

RULES FOR CHARGING FOREIGNERS FOR EDUCATIONAL SERVICES AND RULES FOR EXEMPTING THEM FROM THESE FEES AT THE KRAKOW UNIVERSITY OF ECONOMICS

PART I GENERAL RULES

§1.

1. These rules contain regulations regarding charging foreigners for educational services provided by the University at first-cycle, second-cycle, and long-cycle master's studies, as well as the conditions and procedure for exemption from fees.
2. The University may charge foreigners for educational services related to:
 - 1) education in part-time studies,
 - 2) repeating specific classes due to unsatisfactory learning results,
 - 3) education in studies in a foreign language,
 - 4) conducting classes not included in the curriculum,
 - 5) education in full-time studies in Polish.
3. The rules for collecting and exempting from fees referred to in Article 79(2) of the Act are regulated by separate regulations.

§2.

The terms used in these rules shall have the following meanings:

- 1) University – Krakow University of Economics (KUE),
- 2) SSC – Student Service Centre – Office of First-cycle Studies and Office of Second-cycle and Long-cycle Master's Studies,
- 3) Study Regulations – obligatory Rules of Study in Krakow University of Economics,
- 4) Studies – first-cycle, second-cycle or long-cycle programs,
- 5) student – a foreigner studying at KUE,
- 6) USAS – Unit for Student Accounts and Settlements,
- 7) Rector's Plenipotentiary – a person authorized by the Rector on the basis of a separate power of attorney to perform specific activities in matters related to fees for educational services,
- 8) foreigner – a person who does not have Polish citizenship,
- 9) Act – Polish Law on Higher Education and Science.

§3.

1. Fees for educational services charged to students and their amount are determined by the Rector after consultation with the student self-government.
2. Pursuant to Article 80(3) of the Act, until graduation from studies by persons admitted to those studies in a given academic year, the University may not introduce new fees for them. Any increase in the amount of fees can occur once in an academic year and not more than by the

rate specified in the Act. This does not apply to increasing the amount of fees for conducting classes not included in the curriculum.

§4.

The student confirms that she/he has read the Rules for charging foreigners for educational services and the rules of exemption from these fees at the Krakow University of Economics by accepting the information statement in the USOSweb system.

PART II

RULES FOR CHARGING AND EXEMPTING FEES FOR EDUCATIONAL SERVICES

Chapter I: Rules for charging fees

§5.

Semester fees for educational services related to education at the university are collected separately for each semester of studies.

§6.

1. Semester fees are paid in a single payment or in installments after choosing an installment plan (i.e., the form of paying the fee as a single payment or in installments). The obligation to choose an installment plan applies to semester fees starting from the second semester of studies. The choice of the installment plan is made via the USOS system and takes place within the deadline specified by the University. Failure to make a choice within this deadline results in the obligation to pay the fee in full. The possibility of paying semester fees in installments does not apply to the semester fee for the first semester of studies.
2. Semester fees for the first semester of studies are paid in a single payment, and the funds must be credited to the University's individual bank account assigned to the student on the following dates:
 - 1) by October 1 for the winter semester,
 - 2) by March 15 for the summer semester.
3. In the case of a single payment of semester fees for semesters higher than the first semester, the funds must be credited to the University's individual bank account assigned to the student on the following dates:
 - 1) for the winter semester – by October 20,
 - 2) for the summer semester – by March 20.
4. In the case of a semester fee paid in a single payment, the student is entitled to a discount in the amount determined by the Rector's order, provided that the funds are credited to the University's individual bank account assigned to the student within the deadline specified in paragraph 3, and there are no financial arrears with the University. The discount does not apply to the semester fee for the first semester of studies.

5. In the case of a semester fee for a semester higher than the first semester, paid in installments, the funds must be credited to the University's individual bank account assigned to the student in the following parts and on the following dates:
 - 1) for the winter semester:
 - I installment in the amount of 35% of the fee – by October 20,
 - II installment in the amount of 35% of the fee – by November 20,
 - III installment in the amount of 30% of the fee – by December 20,
 - 2) for the summer semester:
 - I installment in the amount of 35% of the fee – by March 20,
 - II installment in the amount of 35% of the fee – by April 20,
 - III installment in the amount of 30% of the fee – by May 20.
6. If a student is admitted to studies during the semester, the deadline for payment of the semester fee for the semester during which admission takes place is determined individually upon admission to studies.

