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ANNOUNCEMENT No. 4

of the Rector of the Nicolaus Copernicus University in Toruń

of 1 September 2021

on the consolidated text of Resolution No. 119 of NCU Rector of 24 September 2019 on the rules of charging fees for rendering educational services and terms and procedure of exemption from such fees

Pursuant to § 2 of Resolution No. 40 of NCU Senate of 22 June 2021 amending Resolution No. 119 of NCU Rector of 24 September 2019 on the rules of charging fees for rendering educational services and terms and procedure of exemption from such fees (NCU Legal Bulletin of 2021, item 239)

it is announced *as follows:*

the appendix to this Announcement contains the consolidated text of Resolution No. 119 of NCU Rector of 24 September 2019 on the rules of charging fees for rendering educational services and terms and procedure of exemption from such fees (NCU Legal Bulletin of 2021, item 301), including amendments introduced by Resolution No. 40 of NCU Senate of 22 June 2021 amending Resolution No. 119 of NCU Rector of 24 September 2019 on the rules of charging fees for rendering educational services and terms and procedure of exemption from such fees (NCU Legal Bulletin of 2021, item 239).

RECTOR

prof. dr hab. Andrzej Sokala

RESOLUTION No. 119

of the Senate of the Nicolaus Copernicus University in Toruń

of 24 September 2019

on the rules of charging fees for rendering educational services and terms and procedure of exemption from such fees

Pursuant to Art. 79 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended)

the Senate resolves *as follows:*

I. General provisions

§ 1

The Resolution stipulates the rules of charging fees for rendering educational services connected with higher education studies, in particular, the deadlines for fees payment and the terms and procedure of exemption from the abovementioned fees at the Nicolaus Copernicus University in Toruń.

§ 2

Any references hereafter made to:
1) the University should be understood as the Nicolaus Copernicus University in Toruń,
2) the tuition fee should be understood as the tuition fee for classes included in the programme of study within a given field of study, level, profile and form,
3) the one-off fee should be understood as payment for:
   a) the classes retaken due to unsatisfactory academic performance,
   b) the classes indispensable for supplementing curricular differences,
   c) the classes not included in the programme of study.

II. Rules of charging fees for educational services

§ 3

1. The University shall charge fees for rendering educational services connected with:
   1) part-time studies;
   2) studies in a foreign language, excluding philological studies;
   3) education of foreigners at full-time studies in the Polish language;
   4) retaking particular classes at full-time studies due to unsatisfactory academic performance;
   5) conducting classes not included in the programme of study, in particular, classes supplementing the learning outcomes indispensable for commencing studies within a given field of study, level, profile and form.

2. Fees mentioned in section 1, point 3 are not charged from:
   1) a foreigner – a citizen of a member state of the European Union, the Swiss Confederation, or a member state of the European Free Trade Association – the party to the agreement on the European Economic Area and their family members residing on the territory of the Republic of Poland;
   2) a foreigner who has been granted permanent residence permit or a long-term resident in the European Union;
   3) a foreigner who has been granted temporary residence permit due to circumstances mentioned in Art. 159, section 1, or Art. 186, section 1, point 3 or 4 of the Act of 12 December 2013 on foreigners (Journal of Laws of 2017, item 2206 and 2282, and of 2018, item 107, 138 and 771);
   4) a foreigner who holds a refugee status granted in the Republic of Poland, or uses temporary protection or supplementary protection on the territory of the Republic of Poland;
   5) a foreigner – a holder of a certificate confirming the competence in Polish as a foreign language, mentioned in Art. 11a, section 2 of the Act of 7 October 1999 on the Polish language (Journal of Laws of 2018, item 931), at least at the linguistic competence level C1;
   6) a holder of Pole's Card or a person who has been granted a decision concerning the statement of Polish origin;
   7) a foreigner being a spouse, ascendant or descendant of a citizen of the Republic of Poland residing on the territory of the Republic of Poland.
3. Fees mentioned in section 1, point 2, 3 and 4 are not charged from foreigners exempted from such fees on the basis of:
   1) international agreements, in accordance with provisions stipulated in the same;
   2) agreements between higher education institutions, in accordance with provisions stipulated in the same;
   3) the decision of the Minister of Science and Higher Education;
   4) the decision of the director of the Polish National Agency for Academic Exchange with reference to its beneficiaries;
   5) the administrative decision of the rector.
4. Detailed regulations for charging fees are stipulated in the table below:

