



**Resolution No. 26/2016-2020 of
the University of Opole Senate
dated 23 March 2017**

Regarding:

**the principles of charging and remitting the fees for tuition and other education services provided
by the University of Opole to foreign students**

§ 1

Pursuant to Article 99 item 3, in connection with item 1 of the Act of 27 July 2005 – Law on Higher Education (i.e. Official Journal 2016, item 1842, as amended), the Senate of the University of Opole hereby passes a resolution regarding the **Principles of charging and remitting the fees for tuition and other education services provided by the University of Opole to foreign students**, attached as annex hereto.

§ 2

The principles defined in Resolution No. 26/2016-2020 as amended shall apply to the foreigners, who commence their studies in winter semester of academic year 2017/2018.

**the principles of charging and remitting the fees for tuition and other education services provided
by University of Opole to foreign students**

§ 1

1. The Resolution shall apply to foreigners paying for their studies - students, doctoral students, postgraduate students, participants of skills improvement courses and training sessions, or persons participating in scientific and development research.
2. A separate resolution of the Senate regulates the principles of calculating fees for Polish citizens - students of the first, second and third level of studies, long-cycle studies, postgraduate studies and skills improvement courses in the University of Opole, hereinafter referred to as the University.

§ 2

The University shall charge a fee from foreigners for:

- a. educating students of part-time studies and part-time doctoral studies;
- b. educating students of the first and second level studies and long-cycle studies;
- c. educating students of full-time doctoral studies;
- d. educating at postgraduate studies;
- e. participation in scientific and artistic internships, specialist trainings and habilitation internships.

§ 3

1. The amount of fees for tuition and education services for foreigners shall be determined by the rector in regulations.
2. The amount of fees referred to in item 1 shall not be lower than the planned education costs of regular and doctoral studies, training sessions or participation in scientific research and development works.

§ 4

1. Fees for regular and doctoral studies shall be paid for each semester, before the day of commencement of classes, in line with the studies curriculum, at the latest and fees for training sessions and participation in scientific research and development works - until the day of commencement, at the latest.
2. In the event the education period of a foreigner is shorter than an academic year, the fee shall be calculated proportionally to the actual education period.
3. In justified cases, the rector may extend the payment deadline or agree to payment in instalments.

§ 5

1. Payments shall be made to the bank account specified by the University; the date of payment shall be the date on which the University bank account was credited.
2. The University charges statutory interest for late payments.
3. The University shall not bear responsibility for the consequences of failed payment for reasons on the part of the payer, such as entering an erroneous account number.

§ 6

1. Tuition fees are not refundable subject to item 2.
2. Tuition fees shall be refunded for the period of absence, in the event a foreigner has been granted a leave or had to discontinue education for health reasons, confirmed by a medical certificate, or for other important and documented force majeure occurrences.

§ 7

In the event of fees payment delay by more than three months, a student shall be deleted from the student list.

§ 8

1. The amounts due charged in connection with:
 - 1) education of students and doctoral students;
 - 2) repeating studies and doctoral studies courses due to unsatisfactory results;

- can be remitted in part or in total; the payment may be postponed or made in instalments.
2. Students and doctoral students shall not be exempt from payment for education services.
3. Students and doctoral students can apply for remittance of the fees referred to in item 1 only once during the whole course of education, after completion of the first year of studies, at the earliest.

§ 9

1. Upon a written request of a foreign student, the Rector may issue a decision to remit amounts due, defer payment or spread payment into instalments.
2. An application for remittance of the amounts due shall be submitted to the appropriate Dean's Office. In the event the Dean's Office clerk determines that no payments for education services have been remitted during the applicant's course of studies, the application with an appropriate clerk's note shall be submitted to Student Affairs Department; if any payments have been remitted - the application shall be submitted to the Rector's Office.
3. The applications for deferring payment or spreading payment into instalments shall be submitted to the appropriate Dean's Office.
4. Together with the application referred to in item 2, a foreigner shall submit the documents confirming the circumstances which entitle to remittance of payment, as well as a set of valid documents, which confirm the applicant's financial situation, necessary to calculate income per person in the family (as in financial aid applications).
5. The application referred to in item 2 shall be submitted in Polish, along with a set of documents translated into Polish by a sworn translator, pursuant to the Act of 25 November 2004 on the Profession of Sworn Translator (i.e. Official Journal of 2016, item 1222) to Student Affairs Department, two weeks before commencement of classes in the semester to which the application pertains, at the latest.
6. In the case of missing or not translated documentation, head of Student Affairs Department shall call the foreign applicant, in writing, to submit the missing documents within seven (7) days from the date of the call delivery. Failure to remedy the deficiencies within the deadline will result in leaving the application unprocessed.
7. In the event there are no grounds to remit the payment, it may be deferred or spread into instalments on a foreign student's request, submitted as a separate application.

§ 10

1. Remittance of the total payment amount shall be possible only if:
 - a. A foreign person died without leaving any assets at all or left property not enforceable under separate provisions, or left daily use objects, the total value of which is below PLN 6000.
 - b. There is a reasonable presumption that enforcement procedure would not bring the amount higher than the cost of the procedure, or the enforcement procedure proves ineffective.
2. The remittance, referred to in item 1, may occur ex officio.

§ 11

Rector shall have the right to grant power of attorney to Vice-Rector for Student Affairs to:

- a. remit and defer payments;
- b. extend the period for payment;
- c. agree to spreading payment into instalments.

§ 12

The regulations of the Act of 16 June 1960 – Code of Administrative Procedure (Official Journal of 2016 item 23 as amended) and the regulations of the Act of 29 August 1997 - Tax Law (Official Journal of 2015 item 613, as amended), shall not apply to decisions on remittance and deferral of payments.