§7.

The student is obliged to pay for the educational services provided in proportion to the number of months in which he or she used the educational services. The university charges a flat fee for the full month if the student has used educational services on at least one day in a given month.

§8.

1. The fee for repeating classes due to unsatisfactory learning results is determined according to the number of ECTS credits assigned to a given course, in accordance with the curriculum followed by the student, as the product of the flat rate determined for the ECTS point and the number of such credits, with the reservation that in the case of certain courses, the fee for repeating them may be specified as a fixed amount on the basis of a separate order of the Rector.
2. In the case of full-time studies in Polish, the maximum amount of the fee related to the repetition of classes in a given semester may not exceed the amount of the semester fee.
3. In the case of part-time studies, the maximum amount of the fee related to the repetition of classes in a given semester may not exceed the amount of the semester fee.
4. In the case of studies in a foreign language (full-time and part-time), the maximum amount of the fee related to the repetition of classes in a given semester may not exceed the amount of the relevant semester fee.
5. If the total amount that the student would be obliged to pay for the fees related to the repetition of classes exceeds the amount of the relevant semester fee indicated in paragraphs 2-4, the student is charged a fee equal to the semester fee.
6. The fee related to the repetition of classes is paid within 7 days from the date of receipt by the student of the relevant ruling of the Director of the Institute. If the classes are repeated in subsequent semesters, the student is obliged to pay the fee in the semester in which the classes are repeated, with the due date of payment as for the first installment, indicated in § 6 section 5.

7. Calculations of fees for repeating classes are carried out by the SSC within 7 days from the date of issuing the ruling by the Director of the Institute; in the case indicated in paragraph 6, where the calculation should be made in the semester in which the course is repeated, 7 days before the due date of payment.
8. For courses completed and credited by the Director of the Institute in a given semester in accordance with §39 section 4 of the Study Regulations, no fee is charged when repeating the semester or year within which the course was carried out.
9. The fee for repeating courses due to unsatisfactory learning results in the case of studying at foreign universities is determined taking into account the number of courses/ECTS credits not completed during the mobility and the provisions of agreements concluded with foreign universities.

§9.

1. The fee for courses not included in the curriculum is determined according to the number of ECTS credits assigned to a given course, in accordance with the curriculum under which classes are conducted, as the product of the flat rate determined for the ECTS point and the number of such credits.
2. The fee for classes not included in the study program is paid within 7 days of the student receiving the relevant ruling of the Director of the Institute.

§10.

1. The fee for classes compensating for curriculum differences is determined according to the number of ECTS credits assigned to a given course, in accordance with the curriculum under which classes are conducted, as the product of the flat rate determined for the ECTS point and the number of such credits.
2. The fee for classes compensating for curriculum differences is paid within 7 days from the date of receipt by the student of the relevant ruling of the Director of the Institute. If classes compensating for curriculum differences are held in subsequent semesters, the student is obliged to pay the fee in the semester in which the classes are conducted, with the payment date due as for the first installment, indicated in § 6 section 5.
3. If in a given semester the total amount that the student would be obliged to pay for classes compensating for curriculum differences exceeds the amount of the semester fee for full-time studies in Polish, part-time studies or the semester fee for studies in a foreign language (full-time and part-time), the student is charged a fee equal to the corresponding semester fee.

§11.

1. The fee related to education at the student's request during leave, granted to the student on the basis of § 25 section 10 of the Study Regulations (one-year leave from classes with the possibility of taking the verification of the learning outcomes specified in the study program), is determined according to the number of ECTS credits assigned to a given course in the study program, as the product of the flat rate determined for the ECTS point and the number of such credits.

2. In the case of continuing education after the leave, the semester fee for the semester covering the course to be carried out during the leave is reduced by the fee referred to in paragraph 1.
3. SSC is obliged to immediately notify USAS of the leave granted to the student during part-time studies, studies in a foreign language (full-time and part-time) and full-time studies in Polish.
4. The fee for education during leave is paid within 7 days from the date of receipt by the student of the relevant ruling of the Director of the Institute.

§12.

In the case of resumption of studies, repeating a semester or year, returning from leave or transfer from another university, the student pays fees in the amount applicable to students of the year to which he/she joins.

Chapter II: Conditions and procedure for exemption from fees

§13.

