

**Zarządzenie nr 32/2024**  
**Rektora Akademii Nauk Stosowanych WSGE**  
**im. A. De Gasperi w Józefowie**  
**z dnia 14 maja 2024 roku**

***w sprawie wprowadzenia Regulaminu opłat za studia prowadzone w języku angielskim w Akademii Nauk Stosowanych WSGE im. A. De Gasperi w Józefowie***

Działając na podstawie §60 ust. 1 Statutu Akademii Nauk Stosowanych WSGE im. A. De Gasperi w Józefowie z dnia 6 lutego 2024 zarządzam, co następuje:

§ 1

1. Wprowadza się *Regulamin opłat za studia prowadzone w języku angielskim w uczelni.*
2. Regulamin, o którym mowa w ust. 1 stanowi Załącznik do niniejszego Zarządzenia.

§ 2

1. Zarządzenie wchodzi w życie z dniem podpisania.

Przewodniczący  
Rady Samorządu Studenckiego  
Akademii Nauk Stosowanych WSGE  
im. A. De Gasperi w Józefowie

.....  
Paulina Szymańska-Gwara

Rektor  
Akademii Nauk Stosowanych WSGE  
im. A. De Gasperi w Józefowie

.....  
Dr hab. Magdalena Sitek

## **Regulations of fees paid by foreigners undertaking studies at the WSGE University of Applied Sciences in Jozefow**

### **I. General provisions**

#### **§1**

1. Regulations of fees paid by foreigners undertaking studies at the WSGE University of Applied Sciences in Józefów (hereinafter referred to as the Fee Regulations), defines the rules for fees charged by the University related to the education of foreigners at the WSGE University of Applied Sciences in Józefów (hereinafter referred to as AWSGE).
2. AWSGE concludes an agreement with a person admitted to studies, specifying the payment conditions for studies (hereinafter referred to as the University-Student Agreement).
3. The model of the contract referred to in sec. 2 constitutes an Annex to the Regulations of Fees.
4. The student is obliged to pay the tuition fees in a timely manner, on the terms set out in these Regulations and in the University-Student Agreement.
5. The fees charged by the university related to education include:
  - 1) tuition fees,
  - 2) additional fees,
  - 3) handling fees,
  - 4) fees related to the issuance of documents and certificates.
6. The University applies allowances and exemptions from paying tuition fees by the student.
7. The University reserves the right to charge statutory interest for late payments.

### **II. Education fees charged by the university.**

#### **§2**

1. A handling fee related to the administrative costs of preparing a visa application in the amount of - EUR 200 / \$ 220 shall be paid by the applicant for admission to studies at the latest on the day of submitting the application for admission to studies at the university. Students who have a visa or a residence card or another title entitling them to stay in the territory of the Republic of Poland at the time of starting to apply for admission to studies are exempt from the fee.
2. The amount of tuition and installments as well as payment dates are regulated by the Rector's ordinance issued annually. These regulations are also included in the University-Student Agreement.
3. The amount of tuition and installments referred to University – Student Agreement, does not change during the entire study cycle.

#### **§3**

1. The fees are paid by bank transfer to the AWSGE bank account or are paid directly at the AWSGE cash desk. The date of payment is the date when the fees are credited to the account or to the AWSGE cash desk.
2. If the tuition fee is not received on time, the Student is removed from the list of AWSGE students.
3. Due to delay in payments, including tuition fees, AWSGE charges statutory interest, however not longer than for two months.
4. In the case of re-admission to studies after being removed from the list of students, the Student may continue education after paying a handling fee of EUR 50.

