specified in Annex 1 to this agreement.

10. In case of resignation from studies or exclusion from the register of students, the Student loses the right to financial discounts granted by the Academy. The student is also obliged to pay all the financial discounts in the fees that he obtained by the day of submitting resignation from studies.
11. In case of candidates for studies recruited by recruitment agencies, the amount of refunded fee is diminished by the amount of commission for the recruiting agency.
12. The date of receipt of due payment in Academy's bank account is decisive in determining if payment deadline has been met.
13. The payments should be made to the bank account of the Academy (WSTiH):

| in EUR  | In PLN   |
|---|--|
| Santander Bank Polska S.A<br>IBAN code: PL68 1090 1098 0000 0001 4855 1135<br>SWIFT code WBKPPLPP | Santander Bank Polska S.A<br>IBAN code: PL 11 1090 1098 0000 0000 0905 0835<br>SWIFT code WBKPPLPP |

14. The bank charges related to the transfer shall be borne by the payer.
15. At a request of the Student, the Academy issues an invoice with the amount of the fee paid. The application should be made to the Bursar's Office in due time in accordance with tax law regulations.
16. In case of exceeding payment time, statutory interest for late payments will be calculated.
17. In case of due and unpaid fees, the Academy calls upon the Student to settle any outstanding fees, first by sending electronic calls in form of text messages, through eDziekanat (eDean'sOffice) portal or the Academy's electronic mail, under a threat of exclusion from Students' register. The Rector may initiate proceedings regarding removal from the list of students pursuant to art. 108 section 2 points 4 of the Act on higher education and science.
18. The Academy reserves a right to claim due outstanding payments, including the outsourcing of a third party for vindication procedures, or in court.

#### § 4

1. Apart from tuition fee, the student is obliged to pay fees for:
  - a) didactic classes, in case of repeating a course, for each repeated course according to the number of ETCS credits assigned to a given course – 150 PLN for each ETCS credit
  - b) Interview fee - PLN 1,500 for candidates who, as a result of completing first-cycle studies, have not obtained competences in the field of basic knowledge of tourism, basic knowledge of the functioning of enterprises, or the ability to analyze market phenomena in the context of legal, economic and cultural conditions
  - c) didactic classes, in form of consultations in case of differences that appeared upon resuming studies after exclusion from the student register or after transfer from another academic institution, for each repeated course according to the number of ETCS credits assigned to each course – 150 PLN for each ETCS credit
  - d) repetition of the diploma seminar in connection with the lack of credit from the proseminarium or from the diploma seminar and diploma thesis – 50% of the semester tuition fee applicable for the repeated semester,
  - e) repetition of the academic year (semester) – 80% of the semester tuition fee in the standard amount (without discounts) applicable for the repeated semester (year),
  - f) dean's leave – 10% of the rate of semester or annual tuition fees (depending on the length of the leave) in force for a given semester or year on the day of issuing the decision by the Dean,
  - g) proceedings related to the resumption of studies - a Polish citizen PLN 300, a foreigner - PLN 500
  - h) issuing student electronic ID card: 22 PLN (to be paid with the first installment of tuition fee),
  - i) issuing a duplicate of student electronic ID card: 33 PLN,
  - j) issuing a duplicate of the diploma of study completion – 20 PLN,
  - k) issuing a duplicate of diploma supplement – 20 PLN,
  - l) issuing an additional copy of the diploma in a foreign language – 20 PLN,
  - m) issuing an additional copy of the diploma supplement in foreign language – 20 PLN,
  - n) prolonging exam session (for additional date after a session term) – for each month – 300 PLN
  - o) prolonging the time of submitting diploma work – for each month – 300 PLN
  - p) for each written reminder sent by registered mail (not more often than once per semester) - PLN 15 in Poland and PLN 40 abroad,
  - q) for keeping a book / magazine from the WSTiH library - PLN 1 for each day,
  - r) for an individual payment scheme at the student's request - PLN 50 for each additional installment over the tuition fee scheme selected by the student and included in Annex 1 to the contract.
2. A candidate for Masters' studies who has competence deficiencies to fill in, is required to pay a fee for each subject resulting from these differences, together with the first installment fee.
3. The time limits for paying fees from point 1 are as follows:
  - a) - g) and n) and o) within 10 days from the date of the decision,

- i) -m) within 10 days of sending the application for a document, a receipt of payment by WSTiH is a condition for issuing the document,  
p) and q) within 10 days from the date of sending the request, admonition, a receipt of payment by WSTiH conditions the issuing of a circulation card and final settlement with the Academy.
4. The student can apply for exemption from fees specified in point 1, sub-points a) – d) by submitting a reasoned request. The decision concerning individual students is undertaken by the Rector.