Pursuant to Article 324(1) of the Act, a student may be exempt from fees for:

- 1) repetition of classes in full-time studies due to unsatisfactory learning results,
- 2) education in studies in a foreign language,
- 3) full-time studies in Polish,

on the terms set out in an agreement between HEIs or an international agreement, as well as on the basis of an administrative decision of the Rector, a decision of the Minister or a decision of the NAWA Director with respect to its scholarship holders.

§14.

1. To issue decisions in the matters referred to in this Chapter, including to issue administrative decisions on behalf of the Rector in the matters referred to in § 13, the Rector's Plenipotentiary is authorized, subject to § 15 section 11.
2. Applications in the cases referred to in paragraph 1 are submitted electronically via USAS. USAS immediately forwards the application to the Rector's Plenipotentiary together with the opinion of a USAS employee, indicated by the head of this unit.
3. When deciding on fee exemptions and postponement of the deadlines for their payment, the financial situation of the University should be taken into account.

§15.

1. A student may be exempted from a part of the semester fee (full-time and part-time studies in a foreign language, full-time studies in Polish) for the next semester of studies - up to a maximum of 40% of its amount, if during the course of studies the student found himself in an extremely difficult financial situation, subject to section 11.
2. The possibility of exemption from fees is available to a student who is not in arrears with financial fees towards the University.

3. A student may apply for an exemption from part of the semester fee twice during a given level of study.
4. A student applying for an exemption from part of the fee is obliged to pay the first installment of the semester fee on time within the deadline specified in § 6 section 5.
5. The possibility of applying for a part of the fee exemption does not apply to first-year students.
6. A difficult financial situation is required to be documented by the student by submitting in the original and translated into Polish by a sworn translator current documents necessary to calculate the income per one person in the family (e.g. employment contract of the student and his/her family members, certificates of income earned by them), death certificate or other documents confirming a significant deterioration of the student's financial situation. The documents should be issued no earlier than 3 months before the date of submitting the application (does not apply to death certificates and employment contracts with all annexes).
7. The student is obliged to document the disability by submitting a disability certificate and other related documents or by providing an opinion from the Office for Persons with Disabilities (BON / OPD) of the University.
8. Exemption from a part of the semester fee is granted at the documented request of the student (Appendix No. 1).
9. Both in the winter and summer semesters, applications for exemption from part of the semester fee may be submitted only on the dates set each time by the Rector's Plenipotentiary before the beginning of a given semester. An application submitted without meeting the deadline will be considered only if the circumstances justifying the application occurred in time preventing the submission of the application within the deadline.
10. If the student submits an incomplete application, the student is called upon to remove the deficiencies within 7 days from the date of receipt of the request, otherwise the application will not be considered.
11. In particularly justified and documented life situations of the student, the Rector, after obtaining the opinion of the Rector's Plenipotentiary and an employee of the USAS indicated by the head of this unit, may issue an administrative decision on exempting the student from fees in a wider scope.

§16.

Exemption of a student from a part of the fee for repeating classes due to unsatisfactory learning results (full-time and part-time studies in a foreign language, full-time studies in Polish) is possible only if the repetition is caused by a random situation, independent of the student and impossible to predict, at the student's justified and documented request (Appendix No. 1).

§17.

Fees for full-time studies in Polish, including classes compensating for curriculum differences, are not charged to students indicated in Article 324(2) of the Act, i.e.:

- 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 (EFTA) – a party to the

Agreement on the European Economic Area and members of their families living in the territory of the Republic of Poland,

- 2) a foreigner – a citizen of the United Kingdom of Great Britain and Northern Ireland, referred to in Article 10(1)(b) or (d) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community, and members of his or her family, residing in the territory of the Republic of Poland,
- 3) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union,
- 4) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 127, Article 137a, Article 159 section 1 or Article 186 section 1 point 3 or 4 of the Act of 12 December 2013 on foreigners,
- 5) a foreigner who has a refugee status granted in the Republic of Poland or benefits from temporary protection or subsidiary protection on the territory of the Republic of Poland,
- 6) a foreigner – a holder of a certificate certifying the knowledge of Polish as a foreign language, referred to in Article 11a(2) of the Act of 7 October 1999 on the Polish Language, at least at the C1 language proficiency level,
- 7) the holder of the Pole's Card or a person who has been issued a decision on the confirmation of Polish origin,
- 8) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, living in the territory of the Republic of Poland,
- 9) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 section 1 or Article 151b section 1 of the Act of December 12, 2013 on foreigners, or residing in the territory of the Republic of Poland in connection with the short-term mobility of a researcher under the conditions set out in Article 156b(1) of the said Act or holding a national visa for the purpose of conducting scientific research or development work.