#### **§4**

1. A student who changes the form of education covers the handling costs of this change in the amount of EUR 50.
2. The student incurs an additional fee for the subject of the program differences in the amount of EUR 120, while the fee for the program differences is charged for no more than three subjects.
3. A student obtaining a conditional enrollment for the next year of studies shall pay a fee of EUR 200 for each repeated subject.
4. A student who repeats a year shall pay a fee of 100% of the tuition fee for the year determined for a given field of study and form of study.
5. A student who did not submit the thesis, although the study program provides for the obligation of its preparation and obtained the consent of the Vice-Rector for education to repeat a subject Seminar, bears a fee of 400 euros.
6. A student who submitted his/her diploma thesis but failed the diploma examination and was removed from the list of students, and then resumed studies in accordance with §50 of the Study Regulations in connection with Pursuant to §23 of the Diploma Processing Regulations, in connection with the obligation to prepare a new diploma dissertation, he or she conducts classes and pays fees in accordance with paragraph 5
7. A student who submitted the diploma thesis but did not take the diploma examination and was removed from the list of students, and then resumed studies in accordance with § 46 of the Study Regulations, is obliged to undergo 15 hours of consultations with the supervisor and shall pay the fee until passing the diploma examination in the amount of 400 euros.
8. Subjects carried out in addition to the study program, the student pays according to separate rules, which are as follows:
  - 1) payment of the tuition fee for the second major / second specialization is 50% of the semester fee for the second major / second specialization and is valid for all semesters in which the second major / second specialization is implemented, subject to point 2,
  - 2) after completing the first field of study, the Student pays the full tuition fee for the remaining semesters in the second field of study,
  - 3) the amount of the tuition fee for studies carried out as part of an individual study plan at a foreign university, as part of a student exchange program, is 100% of the tuition fee established for a given field of study and year of study; before going to study as part of the scholarship, the student must pay the fee for the next academic year or for the semester, if it is an internship,
  - 4) the amount of the tuition fee for one semester of studies carried out as part of an individual study plan or individual education program at AWSGE is equal to the semester amount of the tuition fee specified in the University-Student Agreement.

#### **§ 5**

1. AWSGE charges fees for issuing documents and certificates in the following amounts:
  - 1) for issuing a copy of the diploma in a foreign language other than a copy issued at the graduate's request within 30 days from the date of graduation - PLN 20,

- 2) for issuing a copy of the diploma supplement in a foreign language other than the one issued at the graduate's request within 30 days from the date of graduation - PLN 20,
- 3) for issuing a duplicate of the graduation diploma - PLN 20,
- 4) for issuing a duplicate of the supplement to the diploma - PLN 20,
- 5) for issuing an electronic student ID - PLN 22,
- 6) for certification of documents issued in connection with the course or graduation of studies intended for legal transactions with foreign countries - PLN 26,
- 7) for individual certificates, except for:
  - a) certificates to the WKU,
  - b) certificates required to obtain a temporary residence permit in the territory of the Republic of Poland - PLN 5.
2. For the issue of a duplicate ID card, a fee is charged half the amount for the original.
3. Before receiving the certificate referred to in para. 1 point 7 lit. b, the student pays the tuition fee for the next academic year.
4. For cash payments made directly at the cash desk, a handling fee of PLN 5 is collected, but the handling fee does not apply to the fee for the index and student ID and for individual certificates.
5. The fee referred to in paragraph 1 point 6, the following is payable:
  - 1) to the bank account of the National Agency for Academic Exchange (NAWA) - in the case of authentication of:
    - a) a graduation diploma and a diploma supplement, their duplicates, and copies, including copies in a foreign language,
    - b) documents issued by the university other than those listed in point (a). and if it is necessary to meet the requirements specified by another country or in other justified cases,
    - c) certificate of graduation.
  - 2) for the university in the manner specified in §3 sec. 1 - in the case of authentication of documents issued by the university other than those mentioned in point 1.
6. The documents referred to in paragraph 5, point 1 shall be authenticated by the NAWA Director.

### **III. Discounts and waivers from paying tuition fees by students.**

§ 6

1. The Rector may consent to the reduction of tuition fees charged by the university or to change the terms of their payment.
2. The Rector's ordinance referred to in paragraph 2, section 1, may specify discounts and reductions other than those specified in the Regulations of fees, but not inconsistent with these Regulations.

§7

A foreign student may pay semester tuition fees if, he or she gets the Rector's agreement on this matter.