### **§ 5**

1. The launch of a specialization or additional foreign language classes by the Academy is contingent upon the enrollment of the minimum number of students specified in the Academy's internal procedures. In case of low enrollment for the selected specialization or foreign language, the student will be asked to choose another specialization or foreign language available in that semester.
2. In case of repeating the semester/year of studies or returning from a leave, the Student makes the payments which are obligatory in a given academic year for the semester/year that he realizes (a new agreement is not required).
3. After termination of this agreement or its legal expiry (due to termination of studies), the Academy shall take fees for issuing any certificates or other documents connected with the studies (e.g. transcript of grades, confirming studies in progress, confirming the content of course program realized during studies (syllabus)) in the amounts specified for the academic year during which the documents are issued to the Student. The documents will be issued upon submission of a request in a written form by the Academy graduate / ex-student at the Dean's Office.

### **§ 6**

1. The rights and obligations of the Student connected with the course of study are specified in Study Regulations.
2. The person admitted to studies, upon making the pledge and after paying the fee/ installment in accordance with the declared system of payments, is entitled to participate in lectures, seminars, classes, language courses, exams, and other didactic activities specified in the curriculum.
3. The person admitted to studies retains the status of the Student till the time he completes studies, i.e. until he obtains the diploma, with exception of the cases specified by the Academy Statute and Study Regulations.

### **§7**

4. The Student states that he has got acquainted with study regulations and declares that he will fulfill all the included resolutions and that his health condition allows him to undertake and complete studies at the Academy at the faculty TOURISM and RECREATION.
5. The student is obliged to:
  - a) obey Academy resolutions and any other directives, regulations, and instructions applying to students;
  - b) participate in classes and take exams at the time specified by the Academy,
  - c) in the case of foreigners - ensuring legalization of their stay in Poland throughout the entire period of study.
6. In order to meet the requirements resulting from regulations concerning personal data protection in the process of study provision, the Academy obliges the student to inform it in writing about any changes in his personal data included in this agreement and all other information including e-mail address and phone number submitted in the personal questionnaire. The student shall bear the consequences of relinquishing the performance of this obligation.
7. The student can obtain a certificate confirming his studies after fulfilling all the commitments arising from this Agreement, Annex no 1, and Study Regulations.
8. A foreign student under the Act of 12 December 2013 on foreigners (Journal of Laws 2013 item 1650, as amended) is required to have health insurance within the meaning of the Act of 27 August 2004 on healthcare services financed from public funds (consolidated text of the Journal of Laws of 2016, item 1793, as amended) or possession of confirmation by the insurer of the costs of treatment in the territory of the Republic of Poland.

### **§ 8**

1. This agreement is signed for the period of study duration specified in the study program.
2. In case of prolongation of studies in accordance with Study Regulations, the period during which this agreement is binding is prolonged appropriately.
3. The parties can terminate this agreement at any time. Agreement termination requires a written form, otherwise it is invalid. Termination of the agreement by the student is equivalent to resignation from studies.
4. This agreement expires before the time specified in point 1, without any necessity of submitting agreement termination in writing, in case of:
  - a) ultimate exclusion from student register – on the day when the decision concerning exclusion from student register becomes valid;
  - b) submission of a written resignation from studies in the Dean's Office – on the day of submitting this

- resignation to the Academy;
- c) loss of the entitlement of the Academy to provide studies, specified in §2 – on the day when the loss of this entitlement becomes effective.
5. The agreement expires by law upon completion of studies by the person admitted to studies.
  6. In the event of a written resignation from studies
    - a) In the event of justified resignation by the student from studies during the academic year, the refund of the tuition fee will be made for the following semester. However, in the case of unjustified resignation from studies, the paid tuition fee is non-refundable - in accordance with the Chancellor's directive.
    - b) There is no right to a refund of the tuition fee for a started semester.
  7. In the event that the Student has received certificates confirming admission to studies issued by the University in order to obtain a visa, in the event of obtaining a visa or crossing the border on the basis of a visa-free regime and resignation from studies, the Student declares that he resigns from reimbursement of the fees paid for studies that were the basis for issuing a visa.  
Failure to participate in classes for reasons attributable to the Student, when the Academy was ready to provide services, does not give rise to the right to claim a refund of the tuition fees paid.
  8. In case of exclusion from studies or submitting a resignation, the student is obliged to settle all the due payments resulting from this agreement proportionally to the elapsed time until the end of the semester in which the written resignation occurred.
  9. In the event of removal from the list of students, the Student shall be entitled to reimbursement of semester study fees paid for the period following the date of issuing the final decision on removal from the list of students in accordance with the Chancellor's directive and the provisions of this agreement
  10. In case of resignation from studies or in case of exclusion from student register, the documents will be returned after making all outstanding payments to the Academy and after submitting a signed clearance form.
  11. In case of a written resignation from studies after commencement of education or exclusion from the register and non-settlement of due fees, the academy shall claim any due outstanding payments in the amount proportional to the conducted classes included in the curriculum.
  12. In case of annulling the decision of exclusion from the register, the agreement is considered as still valid, without the necessity to sign it again.
  13. Resumption of studies and a new entry in the register of students requires signing a new agreement, in accordance with the agreement format which is binding for a given semester.
  14. The condition for signing an agreement mentioned in point 13 is the settlement of any due outstanding payments together with due interest and making a payment for the procedure of study resumption in the amount specified for a given academic year, in accordance with the regulations of the Academy.