§18.

1. A student may apply for a partial exemption from the semester fee in connection with participation in a foreign student exchange program organized by the University. The exemption from the semester fee may not exceed 50% of the applicable semester fee rate.
2. A documented application in the matter referred to in paragraph 1 (Appendix No. 2) must be submitted after enrollment for the semester to which the fee relates, within the deadline specified each time by the Rector's Plenipotentiary before the beginning of the semester, and in the event that the qualification for the trip occurs after this deadline – immediately after obtaining it.

§19.

1. Postponement of the deadline for payment of the fee for the educational service, including the semester fee, is possible only at the student's request, justified and documented by the

student's difficult life or financial situation (Appendix No. 3), submitted to USAS, before the scheduled payment date.

2. Postponement of the deadline for payment of the semester fee is not available to students of the first semester of studies.

§20.

1. A student of at least the second year of studies is entitled to a discount of 50% of the semester fee for the next semester of studies, provided that the fees due to the University are paid on time, credits are obtained and exams are passed on time (including no repetition of subjects, conditional entries or postponement of course credits) and an average grade of at least 4.94 in the preceding semester.
2. The provisions of paragraph 1 also apply to a student of the first year of second-cycle studies, provided that he or she completes the first-cycle studies at the University and commences second-cycle studies within 6 months from the date of completion of the first-cycle studies.
3. Information on students meeting the conditions specified in paragraph 1 shall be submitted by the Student Service Centre (SSC) to the Director of Finance – Kwestor by the following dates:
 - 1) in the case of fees for the winter semester – by 15 October,
 - 2) in the case of fees for the summer semester – by 15 March.

§21.

1. A student whose family member: spouse, parent, child, sibling, studies at the University at the same time, receives a 5% family discount in the semester fee for:
 - 1) second and third year of first-cycle studies,
 - 2) the second semester of second-cycle studies,
 - 3) II, III, IV and V year of long-cycle studies.
2. The family discount is granted at the student's request (Appendix 4) submitted within the deadline set each time by the Rector's Plenipotentiary before the beginning of the semester.

§22.

1. University employees undertaking part-time studies or studies in a foreign language (full-time and part-time) are entitled to a discount of 30% of the semester fee, at the documented request of the employee (Appendix No. 5), subject to paragraph 3.
2. The application referred to in paragraph 1 is submitted separately in each semester.
3. The amount of the fee referred to in paragraph 1 applies only during the period of employment at the University under the employment relationship, which means that in the event of termination of the employment relationship with the University, the employee is obliged to pay the full semester fee for the remaining period of education after the termination of the employment relationship.
4. In order to correctly apply the semester fee rate, including the correct calculation of the fee or refund due to the employee, the employee is obliged to present an appropriate certificate from the unit competent for employee matters in USAS.

PART III
RULES FOR PAYING FOR EDUCATIONAL SERVICES

§23.

1. Fees for educational services are paid to the University's individual virtual bank account assigned to the student, whose unique number allows the payer to be identified in the University's financial and accounting system.
2. The University's individual virtual bank account number is assigned to students upon admission.
3. Information about the status of settlements with the University is available after logging in to the USOSweb system.
4. Students are required to pay all required fees in the Polish currency (PLN).
5. The University is not responsible for the consequences of incorrect qualification of the payment resulting from entering the wrong number of the University's individual virtual bank account assigned to the student. In the event of a payment made to an account other than the individual bank account assigned to the student, the University is not responsible for the consequences of incorrect qualification of the payment. The obligation to explain irregularities related to the payment rests with the student.
6. Calculations of fees for the next semester are carried out by SSC after the student enrolls for the next semester.
7. The student's financial settlement takes place before the diploma exam is taken. For this purpose, the student is approved for the clearance slip (circular) in the USOSweb system.
8. The control and final settlement of fees is carried out by USAS.

§24.

1. The fee is considered to be made at the moment of receipt of funds on the University's individual virtual bank account assigned to the student.
2. If the last day of the payment deadline expires on a public holiday, the fee is considered to have been paid on time if the funds are credited to the University's individual virtual bank account assigned to the student on the first business day after that day.

