



STUDY AGREEMENT FOR INTERNATIONAL BUSINESS STUDIES DEGREES AND DIPLOMA COURSES

signed on _____ in Szczecin for a period of study provided for in the study program, the plan of studies and Study Regulations, between: _____, date of birth: _____, passport number: _____, citizen of:

hereinafter called Student

and the West Pomeranian Business School in Szczecin, hereinafter referred to as the University, represented by Ms Joanna Latuszek.

authorized to make declarations of will on behalf of the University based on a power of attorney granted by the Rector.

§ 1

[Subject of the agreement]

The subject of the agreement is to define the scope of services and terms of payment of tuition fees based on Art. 80 of the Law on Higher Education, hereinafter referred to as the Act, and the mutual obligations of the Parties.

§ 2

[Statement and liabilities of the University]

1. The University declares that it meets the requirements of the Act and regulations enacted in accordance therewith, to conduct higher studies, including teaching staff requirements and conditions associated with the equipment, necessary for the conduct of education which has been chosen by the Student.
2. In accordance with the provisions of the Law on Higher Education, the Statute of the West Pomeranian Business School in Szczecin, hereinafter referred to as the Statute of the University, and other relevant regulations the University provides the Student with teaching in the form and within the training program, in accordance with applicable standards, and after fulfilling all requirements, grants the Student a graduate diploma.
3. On the basis of this Agreement, the University agrees to:
 - 1) ensure the conduct of classes by teachers having appropriate scientific, educational or vocational qualifications;
 - 2) implement the course of studies in accordance with the applicable legal provisions;
 - 3) provide the Student with material assistance, provided for by statutory law and Study Regulations;
 - 4) respect the Student's rights envisaged in the Act and Study Regulations;
 - 5) carry out the process of examination as set forth in the curriculum for a given course of study;
 - 6) release to the Student, after completion of the course of studies, a diploma in accordance with the completed course of study.



§ 3

[Student's obligations]

1. The student is obliged to fulfill all the duties imposed on him/her by provisions of generally binding law, the Statutes of the University and the Study Regulations of the West Pomeranian Business School in Szczecin, hereinafter referred to as the Study Regulations, and to comply with other internal regulations of the University.
2. The student is obliged to pay tuition and other fees for educational services referred to in Articles 80 of the Law on Higher Education under rules specified in the Terms of Payment of the West Pomeranian Business School in Szczecin, hereinafter referred to as the Terms of Payment, and the Price List of Tuition Fees in the West Pomeranian Business School in Szczecin, hereinafter referred to as the Price List.
3. Annexes to this Agreement, which form an integral part thereof, are:
 - 1) the Terms of Payment of the West Pomeranian Business School in Szczecin (Appendix 1);
 - 2) Fees for Studies at the West Pomeranian Business School in Szczecin (Appendix 2);
4. The Student is not obliged to pay fees other than specified in the Appendices referred to in Sec. 3.
5. The amount of tuition fee and other fees specified in the Price List of Tuition Fees cannot be changed during the term of duration of this Agreement.

6. The payment of tuition fees can be made:
 - 1) once for the entire year,
7. The student shall make payments in the manner specified in the Statement of determining the manner of payment of tuition fees attached as Appendix 2 to this Agreement.
8. In particularly justified cases, at the Student's request submitted in writing, the Rector of the West Pomeranian Business School may agree to payment by installments other than those specified in § 3 Sec. 6 or to deferment of payment as specified in the Terms of Payment of the West Pomeranian Business School in Szczecin.
9. The date of payment of the fee shall be the date stated by the IBS manager in individual note before academic year starts.
10. At the Student's request the University shall issue an invoice for the value of payments made. Requests for issuing an invoice shall be submitted to the Dean's office conducting the course of studies specified in § 5 Sec. 1 of the Agreement within a period of time specified by provisions of tax law.
11. Each delay in the payment of the fee or a part thereof shall result in charging by the University statutory interest for the outstanding amount.
12. A delay in the payment of tuition fees shall result in suspending the Student's account in the electronic dean's office system or the Student's removal from the register of students, in accordance with legal provisions in force, the University's binding Study Regulations and Terms of Payment.