### **IV. Resignation from studies and termination of the University-Student Agreement**

§8

1. The student may terminate the agreement at any time, and the resignation from studies is made in writing in order to be valid.
2. The university reimburses the tuition fees paid in full if the student does not start studies due to:
  - 1) failure to start the field of study for which the student has been admitted,
  - 2) not receiving a student visa or residence card, or another title to stay on territory of Poland.
3. In the event of resignation from studies within 7 working days from the date of registration, the student-foreigner should reimburse the university for expenses in the amount of EUR 2,000, which the university has made for the proper performance of the order (in particular the labor costs of the AWSGE International Relations Office, costs related to the recruitment process, including agent payment, business travel, campaign and educational fair participation costs, and advertising material costs).
4. The reimbursement of the costs referred to in paragraph 1. 3 shall be made in the form of a deduction from the amount of tuition paid by the student-foreigner refund by the University.
5. The condition for the refund of tuition fees is confirmed by an appropriate document:
  - 1) change of the residence status or cancellation of the visa at the facility where the foreign student obtained it, or
  - 2) admission to studies at another university.

### **V. Final and transitional provisions**

§9

1. These Fee Regulations enter into force on 14<sup>th</sup> May 2024.
2. The regulations contained in the Fee Regulations apply to students starting or resuming studies in the academic year of 2024/2025.
3. Persons who start their studies at AWSGE are required to sign these Regulations of Fees and the University-Student Agreement, a template of which is attached as Appendix 1 to these Regulations.

§10

The Fee Regulations and amendments to the Fee Regulations are made public by an announcement on the notice board by the cash office of the AWSGE and on the website and in the University's Public Information Bulletin, at least four months before the start of the study cycle for which they apply.

Place for a photo

35x45 mm

**WSGE University of Applied Sciences  
in Józefów**

Address: 4 Sienkiewicza St., Józefów near/Otwock 05-410

Recruiting Office: tel. (0-22) 789 – 19 – 03

**Application form  
to the Rector**

Request for a university place for the subject of study:

<i>First cycle studies</i>	<b>Administration</b> ( <i>practical profile</i> )	
	<b>Pedagogy</b> ( <i>practical profile</i> )	
	<b>Management</b> ( <i>practical profile</i> ) - <b>studies in Polish</b>	
	<b>Management</b> ( <i>practical profile</i> ) - <b>studies in English</b>	
	<b>Internal security</b> ( <i>practical profile</i> )	
	<b>Internal security – Branch in Minsk Mazowiecki</b> ( <i>practical profile</i> )	
<i>Second cycle studies</i>	<b>Pedagogy</b> ( <i>general academic profile</i> )	
	<b>Internal security</b> ( <i>practical profile</i> )	
	<b>Management</b> ( <i>practical profile</i> ) - <b>studies in Polish</b>	
	<b>Management</b> ( <i>practical profile</i> ) - <b>studies in English</b>	
<i>Long cycle studies (five years master's degree)</i>	<b>Pre-school and early childhood education</b> ( <i>practical profile</i> )	
	<b>Psychology</b> ( <i>practical profile</i> )	
	<b>Law</b> ( <i>practical profile</i> )	

Full-time studies

Part-time studies

**UNIVERSITY APPLICANT'S QUESTIONNAIRE**

1. Surname (in CAPITAL LETTERS): .....
2. First name /names (in CAPITAL LETTERS) .....
3. Passport number or PESEL .....
4. Date and place of birth ..... in (city) .....(country) .....
5. Father' name: ..... 6.Mother's name .....
7. Permanent address in the country of origin .....
- (street, building no./flat no., postal code, city/village)
8. Address of correspondence in Poland: .....
- (street, building no./flat no., postal code, city/village)
9. Contact telephone number in Poland: .....
10. E-mail Address (write in CAPITAL letters): .....
11. Language of instruction: English  Other .....
12. Foreign language (part of the study programme):  Polish  Other .....

data included in the application form is confirmed  
by personal signature

✓  
.....  
(date and candidate's legible signature)

Along with my application form I enclose (delete the documents the applicant does not submit)