<table>
<tr><th>Type of fee for educational services</th><th>Full-time studies</th><th>Part-time studies</th><th>Studies in a foreign language</th></tr>
<tr><td>Tuition fee</td><td>Foreign students, excluding students mentioned in § 3, sec.2 and § 3, sec. 3</td><td colspan="2">Students – Polish citizens and foreigners, excluding students mentioned in § 3, sec. 3</td></tr>
<tr><td>Retaking classes due to unsatisfactory academic performance</td><td colspan="3">Students – Polish citizens and foreigners, excluding students mentioned in § 3, sec. 3</td></tr>
<tr><td>Classes indispensable for supplementing curricular differences</td><td>Foreign students, excluding students mentioned in § 3, sec. 2 and § 3, sec. 3</td><td colspan="2">Students – Polish citizens and foreigners obliged to cover curricular differences, excluding students mentioned in § 3, sec. 3</td></tr>
<tr><td>Classes not included in the programme of study</td><td colspan="3">Students – Polish citizens and foreigners who were granted permission to attend classes not included in the programme of study</td></tr>
</table>

§ 4

1. The obligation to incur fees for educational services mentioned in §3 results from legislation, in particular, from the present resolution.
2. The student is obliged to pay the fees for educational services irrespective of participation in classes.
3. Information concerning the deadlines and amount of fees for educational services is posted on the student's individual account in the USOSweb platform.
4. A confirmation of paying the fees for educational services is issued by the organisational unit responsible for administrative management of studies and upon the request of a student.

§ 5

1. The rector, prior to the commencement of recruitment for a given academic year, stipulates:
   1) the amount of tuition fee for particular studies within a given field of study, level, profile and form,
   2) the amount of fee for one hour of classes.
2. The fees mentioned in section 1 are binding for the student in the amount stipulated in the year of commencing studies until the moment of graduation, subject to section 3.
3. The student re-admitted to the programme of study makes the payment of fees in the amount stipulated for the academic year of re-admission.
4. In the case of classes not included in the programme of study, the student is obliged to make the payment of fees in the amount stipulated for the academic year in which the student participates in classes.
5. Information concerning the amount of fees is available in the Public Information Bulletin on the website of the University, both in Polish and in English.

§ 6

1. The tuition fee is payable by instalments:
   1) for Polish citizens – 8 instalments from October till May by the 15th of each month,
   2) for foreigners – 2 instalments – each semester by 30 September – for the winter semester and by 15 February – for the summer semester, subject to sections 2 and 3.
2. The student foreigner may, within a procedure stipulated in § 17, apply for dividing a semester payment into the maximum of four instalments.
3. Foreigners are obliged to make the payment of the tuition fee for the first semester of studies immediately after being notified of qualification for studies, no later, however, than by 30 September.

§ 7

1. The one-off fee mentioned in § 2, point 3 is calculated for the student for each hour of classes realized.

1a. In case of classes referred to in § 2, point 3 (c), the one-off fee is not charged for classes not exceeding two subjects within each academic year.

2. The one-off fee is stipulated as the number of hours realized multiplied by the hourly rate for the classes.
3. On the request of the student, the dean may arrange the one-off fee into instalments.
4. The dean notifies the student of the amount and the deadline for payment of the one-off fee in writing and in the USOSweb system.

