

**PAYMENT REGULATIONS
FOR APPLICANTS FOR STUDIES AND STUDENTS
OF ANDRZEJ FRYCZ MODRZEWSKI KRAKOW UNIVERSITY
(‘Payment regulations’)**

Legal basis:

- 1) Art. 77, 79-81 of the act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) and
- 2) § 36–§ 38 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2018, item 1861),
- 3) Study Regulations of Andrzej Frycz Modrzewski Kraków University

These payment regulations apply to students and participants of other forms of education as well as to applicants for studies and other forms of education offered at Andrzej Frycz Modrzewski Krakow University, hereinafter jointly referred to as ‘**students**’ or individually as ‘**a student**’ and forms of education regardless of their nature as ‘**studies**’.

§ 1

GENERAL PROVISIONS

1. Studies in Andrzej Frycz Modrzewski Kraków University (“UAFM”**UAFM** or ‘**the University**’) are subject to tuition fees.
2. Students are required to comply with the payment regulations, study regulations, and other legal acts governing the functioning of the University.

§ 2

APPLICATION FEE AND ADMINISTRATIVE FEE

1. During the admissions the applicants applying for studies at UAFM pay an application fee.
2. The application fee is payable once during the entire course of study.
3. The application fee is non-refundable.
- 4a. In the case of studies conducted **in the Polish language** the application fee is **PLN 85** (in words: eighty-five zlotys), except that in the case of the application process which involves an entrance exam, including physical fitness tests or specific aptitude tests for studying a particular field of study, level and profile – the fee is **PLN 100** (in words: one hundred zlotys).
- 4b. In the case of studies conducted **in the English language** the application fee is **EUR 20** (in words: twenty euro), except that in the case of the application process which involves an entrance exam, including physical fitness tests or specific aptitude tests for studying a particular field of study, level and profile – the fee is **EUR 25** (in words: twenty-five euro).²
5. The University may charge an administrative fee in accordance with the current price list.

§ 3

TUITION FEES

1. The term ‘tuition fees’ used in this document refers to the fees paid by students in connection with the provision of educational services by the University with reference to studies and other forms of education.

² The applicant for studies being a Polish citizen applying for studies in the English language may incur the application fee in PLN or EUR.

2. The student pays tuition fees in accordance with the payment system chosen by them, in the amounts and on the dates specified in the agreement on the terms of payment for studies (**'Agreement'**). The payment system chosen by the student is valid until the end of their studies.
3. If a student wishes to change the payment system for the next academic year, they must submit a written declaration of change of the payment system by: 31 July – in the case of winter enrolment, and by 30 November – in the case of summer enrolment, respectively. A change of payment system requires an annex to the Agreement.
4. The student is obliged to settle payments for the given academic year in accordance with the declared payment system and currency specified in the Agreement.
5. The University authorities may grant discounts on tuition fees, for example, to winners of competitions, on the terms specified in separate regulations.

§ 4

OTHER FEES

1. The student may submit an application for resumption of studies only after prior financial settlement with the University.
2. A student continuing their studies after a break in their studies, not with the year with which they started their studies, e.g. returning from leave, pays tuition fees in accordance with the fees applicable to the year with which they study.
3. A long-term leave is unpaid. In the event that the University grants the student consent to a long-term leave in a given year after the required payment deadline specified in the Agreement, the student is obliged to pay tuition fees in accordance with the form of payment chosen by them, up to the month in which the leave application was submitted, rounded to the nearest full month.
4. A student required to repeat the year is obliged to pay fees in the amount and on the terms resulting from the agreement concluded with the University. In the event that the repetition of the year is combined with a change of the field of study, the amount of fees is determined according to the price list valid in a given academic year for the field and year of study to which the student has been transferred.
5. In the event of obtaining consent to shorten the course of studies in accordance with the relevant provisions in the study regulations, the form of repayment of tuition fees is determined individually.
6. In the case of a student going abroad for studies/internship under the Erasmus+ programme the student pays tuition fees to the University in accordance with the payment system of their choice for the entire duration of their studies at the university participating in the programme.
- 7a. The university shall charge students studying in Polish fees specified in the executive provisions to the Act on Higher Education and Science, and subject to paragraph 7c, for:
 - 1) each subject specified in the conditional entry decision **PLN 100** (in words: one hundred zlotys) for each ECTS point (applicable to each lecture, tutorials, laboratories, workshops, language classes, discussion classes, seminars) – payable within 7 days from the date of issuance of a positive decision regarding conditional entry,
 - 2) curricular differences: **PLN 100** (in words: one hundred zlotys) for each ECTS point (applies to all tutorials, laboratories, workshops, language classes, discussion classes, seminars) – payable within 7 days from the date of issuance of a positive decision regarding resumption or repetition of a year,
 - 3) issuing an additional copy of a diploma translated into a foreign language – **PLN 20** (in words: twenty zlotys) per copy – payable on the date of submission of the application,
 - 4) issuing an additional copy of the diploma supplement translated into a foreign language – **PLN 20** (in words: twenty zlotys) per copy – payable on the day of submitting the application,
 - 5) issuing a duplicate diploma of completion of studies – **PLN 20** (in words: twenty zlotys) per copy – payable on the day of submitting the application,