## § 9

1. All complaints related to the performance of the Agreement may be submitted by mail to the Academy's address or via e-mail to the address Dziekanat@wstih.pl. The Academy will respond to the Student's complaint within 14 days from the date of its receipt.
2. The student makes a statement concerning the processing of his personal data in order to realize the process of education. The content of the statement is included in Annex 2 to this Agreement.
3. The Student gives consent or does not give consent to:
  - a) receive commercial information in an electronic way,
  - b) disseminate his image for the promotional purposes of the Academy.The decisions of the Student concerning the above issues are enclosed in Annex 2 to this Agreement.
4. The student agrees to record his image in the form of photographs or films and recordings on digital media during studies, in particular during classes and celebrations organized by the Academy.
5. The Student gives consent to obtain letters, decisions and notifications concerning the process of education through eDziekanat (eDean'sOffice) portal or by using the Academy's electronic mail.
6. The student acknowledges that in the event of receiving a visa and not commencing studies, the University will notify the competent authorities, including border services, of this fact.
7. The annexes mentioned in the Agreement constitute its integral part.
8. Any changes to this agreement must be made in writing or else will be considered null and void.
9. For the issues not regulated by this Agreement binding are the rules and regulations of the Academy Statute, Study Regulations, directives and resolutions of the Academy's authorities and bodies, Civil Code and the act – Law on Higher Education.
10. Any disputes resulting from this agreement will be resolved amicably, and in case an agreement is not reached, by common courts of general jurisdiction.

11. The agreement is valid from the date of its signing.

**§ 10**

- 1. The Student hereby declares that the terms of this agreement were agreed individually with him before its conclusion.
- 2. This agreement has been prepared in two identical counterparts, with one copy for each party.

Gdansk, dated .....

.....  
*Student's signature*

.....  
*Rektor or other person authorized*

## Annex no 2 to AGREEMENT on fees and conditions of payment for studies

### Consent to receive commercial information by electronic communication

I agree / I don't agree (*mark appropriately*) to receive from the Academy (WSTiH in Gdansk) commercial information by electronic communication, in accordance with the act of 18 July, 2002 (Journal of Laws, no 144, item 1204, with further amendments) concerning the provision of services by electronic communication.

.....  
*date, Student's signature*

### Consent for image dissemination

I agree / I don't agree (*mark appropriately*) to disseminate my image/ voice / utterances for promoting the Academy(WSTiH in Gdansk) in accordance with art. 81 point 1 of the act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2016, item 666, with further amendments).

Expressing consent is tantamount to the fact that photographs, films or recordings with the student's image / voice / statement made in connection with the conduct of classes, participation in events and ceremonies of WSTiH can be posted on the website wstih.pl and on social networks on which WSTiH in Gdańsk conducts its promotion

.....  
*date, Student's signature*

### Statement

I, the undersigned, hereby declare that I have read and undertake to comply with: Regulations of Studies of the Academy of Tourism and Hotel Management in Gdansk and the rules for collecting and exempting fees for studies and other forms of education. Therefore, I undertake to pay fees related to the provision of educational services on time.

.....  
*date, Student's signature*

### Personal Data Processing Statement

In accordance with art. 13 of the Directive of the European Parliament and Council (EU) 2016/679 of 27 April, 2016, concerning the protection of natural persons regarding personal data processing and the free flow of such data as well as the annulment of the directive 95/46/WE (RODO), I acknowledge that:

1. The administrator of the processed personal data is: Academy of Tourism and Hotel Management in Gdansk (Wyższa Szkoła Turystyki i Hotelarstwa w Gdańsku), Miszewskiego 12/13, 80-239 Gdańsk, email: wstih@wstih.pl.
2. In all matters regarding the protection of personal data, you have the right to contact our Data Protection Officer at the email address: iod@wstih.pl.
3. The purpose of processing your personal data is to implement the learning process, and after it - to archive the data.
4. Your personal data is processed on the basis of art. 6, paragraph 1, letter c) RODO in connection with the Act of 20 July 2018 - Law on Higher Education and Science. Providing data resulting from legal provisions is mandatory. In the case of voluntary provision of data other than those resulting from the above. of the Act, the basis for processing is Art. 6, paragraph 1, letter a) RODO, i.e. consent, expressed by knowingly providing us with this data.
5. Your personal data will be stored for the duration of the education process, and after that for 50 years in accordance with the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies.
6. The recipients of your personal data are entities authorized to disclose data to them under the law. Public authorities that may receive personal data as part of a specific lawful procedure are not considered recipients. Personal data may also be entrusted to entities that provide services to the Administrator (e.g. debt collection company).
7. You have the right to: protect your personal data, request: access to it, obtain a copy, rectify, delete or limit their processing, and the right to lodge a complaint with the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw, e-mail: kancelaria@uodo.gov.pl).

In addition, with respect to data processed on the basis of consent, you have the right to withdraw this consent at any time. You can withdraw your consent by sending a request to our e-mail address or postal address. The consequence of withdrawing from consent will be the inability to process this data by us.

I got acquainted with and I understood the above content.

.....  
*Student's signature*