Ord. No.	List of documents	Student's/applicant confirmation of receiving documents
1.	Copy of a document confirmed by university (a certificate of secondary school graduation/matriculation certificate) which entitles to study in the country where documents were issued <input checked="" type="checkbox"/> original document <input type="checkbox"/> copy no .....of (date) ..... issued by .....	
2.	copy of a diploma duplicate (including a diploma supplement), confirmed by university <i>(applied to applicants for graduate studies)</i> .....	
3.	one photography, according to the requirements applied at issuing the identity cards – dimensions 35x45 mm, with a left ear visible, signed at the back –legibly first name and surname, additionally an electronic version copy to deliver the electronic student's identity card	
4.	copy of candidate's identity card or another identity document, confirmed by university, in case of foreign applicants for studies	xxx

**Applicants not being Polish citizens (foreigners) submit:**

visa or residential charter, or another document legalizing a stay on the territory of the Republic of Poland	
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**DECLARATION ABOUT PERSONAL DATA**

I consent to the processing of personal data in accordance with the Act of 10<sup>th</sup> May, 2018 on the Protection of Personal Data (Journal of Laws 2018, item 1000, as amended) and the Regulation of the Minister of Science and Higher Education of 28<sup>th</sup> September 2018 on studies (Journal of Laws of 2018, item 1861, as amended) by the WSGE University of Applied Sciences in Józefów (hereinafter: AWSGE), which is also the Administrator of Personal Data (hereinafter: ADO). The Data Protection Officer at AWSGE is Wojciech Sitek (mail: wojtek@wsge.edu.pl).

Providing the above-mentioned personal data is a prerequisite for studying at AWSGE. I declare that I am aware of:

- that the data provided by me (i.e. surname, names, PESEL number, passport number or other registration number, date and place of birth, series and number of ID card, name of father and mother, permanent residence address, correspondence address, contact telephone number, e-mail address) , information on higher education, secondary school-leaving certificate number, name of the secondary school) will be used and stored only for the purposes of the qualification procedure and the course of studies, only during the period provided for by law and on the basis of the Regulation no. 10/2022 from 23<sup>rd</sup> March 2022 (hereinafter: WSGE Security Policy);
- that my personal data (i.e. name, surname, e-mail address, telephone number, date of graduation or interruption of studies, field of study) will be used and stored only with my consent (in a separate database from the data necessary for the course of studies) and only for marketing or statistical purposes;
- that my personal data will not be profiled, made available to third parties, a third country or an international organization without the Student's consent. Institutions that have access to this personal data have entrustment agreements with ADO or have been authorized by law;
- that monitoring is installed in the AWSGE for safety purposes - the data is handled in accordance with the WSGE Security Policy and are not profiled;
- that I have my rights to request rectification, deletion and limitation of data processing, as well as the possibility of objecting to the processing and the right to transfer data and the right to withdraw this consent in writing at any time, which will result in my termination of the contract;
- that I have my rights to lodge a complaint with the President of the Personal Data Protection Office.

I agree to the processing of personal data:

- for the purposes of the recruitment procedure and documentation of the course of studies at the AWSGE (compulsory);
- for the marketing purposes, which include informing about offers regarding AWSGE activities via e-mail and telephone for an indefinite period, unlimited by the duration of this contract, until my subscription is resigned (via e-mail to [beata.zawadka@wsge.edu.pl](mailto:beata.zawadka@wsge.edu.pl) or mailing list);
- for the purposes of maintaining and publishing anonymous statistics on the activities of the AWSGE, tracking the careers of graduates and scholarship for an indefinite period, unlimited by the duration of this contract, until my resignation from sharing data (via e-mail to [m.such-pyrgiel@wsge.edu.pl](mailto:m.such-pyrgiel@wsge.edu.pl) or mailing).

**DECLARATION ABOUT REGULATIONS**

I declare I read carefully the Regulations of study and the Rules of the fees. I accept the rules included there and I will abide by its provisions.

**DECLARATION OF CONSENT TO SIGN THE AGREEMENT**

I declare that I consent to the signing of the University-Student Agreement after being entered on the list of students.