- 6) issuing a duplicate supplement to a diploma of completion of studies – **PLN 20** (in words: twenty zlotys) per copy – payable on the day of submitting the application,
- 7) library fines imposed in accordance with the Regulations of the University Library: **PLN 1** (in words: one zloty) per day for each item,
- 8) issuing an Electronic Student ID Card: **PLN 22** (in words: twenty-two zlotys) – payable on the day of submitting the University application documents,
- 9) issuing a duplicate Electronic Student ID Card: **PLN 33** (in words: thirty-three zlotys) – payable on the day of submitting the application,
- 10) for the authentication of documents referred to in Article 78(1) of the Law on Higher Education and Science, intended for legal transactions with foreign countries: **PLN 26** (in words: twenty-six zlotys) – payable on the day of submitting the application.

7b. The university shall charge students enrolled in English-language programmes a fee specified in the implementing provisions to the Act on Higher Education and Science, subject to paragraph 7c, for:

- 1) each subject specified in the decision on conditional entry **EUR 50** (in words: fifty euro) for each ECTS point (applicable to each lecture, tutorials, laboratories, workshops, language classes, discussion classes, seminars) – payable within 7 days from the date of issuance of a positive decision regarding conditional entry,
- 2) curricular differences: **EUR 25** (in words: twenty-five euro) ECTS point (applies to all tutorials, laboratories, workshops, language classes, discussion classes, seminars) – payable within 7 days from the date of issuance of a positive decision regarding resumption or repetition of a year,
- 3) issuing an additional copy of a diploma translated into a foreign language **EUR 5** (in words: five euro) per copy – payable on the day of submitting the application,
- 4) issuing an additional copy of a diploma supplement translated into a foreign language: **EUR 5** (in words: five euro) per copy – payable on the day of submitting the application,
- 5) issuing a duplicate of a diploma of completion of studies: **EUR 5** (in words: five euro) per copy – payable on the day of submitting the application,
- 6) issuing a duplicate of a diploma supplement to a diploma of completion of studies: **EUR 5** (in words: five euro) per copy – payable on the day of submitting the application,
- 7) library fines imposed in accordance with the Regulations of the University Library: **EUR 0.25 (twenty-five euro cents)** per day for each item,
- 8) issuing an Electronic Student ID Card: **EUR 6.00** (in words: six euro) – payable on the day of submitting the University application documents,
- 9) issuing a duplicate Electronic Student ID card: **EUR 9.00** (in words: nine euro) – payable on the day of submitting the University application documents,
- 10) the authentication of documents referred to in Article 78(1) of the Law on Higher Education and Science, intended for legal transactions with foreign countries: **EUR 7** (in words: seven euro) – payable on the day of submitting the application.

7c. In the case of uniform Master's degree studies in the field of medicine, the amount of fees referred to in paragraph 7a (1) and (2) and paragraph 7b (1) and (2) is 1/30 of the tuition fee for each ECTS point, rounded to the nearest whole number; the remaining fees applicable in the field of medicine are determined in accordance with the principles set out in paragraphs 7a and 7b.