§25.

1. In the event of failure to pay the fees for educational services on time, statutory interest is charged. An HEI may waive interest if its value does not exceed PLN 1.
2. Failure to pay the fee for educational services within 30 days from the deadline resulting from these rules may result in removal from the list of students, after sending the student a reminder to the e-mail address in the University's domain, a request for payment and the ineffective expiry of the deadline specified in this request. Removal from the register of students prevents further use of educational services.
3. Removal from the register of students does not release from the obligation to pay fees for educational services provided by the University and to pay any other fees due to the University

for services provided until the moment of deletion. A person removed from the list of students is obliged to settle accounts with the University within 14 days from the date of completion of education.

4. Resumption of studies is possible after prior payment of all overdue fees with interest and the appropriate semester fee.
5. The amounts paid by the student will be credited by the University to their overdue fees in the first place.
6. If the student fails to pay the fees due to the University for educational services, the University may initiate debt collection proceedings in accordance with the applicable law, including in court.

§26.

1. The refund of the amounts overpaid by the student is made at his/her written request (Appendix No. 6), sent to the USAS e-mail address or submitted in person to the USAS. The overpayment may also be credited towards future receivables.
2. Overpayments are returned to the current bank account number indicated by the student, within 30 days of sending the application for refund, and the bank account must be kept in the Polish currency (PLN).

§27.

1. According to Art. 106b sec. 2 of the VAT Act, the University is not obliged to issue an invoice in relation to tax-exempt sales in accordance with Article 43(1)(26b). A VAT invoice confirming the payment for the educational service is issued only at the student's request (Appendix No. 7) sent to the USAS e-mail address within 3 months from the end of the month in which the funds were credited to the individual bank account of the University assigned to the student. If the semester fee is paid by the student's company/employer, a VAT invoice may be issued, where the student is indicated as the purchaser of the service and the company/employer is listed as the payer.
2. If the payer is a company/employer, the University may, at the student's request, issue a proforma document after sending information to the USAS e-mail address, providing the necessary payer data, at least 14 days before the due date of payment of the semester fee.

PART IV

FINAL PROVISIONS

§28.

1. Information on the issuance of decisions/rulings referred to in these Rules is posted in the USOSweb system, on the student's individual website.
2. Decisions/rulings issued by the Rector's Plenipotentiary, subject to paragraph 3, may be appealed to the Rector (Appendix 8).

3. Decisions/rulings issued by the Rector and administrative decisions of the Rector (issued on behalf of the Rector by the Rector's Plenipotentiary) may be appealed for reconsideration of the case (Appendix 9).
4. An appeal or a request for reconsideration of the case is filed within 14 days from the date of receipt of the decision/ruling.

§29.

In all matters concerning the payment for educational services, not specified in the Act, these rules and other internal regulations of the University, the relevant decision is made by the Rector.

§30.

A student may obtain a certificate of settlement of financial obligations towards the University at USAS.

§31.

If, during the course of his/her studies, the student obtains Polish citizenship or documents entitling him/her not to pay the tuition fee, at the student's written request submitted to the Vice-Rector for Education and Students, the financial conditions of the studies are changed. The change of conditions takes place from the moment the student acquires the appropriate qualifications.

§32.

The appendices to these rules are:

- 1) application for partial exemption from the fee for educational services;
- 2) application for partial exemption from the semester fee due to participation in a foreign student exchange program;
- 3) application for postponement of the deadline for the payment for an educational service;
- 4) application for a family discount;
- 5) application for an employee discount;
- 6) application for refund of overpayment;
- 7) request for an invoice;
- 8) appeal to the Rector;
- 9) request for reconsideration of the case.

Appendix No. 1 – Application for partial exemption from the fee for educational services

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

Rector's Plenipotentiary

Krakow University of Economics

I am hereby applying for partial exemption from the fee for.....
..... in the semester of the academic year 20..../.....

I justify my request as follows

.....
.....
.....

.....

Student's signature

Attachments:

Opinion of USAS: I / II / subsequent application

First year student YES / NO

.....
.....

Decision of the Rector's Plenipotentiary

.....

.....

