

The rules of collecting fees, including fees for educational services provided at the first and second cycle degree studies, and terms and conditions, as well as the mode of fee exemption

§ 1

1. The university collects from students of the first and second cycle degree studies fees for:
 - 1) provided educational services related to:
 - a) education at part-time studies,
 - b) retaking specific classes at full-time studies due to the unsatisfactory results in education,
 - c) education at studies conducted in foreign language,
 - d) conducting classes not covered with the curriculum of the studies referred to in subpar. 2;
 - e) education of foreigners at full-time studies in Polish, with a reservation of the provisions of the Act of 20 July 2018 – the Law on Higher Education and Science (hereinafter referred to as “the Act”);
 - 2) using student dorms.
2. Classes, which are not necessary to graduate from studies at a given faculty and level, and taking of which exceeds the number of ECTS points specified in the curriculum and necessary to graduate from said studies, are treated as classes not covered with the curriculum.
3. In the case of part-time, weekend studies fees for incomplete terms are settled with a consideration of the number of sessions in a given term in compliance with the organisation of such studies, during which the student held the student status, and, in the case of a resignation from studies, until the day of submission thereof.
4. In the case of fees at full-time studies and part-time, afternoon studies fees for incomplete terms are settled with the consideration of the number of didactic weeks in a given term in compliance with the organisation of such studies, during which the student held the student status, and, in the case of a resignation from studies, until the day of submission thereof.
5. In settlements incomplete didactic weeks are treated as completed.

6. The fee for a term of classes allows choosing subjects equal to 30 ECTS points. In the case of discontinuing studies or graduating before the deadline, the University charges a fee for education equal to the actual number of ECTS points possible to be obtained for selected subjects in the hitherto mode of studies, exceeding the scope stipulated in the previous sentence.
7. The Rector can specify:
 - 1) specific rules of collecting fees with a consideration of the provisions hereof;
 - 2) the number of ECTS points obtaining of which shall not be treated as exceeding the limit referred to in subpar. 2, however, not higher than 6 ECTS points;
 - 3) cases related to the implementation of specific specialities or programmes, when exceeding the limit referred to in subpar. 2 is not treated as taking classes not covered with the curriculum;
 - 4) the list of subjects taught by teachers-foreigners, studying of which is not treated as exceeding the limit referred to in subpar. 2.

§ 2

The rules apply to Polish citizens and foreigners.

§ 3

1. Fees are paid to the Virtual Deanery, a relevant, individual account of the student kept in the bank account of the SGH Warsaw School of Economics. The date of fee payment is the date of crediting the amount due on the account.
2. The fee for educational services is paid in advance for the term or in 10 monthly instalments equivalent to the fee specified for the academic year, paid in instalments.
3. The amount of fees for educational services and dates of payment thereof are stipulated by the Rector by order. The amount of fees for certification of documents aimed at legal transactions abroad, for issuance of student ID and for issuance of duplicates of these documents, as well as for issuance of copies of a graduation diploma and a supplement to the diploma or a duplicate of the graduation diploma and a supplement to the diploma in foreign languages are stipulated in provisions issued pursuant to the Act.
4. The amount of fees for using student dorms and payment dates are stipulated by the Chancellor by order.
5. A delay in payment of fees results in calculation of statutory interests.

6. In the case of a delay in payment of fees for educational services exceeding one month, the dean of the relevant department decides on striking the student off from the list of students.
7. Upon the document request of the student, in cases justified with their difficult financial situation, the relevant dean of the department can agree to postponing the payment date for educational services, however, the payment date cannot exceed the period of studies which the fee concerns. This request should be submitted by the interested party to the relevant deanery not later than 14 days before the lapse of the payment date.
8. Detailed terms and conditions of payments for studies can be stipulated in the agreement concluded between the University and the student. This agreement template is specified by the Rector.

§ 4

1. Students can apply for exemption from fees referred to in par. 1 in subpar. 1 point 1, in full or in part, provided that they meet at least one of the conditions below:
 - 1) have outstanding academic achievements;
 - 2) distinguished themselves with special achievement in work to the benefit of the University;
 - 3) found themselves in a difficult life or financial situation;
 - 4) participate in international scholarship programmes.
2. The exemption from fees referred to in par. 1 in subpar. 1 point 2, in full or in part, can be applied for by students, who meet at least one of the conditions below:
 - 1) have outstanding academic achievements;
 - 2) distinguished themselves with special achievement in work to the benefit of the University;
 - 3) found themselves in an especially difficult life or financial situation.
3. The decision on the exemption of fees is taken by the Rector upon the justified and documented request of the interested party, taking into consideration the individual situation of the student and financial possibilities of the University.
4. Within 14 days as of serving the decision referred to in subpar. 3, the student can apply for re-consideration of the case by the Rector. The Rector's decision taken as a result of the re-consideration of the case is final.
5. To matters referred to in subpar. 1 and 2, the Act of 14 June 1960 – the Code of Administrative Procedure (Journal of Laws of 2018, item 2096, as amended) applies.