8. The University charges fees specified in the executive provisions to the Law on Higher Education and Science, as well as fees for:

- 1) any written request for payment to the student to settle outstanding fees and any other written notice and decision sent to the student (**in Poland or abroad**): according to the price list of the national postal operator, payable by the end of the month following the date of sending the request,
- 2) sending by post a student ID card (**in Poland or abroad**) according to the price list of the postal operator, payable before sending the package, whereby the above option

- applies only to students receiving education at studies conducted exclusively using distance learning methods and techniques,
- 3) sending by post copies or printouts of periodic student achievement cards or other documents indicated in §17(2) and (3) of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies **(in Poland or abroad)**, according to the price list of the postal operator – payable before dispatch of the package,
 - 4) sending by courier services **(in Poland or abroad)**, at the request of the student, a certificate of admission to studies or other documents regarding education: according to the carrier's price list – payable before dispatch of the package,
9. The fee charged for issuing a duplicate ID card is 50% higher than the fee for issuing the original.
10. All costs related to the realisation of professional internships, in particular accident insurance and civil liability insurance and vaccination, shall be incurred by the student.
11. Any other additional costs related to education, e.g. materials, textbooks, shall be incurred by the student
12. All costs related to the preparation of a diploma thesis (engineering or master's thesis), in particular the purchase of research tools, research trips, purchase of publications, printing costs (print and binding of the diploma thesis) are incurred by the student.
13. Suspension of the student's rights on the basis of the Rector's decision does not release the student from the obligation to pay tuition fees and other fees for education for the duration of the suspension and does not oblige the University to refund them to the student in the event of their prior payment.
14. Fees will be charged for other services not directly related to the educational process provided by the University at the student's request in accordance with the valid price list.

§ 5

SPECIALIZATION PATHS AND STUDYING A SECOND FIELD OF STUDY

1. For education on the second specialization path realized as part of the same field of study, the University charges a payment of 30% lower tuition fee.
2. If a student is enrolled on two degree programmes at the University, the tuition fee for the programme with the lower fee is reduced by 50% for the duration of their studies on both programmes simultaneously.
3. In the event of the termination or expiry of the agreement on the terms of payment for tuition fees, and in the absence of such an agreement, upon removal from the register of students for one of the courses being studied, the student shall be liable to pay the full amount of tuition fees from the month following the month in which the agreement on the terms of payment for those studies was terminated or expired, or the month in which the student was removed from the register of students.

§ 6

TERMINATION OF THE AGREEMENT ON TERMS OF PAYMENT FOR STUDIES

1. In the event of the termination of the Agreement, the student undertakes, within 7 days from the date of its termination, to make a full financial settlement with the University.
2. The student is obliged to settle the fees for a given academic year, consistently with the selected system of payment, in accordance with the schedule specified in the Agreement by the end of the calendar month, observing the notice period.

§ 7

ADDITIONAL PROVISIONS

1. For the purposes related to the student's financial settlements, it is assumed that the academic year is divided into two semesters, with the winter semester lasting until 28 (29) February and the summer semester until 30 September, except that this division is not equivalent to the

division of the academic year into semesters, resulting from the organization of the academic year in accordance with the study regulations and the Rector's order.

2. All payments are regulated in the form of a transfer to the bank account of the University. The date of settlement is the date on which the funds are credited to the bank account of the University.

3. The student's absences from classes may not constitute a basis for removing a student from the list of students or reducing tuition fees, while exceeding the limit of absence from classes set by the teacher may be the basis for not admitting a student to the exam/credit.

4. For late fees, the University charges the maximum interest for delay in accordance with Article 481 of the Civil Code.

5. The University is not obliged to send reminders to the student about their overdue payments.

6. The student's personal data will be processed by the University for the purposes of implementing and documenting the educational process, including the preparation and the diploma thesis defence, to meet the information, archiving and statistical obligations resulting, among others, from the provisions of the Act on Higher Education and Science, in accordance with the provisions of the Act of 10 May 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

7. The student is obliged to receive correspondence sent by the University to the e-mail account assigned to him by the University and placed in the student's IT system (SIS).

8. The University may send text messages to the student with information related to the studies.

9. The Student bears full financial responsibility for the damage caused to the University by them on the terms set out in the Civil Code.

10. To students who signed the Agreement and began their studies in the period preceding the entry into force of the Act of July 20, 2018 – Law on Higher Education and Science and to those who began their studies in the academic year 2018/2019 applies the provision of Article 160a of the Act of 27 July 2005 Law on Higher Education, i.e. these students pay fees related to their studies and fees for educational services on the hitherto existing principles.

11. The University's Information and Communication Technology systems containing payment information are for informational purposes only. Students are obliged to make payments in accordance with the terms set forth in the Agreement, regardless of the data presented in these systems.

§ 8

FINAL PROVISIONS

The Regulations may be amended at any time, in particular if it is necessary in connection with the University's obligation to implement the provisions of the Act of 4 April 2025 amending certain acts in order to eliminate irregularities in the visa system of the Republic of Poland (Journal of Laws of 2025, item 622) and/or implementing regulations to the above-mentioned Act.