Signature of the Rector's Plenipotentiary

Appendix No. 2 – Application for partial exemption from the semester fee due to participation in a foreign student exchange program*

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

Rector's Plenipotentiary

Krakow University of Economics

I am hereby applying for a partial exemption from the semester fee in the semester of the academic year 20 ... / due to my participation in a foreign student exchange program in

I declare that I have been enrolled in the semester of studies to which the fee applies.

.....

Student's signature

Attachments:

1. Certificate from the unit coordinating the exchange program abroad

Opinion of USAS

.....
.....

Decision of the Rector's Plenipotentiary

.....

.....

Signature of the Rector's Plenipotentiary

** The application should be submitted after enrolment for the semester of studies to which the fee applies*

Appendix No. 3 – Application for postponement of the deadline for the payment for the educational service

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

**Rector's Plenipotentiary
Krakow University of Economics**

I am hereby requesting a postponement of the payment deadline in the semester..... of the academic year 20..../... for:

- ☐ semester fee,
- ☐ repetition of classes in the subject (... . ECTS credit),
- ☐ other *

I justify my request

.....
.....
.....

.....

Student's signature

Opinion of USAS

.....
.....

Decision of the Rector's Plenipotentiary

.....

.....

Signature of the Rector's Plenipotentiary

Appendix No. 4 – Application for a family discount

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

Rector's Plenipotentiary

Krakow University of Economics

I am hereby requesting to be granted a family discount in the semester fee for studies at the KUE in the semester of the academic year 20..../.....

I justify my request by the fact that a family member (spouse, parent, child, sibling) is studying at the Krakow University of Economics at the same time:*

..... (name and surname), (album number),
on the degree I declare that the family
member is enrolled in semester of academic year

.....

Student's signature

Opinion of USAS

.....
.....

Decision of the Rector's Plenipotentiary

.....

.....

Signature of the Rector's Plenipotentiary

**Delete as appropriate*

Appendix No. 5 – Application for an employee discount

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

**Rector's Plenipotentiary
Krakow University of Economics**

I am hereby applying to be granted an employee discount in the semester fee for my studies at the Krakow University of Economics.

I am currently employed at the following KUE unit:
.....

I declare that I am aware that the discount applies only during the period of employment at the University under the employment relationship, which means that in the event of termination of the employment relationship with the University, I undertake to pay the full fee for the remaining period of education after the termination of the employment relationship.

.....
Student's signature

Attachments:

1. Certificate from the unit competent for employee affairs of the KUE

Opinion of USAS

.....
.....

Decision of the Rector's Plenipotentiary

.....

.....
Signature of the Rector's Plenipotentiary

Appendix No. 6 – Application for refund of overpayment

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

Rector's Plenipotentiary
Krakow University of Economics

I am hereby request a refund of the overpayment made by me to the individual bank account number of the University.

The number of bank account in Polish currency (PLN), to which the refund should be made
.....

.....

Student's signature

Appendix No. 7 - Application for issuing an invoice

Krakow, on

Unit for Student Accounts and Settlements

I am hereby requesting an invoice for the educational services payment.

Student Name(s) and Surname

Address

Album number

Degree program

Payment amount

Payment date

Payment for semester (semester no.)

Payer's details:

Company Name / Full Name.....

Address.....

NIP

Please send the invoice to the student's e-mail address in the uek.krakow.pl domain:

.....

.....

Applicant's signature

The application should be submitted to the USAS e-mail address no later than within 3 months of making the payment.

Appendix No. 8 – Appeal to the Rector

Submitted through the Unit for Student Accounts and Settlements

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

**His Magnificence, Rector
of Krakow University of Economics**

I hereby file an appeal in connection with the decision of the Rector's Plenipotentiary
issued on regarding.....
.....

I justify my appeal as follows:

.....
.....
.....

.....
Student's signature

Opinion on:

.....
.....

Rector's Decision:

.....

.....
Signature of the KUE Rector

Appendix No. 9 - Application for reconsideration of the case

Submitted through the Unit for Student Accounts and Settlements

Krakow, on

Name(s) and surname

Album No.

Full-time/part-time studies

Degree program studied

Year, semester, degree level

Telephone number

Correspondence address

**His Magnificence, Rector
of Krakow University of Economics**

I hereby request a reconsideration of the case in connection with the Rector's decision
issued on regarding
.....

I justify my request as follows:

.....
.....
.....

.....
Student's signature

Opinion on:

.....
.....

Rector's decision:

.....

.....
Signature of the KUE Rector