**OATH**

*I solemnly vow that I will persistently strive to acquire knowledge and to develop my own personality, to respect academic laws and customs, and with all my conduct to care for the honor and dignity of the student of the WSGE University of Applied Sciences in Józefów.*

I confirm that I have submitted the above-mentioned documents, and that I have read the content and accept the terms of the Statement of consent to the processing of personal data, Statement of become acquainted with the Study Regulations, Declaration of consent to sign the contract and the Oath.

I am aware of criminal liability under Art. 233 of the Criminal Code for providing false data.

*Józefów, date.....*

√ *signature of a candidate* .....

**I learned about the university:\***

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> from the advertisements | <input type="checkbox"/> from University presentation | <input type="checkbox"/> from leaflet                            | <input type="checkbox"/> from posters   |
| <input type="checkbox"/> from billboards         | <input type="checkbox"/> at the competition occasion  | <input type="checkbox"/> from the Internet                       | <input type="checkbox"/> from a teacher |
| <input type="checkbox"/> from a friend           | <input type="checkbox"/> from AWSGE student           | <input type="checkbox"/> from other sources ( <i>which one</i> ) |   |

*Please give detailed information: .....*

\* please fill in the questionnaire for AWSGE marketing reasons

I declare that the applicant has submitted a full set of documents required and deliver the documents to the Rector to make a decision to accept him/her to study.

.....  
*Date and legible signature of AWSGE worker of Education Service Offices*

Agreement University – Student

<b>Field of studies:</b> <i>(please fill in)</i> :	<b>MANAGEMENT</b>
<b>Duration of studies:</b> <i>(delete where inapplicable)</i>	..... cycle studies
<b>Form of studies:</b> <i>(delete where inapplicable)</i>	full-time
<b>Profile of studies:</b> <i>(delete where inapplicable)</i>	practical

Signed on ..... in Józefów, between the WSGE University of Applied Sciences in Józefów (hereinafter “**University**”), represented by the Rector, Ph.D. Magdalena Sitek (hereinafter “**Rector**”) and a Student..... (hereinafter “**Student**”)

**§1**

The WSGE University of Applied Sciences in Józefów, located on Sienkiewicza 4 Street, is committed to ensure to all student throughout the period of studies, activities at the possibly highest level. All costs associated with the maintenance of the University, academic base, teacher salaries and administration are covered by the University. The University will provide to the student adequate conditions for the completion of a higher education of first or second cycle on practical or general academic profile, as well as all the rights provided in Regulations of studies.

**§2**

Student is obliged to make every effort to take the greatest benefits from all the knowledge passed to him/her during studies.

**§3**

1. The Student is obliged to inform about any changes of address as well as to submit the photocopy of current temporary residence card/permit or other proof of authorization to reside on the territory of the Republic of Poland.
2. The failure to comply with the obligation under the passage 1, shall constitute grounds for termination of the Agreement University - Student due to the fault of the Student and then deleting him or her from the student list.

**§4**

1. The Student acknowledges that tuition fees should be paid according to the payment schedule enclosed in the paragraph 11 of this Agreement. Regardless of the tuition fee, there is also the entry fee paid once before the studies and the additional fees, handling charges and the fees associated with issuing documents and certificates.
2. The tuition fees in accordance with the Rules of Fee are paid to the University bank account: 64 1020 1127 0000 1102 0198 5654 – for payment in EURO / 33 1020 1127 0000 1502 0265 1339 – for payment in US dollars - SWIFT: BPKO PL PW or directly at the University cashbox.
3. The fees different than those specified in the passage 2 shall be paid directly at the University cashbox.
4. The financial arrangements set out in the Rules of fees do not change during the education course.

**§5**

1. Tuition fees are as follows:

<i>Cycle</i>	<i>Course (major)</i>	<i>Full-time form</i>	
		<i>Students with legal stay in the EU</i>	<i>Students without legal stay in the EU</i>
<b>First cycle studies</b>	<i>Business Administration</i>	2200 euro (academic year) 1100 euro (semester)	2800 euro (academic year) 1400 euro (semester)
	<i>Hotel and Tourism Management</i>	or 2420 US dollars (academic year) 1210 US dollars (semester)	or 3080 US dollars (academic year) 1540 US dollars (semester)

<b>Second cycle studies</b>	<i>Business Administration</i>	2300 euro (academic year) 1150 euro (semester) or	3000 euro (academic year) 1500 euro (semester) or
	<i>Hospitality and Tourism Management</i>	2530 US dollars (academic year) 1265 US dollars (semester)	3300 US dollars (academic year) 1650 US dollars (semester)

2. The Student is obliged to pay on time tuition fees, in accordance with the paragraph 11 of this Agreement.
3. The Student pays tuition fees for the academic year in accordance with the paragraph 11 of this Agreement.