§ 8

1. Fees for educational services are made in a cashless form into individual student bank accounts, subject to section 6.
2. The student may have several individual bank accounts for payments, for instance, depending on the fields of study or accommodation in student houses, etc.
3. Information concerning individual bank account numbers for payments, amounts due, payments made, as well as financial settlements with the University, is available to the student in the USOSweb system.
4. The University bears no responsibility for the consequences of erroneous qualification of payment, being a result of entering a wrong individual account number or a wrong title of payment. The student is responsible for clarification of inaccuracies connected with effecting the payment.
5. Monitoring and final settlement of payments is managed by the unit dealing with administrative service of studies.
6. Payment of the tuition fee for the first semester of studies is effected by the foreigner to the bank account indicated by the University.

§ 9

1. Payment is considered as effected with the moment of crediting to the University bank account.
2. In the case when the fee payment due date falls on a public holiday, the payment is considered as effected within the deadline if it is credited to the University bank account on the first business day following that date.
3. Statutory interest is charged for delay in the payment of the tuition fee or one-off fee. Statutory interest is charged in the case of delays exceeding 3 days.

§ 10

1. The student who failed to make the payment of the tuition fee, fee for classes retaken due to unsatisfactory academic performance or fee for classes indispensable for supplementing curricular differences, mentioned respectively in § 6 and § 7, is requested to make the overdue payment in writing. The written call for payment is sent against confirmation of receipt as a pre-litigation call.
2. *(repealed)*
3. *(repealed)*
4. *(repealed)*
5. If the student fails to make the overdue payment within he deadline specified in the call for payment mentioned in section 1, the dean removes the said student from the register without delay.
6. If the student fails to make the payment for classes not included in the programme of study within the indicated deadline, the dean shall repeal the decision of granting agreement for participation in the said classes.

§ 11

1. In the case of removing the student – a Polish citizen from the register due to failure in tuition fee payment, the University retains the right to charge the fee for each commenced month of studies (October - May). The fee is calculated by the number of months of participation in studies multiplied by the amount of one instalment.
2. In the case of removing the student – a foreigner from the register due to failure in tuition fee payment, the University retains the right to charge the fee for each commenced month of studies

(October - May). The fee is calculated by the number of months of participation in studies multiplied by the amount of 1/8 of tuition fee for an academic year.

3. In the case of removing the student from the register due to failure in one-off fee payment for classes mentioned in § 2, point 3 (a) and (b), the University retains the right to charge the fee for classes realized until the day of issuing the decision of removal from the register. The fee is calculated by the number of hours of classes realized until the day of issuing the said decision multiplied by the hourly rate for the classes.

§ 12

1. On the request of the student who effected the payment of the tuition fee or one-off fee and submitted a written resignation from studies prior to the commencement of an academic year or a semester, the University reimburses the said tuition fee or one-off fee in the full amount.
2. On the request of the student who effected the payment of the tuition fee and submitted a written resignation from studies after the commencement of an academic year, the University reimburses the amount exceeding the tuition fee due for the period of studies prior to the date of submitting the resignation. The amount of tuition fee due is calculated in accordance with the principle stipulated in § 11, section 1 or section 2, respectively.
3. On the request of the student who effected the payment of the one-off fee and submitted a written resignation from studies or classes after the commencement of an academic year, the University reimburses the amount exceeding the fee due for the classes which were realized until the moment of submitting the resignation. The amount of fee due for the benefit of the University is calculated in accordance with the principle stipulated in § 11, section 3.
4. The overpaid amounts are subject to reimbursement without interest within 30 days as of the day of submitting a request for fee reimbursement.

§ 13

1. The student who failed to make the payment of the tuition fee and submitted the resignation after the commencement of an academic year or a semester is obliged to pay the amount due for the benefit of the University for the classes which were realized until the date of submitting the resignation. The amount of the tuition fee due for the benefit of the University is calculated in accordance with the principle stipulated in § 11, section 1 or section 2, respectively.
2. The student who failed to make the payment of the one-off fee mentioned in § 2, point 3 (a) and (b) and submitted the resignation after the commencement of an academic year or a semester is obliged to make the payment of the amount due for the benefit of the University for the classes which were realized until the day of submitting the resignation. The amount of the tuition fee due for the benefit of the University is calculated in accordance with the principle stipulated in § 11, section 3.

