

Consolidated text prepared on the basis of:
Regulation No. 51 of 25 September 2019,
Regulation No. 20 of 01 April 2021,
and Ordinance No. 34 of 14 May 2021.
Legal status in effect as of May 14 2021.

RECTOR OF THE
SGH WARSAW SCHOOL OF ECONOMICS
in Warsaw

ADOIL.021.347.2019

RECTOR'S REGULATION

NO. 51

of 25 September 2019

on determining the model agreement on the terms of payment
for postgraduate studies

Pursuant to Article 23(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended)¹⁾, it is hereby regulated as follows:

§ 1

1. The model agreement on the terms of payment for postgraduate studies, constituting an annex to the Regulation, is introduced.
2. The model agreement referred to in § 1 does not apply to Students of postgraduate MBA courses, for which agreements are concluded in accordance with the model specified in a separate Rector's regulation.

§ 2

This Regulation enters into force on 01 October 2019.

RECTOR

SGH professor Marek Rocki, PhD

¹⁾The consolidated text of the said Act has been announced in the Journal of Laws of 2021, items 478 and 619.

**AGREEMENT ON THE TERMS OF PAYMENT
FOR POSTGRADUATE STUDIES**

concluded on in Warsaw between the SGH Warsaw School of Economics, al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as "the School", represented by the Head of the postgraduate programme referred to in § 1:

.....
(full name of the Head of the postgraduate programme)

acting under the authority of the Rector,

and Mr / Ms

resident in:, at ul.,

with PESEL no., and in case of it's absence: passport series and number*

....., hereinafter referred to as the "Student".

§ 1

The subject matter of the agreement is to determine the terms of payment for postgraduate studies:

.....
(name of the postgraduate course and edition number)

carried out at

(name of the organisational unit conducting the postgraduate studies)

at SGH Warsaw School of Economics.

§ 2

1. The Student undertakes to pay the tuition fee for postgraduate studies in a timely manner.

2. The tuition fee must be paid*:

1) as a one-off payment in the amount of, to be paid by

2) in instalments where:

– the first instalment of is to be paid by

– the second instalment of is to be paid by

.....

* Delete as appropriate.

3. The Student shall be obliged to pay an additional fee for the extension of the deadline for completing the postgraduate programme in the individual mode. The amount of the fee allowing to finance the costs of the individual postgraduate programme completion shall be determined by the Dean of the College/the Vice-Rector responsible for postgraduate studies* but may not be higher than 15% of the fee referred to in § 2.
4. The fees under the agreement shall be paid by the Student to the individual bank account number of the School, automatically generated in the Information System for the Postgraduate Studies, with the title of the payment specifying the name of the course and the number of its edition, provided that in the case of the additional fee referred to in § 3, it shall be paid to the bank account of the School designated by the Head of the postgraduate programme.
5. The date of payment shall be the date on which the amount paid is credited to the School's bank account.
6. Any delay in payment of the fee or part thereof, or failure to pay the fee in full, shall result in the School charging statutory interest on the outstanding amount. In the case of overdue payment of fees, the Head of the postgraduate studies may not admit the Student to participate in the classes, and in the case of failure to pay the outstanding amount by the established deadline, the Student may be removed from the list of Students.
7. At the request of the Student, the School shall issue an invoice in accordance with the tax provisions.

§3

1. Removal from the list of Students in accordance with the Rules and Regulations of the Postgraduate Studies shall mean termination of the agreement as of the date on which the removal was made. Reinstatement as a Student in the current or any subsequent edition of the postgraduate program will be possible upon payment of the fees due (including interest) and the conclusion of a new agreement.
2. Removal from the list of Students in accordance with the Rules and Regulations of the Postgraduate Studies does not exempt from the obligation to pay the outstanding fees.
3. In the event of resignation from the postgraduate studies, the date of removing from the list of Students shall be the date on which the Student's statement of resignation from the studies was received by the Head or Secretary of the

postgraduate studies, or a later date indicated in the statement. The statement shall be submitted in the form specified in the Rules and Regulations of the Postgraduate Studies.

4. In the case of termination of the agreement due to the removal from the list of Students, in the case when the Student has paid an instalment of the fee or the one-off amount of the fee for the whole period of education, the School shall reimburse part of the paid fee in the amount determined by the Head of the postgraduate studies on the basis of the number of hours of classes which remained from the date of the removal from the list of Students until the completion of the studies, reduced by the costs incurred by the School in order to cover the costs of the purchased educational materials for the Student (e.g. books).
5. If the postgraduate studies do not commence, persons who have been admitted to the programme are entitled to full reimbursement of the fee paid. Reimbursement shall be made within 14 days of the decision not to commence the postgraduate studies, but no later than 14 days after the planned commencement date of the studies.
6. The fee determined in accordance with paragraph 4 shall be reimbursed within 14 days of the termination of the agreement.

§ 4

1. In matters not regulated by the agreement, the provisions of the Civil Code and the provisions governing higher education institutions shall apply.
2. By signing the agreement, the Student declares that he or she has read the Rules and Regulations of the Postgraduate Studies, which constitute an annex to Resolution No. 83 of the Senate of the SGH Warsaw School of Economics of 24 March 2021 on the Rules and Regulations of the Postgraduate Studies at the SGH Warsaw School of Economics, available on the School's website – www.sgh.waw.pl.

§ 5

1. All changes to the agreement, as well as its termination and dissolution, must be made in writing under pain of nullity.
2. The agreement is concluded for the duration of the postgraduate studies to which it relates.

§ 6

This Agreement has been drawn up in two identical counterparts, with one for each party.

Student

School

.....
(signature)

.....
(signature and name stamp of the
Head of the postgraduate studies)