#### §6

Tuition does not include the costs of textbooks and other learning materials. The University does not bear the costs for tutoring due to extracurricular causes (neglect, not attending classes because of illness, unsatisfactory test results, etc.). The tuition fee does not cover the costs of student's preventive examinations, the insurance costs and the costs related to the use of recreational and sports facilities if they exceed the framework of the program of study. In addition, the tuition fee does not include the additional charges, the handling fees and the charges related to the issuance of documents and certificates.

#### §7

The Student acknowledges that he or she attends to the non-public (private) University, and that the tuition is paid as a fee for services provided by the University based on the organization of the learning process, in which the Student participates.

#### §8

1. The Student may be refused by the University to attend the classes if student violates the date of payment of tuition fees without the prior agreement from the University.
2. The prolongation of the tuition's payment requires written permission of the Rector (and it can occur only if Student has not any previous financial debts to the University. After the expiry of the prolongation of payment, the Student loses the right to continue his/her studies.
3. The University reserves the right to charge the statutory interest on late fees in accordance with the Rules of the fees.

#### §9

1. The agreement has binding legal value after formation of the group of at least 15 students in the selected field of study.
2. The Rector may agree to start studies for a smaller group than that indicated in paragraph 1.
3. The major shall be chosen by the Student not later than 2 weeks before beginning of academic semester, in which major courses should be started, accordingly to the study programme.

#### §10

In the case of a negative program evaluation done by the Polish Accreditation Commission on the selected faculty and the level of education or in the case of a decision of the Minister responsible for higher education to suspend recruitment or to close the faculty, it is possible to terminate the agreement by the Student.



§11

The terms of tuition payment:

<i>Type of payment</i>	<i>Deadline</i>
<b>Entry fee</b>	on the date of application for admission to University
<b>Tuition for academic year</b>	in each case to September 20 or February 20 (depending on the date of admission)

§12

1. The Student may terminate the agreement in any time, but it must have a written form.
2. The University is refunding the tuition fee in the case when Student does not begin the study due to the following reasons:
  - 1) the course for which the Student was enrolled did not start,
  - 2) the visa, resident card or any other document making stay in territory of the Republic of Poland legal was not granted to Student.
3. In the case of resigning by the Student from study in the period of 7 days from the registration date, the Student must pay back to the University the expenses in the amount of 2000 euro, which were made by University in order to made the commissioned job proper (in particular, the cost of activities of the International Relations Office, the cost related to the admission process, including the consultant or agent’s commission, the business trips, the cost of marketing campaigns, the participation in educational fairs and the cost of promotion materials).
4. In case of resigning by the Student form study after the period of 7 days from the registration date the tuition will not be refundable.
5. The refund of costs mentioned in the passage 3 will appear as a reduction of the refunded by the University amount of the tuition fee paid by the Student.

§13

1. In matters not regulated by this Agreement, the provisions of the Civil Code, the Act of 20.07.2018 - Law on Higher Education and science (Journal of Laws 2018 item. 1668, with amendments) and the Statute of the Alcide De Gasperi University of Euroregional Economy in Józefów are used.
2. The Student declares that: before signing this Agreement, he or she carefully reads the Regulations of studies and signed the Rules of the fees as well as he or she will observe these provisions.
3. The agreement applies to all students starting and resuming studies from the winter or summer semester of the academic year 2024/2025.
4. Changing provisions of the Agreement University - Student takes the form of an annex to the contract, the lack of Student’s consent to amendments means giving up education and results in the deletion from the list of students.

Legible sign of the Student

Legible sign and stamp of the Rector

√.....

.....