§ 14

1. In the case of a student who was conditionally entered into the register of a higher semester or year of studies and made the payment of the tuition fee but failed to receive credits for overdue subjects within the deadline indicated by the dean, the University retains the right to charge the tuition fee for the period of study at the higher semester or year. The amount of tuition fee due for the benefit of the University is calculated in accordance with the principle stipulated in § 11, section 1 or section 2, respectively.
2. On the request of the student, the University reimburses the amount exceeding the tuition fee due for the benefit of the University for the period of studies.

3. For the student referred to in section 1, the tuition fee for the next semester or year of study shall be reduced by the amount of tuition fee paid previously during the conditional study of that semester or year.

§ 14a

1. In the case of admission by way of resumption to part-time or other studies for which tuition fees are charged, a student who has been removed from the list of students pursuant to § 60, section 1, point 2 in connection with § 39, section 4 of Resolution No. 39 of NCU Senate of 30 April 30 2019, Study Regulations (NCU Legal Bulletin of 2019, item 277), tuition fees are charged in full for the semester or academic year to which the student was admitted, regardless of the number of subjects which the student was required to pass in the decision on admission by way of resumption.
2. Section 1 applies respectively in the case of changing the form of studies from full-time to part-time.
3. In the cases mentioned in section 1 and section 2, the one-off fee mentioned in § 2 section 3 (a) is not charged.

III. Terms and procedure of exemption from fees for educational services

§ 15

1. The following persons can be exempted from the tuition fee in whole or in part:
   1) the best student within a given field and year of study,
   2) the student who found himself in a particularly difficult material situation in the course of studies,
   3) *(repealed)*
   4) the student who has outstanding sports achievements,
   5) the student who participated in international scholarship programmes.
2. The exemption is granted for a given academic year. The exemption from a part of the tuition fee is a multiple of an instalment payment.

§ 16

1. The exemption mentioned in § 15 may not apply to the amount due on account of interest for delay.
2. The exemption does not apply to the student who:
   1) submitted an application after the term stipulated in § 17, section 2.
   2) has an overdue payment of the tuition fee.
3. Tuition fee exemption is not granted to a student in the first year of study in a part-time or other degree program for which tuition fees are charged, including a student who has been admitted to a degree program by way of resumption.
4. Section 3 shall apply respectively to students for whom the form of study was changed from full-time to part-time.

§ 17

1. Decisions in matters mentioned in § 15 are taken upon the student's request respectively:
   1) in the case of a Polish citizen – by the dean,
   2) in the case of a foreigner – by the rector.

2. The request shall be submitted 21 days prior to the tuition fee due date and shall include a justification.
3. The student may appeal to the rector against the dean's decision mentioned in section 1, point 1. The appeal shall be filed through the dean within 14 days as of the date of service of the decision.
4. The student may apply for reviewing the rector's decision mentioned in section 1, point 2. The application for review of the matter shall be filed within 14 days as of the date of service of the decision.
5. Until the final settlement of the appeal mentioned in section 1, no activities mentioned in § 9, section 3 shall be undertaken.

§ 17a

1. The dean may exempt a student who found themselves in a particularly difficult financial situation in the last year of study from part of the one-off fee.
2. The decision on exemption from part of the one-off fee is issued by the dean at the request of the student, submitted no later than 7 days from the date of receipt of the decision on the charge.
3. For the exemption from part of the one-off fee, § 16 section 1 and § 17 section 3 shall apply accordingly.

IV. Final Provisions

§ 18

1. The Resolution enters into force on 24 September 2019 and shall be binding for students commencing the studies from the academic year 2019/2020.
2. To students who commenced their studies prior to the date of the present Resolution entering into force, the previous provisions shall be binding.

Senate President

Prof. dr hab. Andrzej Sokala
Rector