§ 4

[Change of the Student's personal data]

1. The Student is obliged to submit to the University a written notice as to the change of his/her personal data contained in this Agreement. The consequences of non-compliance with this obligation are borne by the Student.
2. The address of the Student's place of residence stated in this Agreement is also the address for correspondence with the University, unless the Student specified a different address for correspondence in the recruitment form. The Student is obliged to notify the University without delay about any change of his/her address for correspondence. In the event of failure to do so, letters sent by the University to the Student shall be deemed to be delivered to the latest address validly provided by the Student, in accordance with the provisions of this Section.

§ 5

[Duration of the Agreement; termination]

1. The Agreement has been concluded for the regular period specified in the study program, study plan and Study Regulations of studies of the ___a in the mode of **full-time** studies. Education began/begins _____. The length of studies is _____
2. In the case of granting the Student a study leave according to § 27 of the Study Rules, the expected date of completion of studies specified in Sec. 1 of this paragraph, shall be extended by the period of leave in the form of an appendix to this Agreement.
3. The University may terminate this Agreement in the case of:
 - 1) a final and legally binding removal of the Student from the register of students,
 - 2) non-compliance by the Student with obligations under this Agreement.
4. Occurrence one of the situations described in Sec. 3 No 1 and Sec. 4 No 1 of this paragraph shall be tantamount to termination of this Agreement.
5. Termination shall be effected in writing under pain of nullity.
6. Termination shall be effective on the day of its delivery to the Dean's Office, which conducts the course of studies envisaged in § 5 Sec. 1 of the Agreement.
7. In the case of insufficient recruitment for the mode and/or the course of studies chosen by the Student at the Department specified in § 5 Sec. 1 of this Agreement, the University shall be free to decide about not putting the mode or the course of studies into operation. The decision about non-commissioning of the course of studies shall be taken not later than 14 days before the start of classes and the Student is to be informed about it in writing.
8. In the case of non-commissioning of a mode or a course of studies at the Department specified in § 5 Sec. 1 of this Agreement, the Student shall have the right to submit an application in writing to be admitted to a different course of studies/a different mode of studies, or to studies at another Department, under the condition that recruitment for the chosen mode and/or course of studies and/or Department has not been closed at the moment of filing the application and that the Student qualifies for recruitment. In such a case the Parties shall amend this Agreement.
9. In case the Student does not submit, within 7 days from the date of being informed about the decision about non-commissioning of the mode and/or course of studies at the Department specified in § 5 Sec. 1 of this Agreement, a written declaration about the choice of a different course of studies and/or a different mode of studies and/or a different Department, this Agreement shall be automatically dissolved, and the University shall reimburse all fees paid by the Student.

§ 6

[Reimbursement of tuition fees]

1. The Student shall have the right to demand the reimbursement of paid tuition fees in the full amount in the case of termination of this Agreement before the commencement of studies only in case of visa denial by the Polish Embassy/Consulate.
2. In case of resignation from studies after their commencement no reimbursement is made.



3. A request for reimbursement of tuition fees in connection with visa denial, referred to in Sec. 2 to this Agreement are to be submitted by the Student to the Dean's Office which conducts the course of studies referred to in § 5 Sec. 1 of the Agreement.

4. In the event of resignation from studies or removal from the register of students after commencing the studies and non-payment of required fees, the University shall initiate recovery proceedings with the aim of recovery of the amount proportional to the held classes covered by the plan of studies and costs borne by the University.

5. Student staying on a study leave does not pay tuition fees, upon written request

6. In the event that during the study leave the Student declares his/her participation in classes with the consent of the Dean of the Department conducting the course of studies, the Student shall be obliged to pay fees in the amount determined by the Dean of the Department. The fee is payable on the dates specified in the Terms of Payment.

§ 7

[Expiry of the Agreement]

This Agreement shall expire by virtue of law in the moment of the Student's graduation, after settlement of all debts of the Student in relation to the University and after receipt of graduation diploma.

§ 8

[Application of legal provisions]

1. In matters not covered by this Agreement, the relevant provisions of the Civil Code, provisions governing the functioning of Universities, other generally applicable provisions of Polish law and internal regulations of the University shall be applied.

2. By signing this Agreement the Student declares that he/she is familiar with the Statute of the University and the Study Regulations in force at the West Pomeranian Business School.

§ 9

[Amendments of the Agreement]

All amendments of this Agreement shall be made out in writing under pain of their nullity.

§ 10

[Copies of the Agreement]

1. This Agreement has been sent out by apply.zpsb.pl admission platform.

2. Each of the Parties receives one counterpart of the agreement.

.....

(date and place, readable signature of the Student)

Szczecin, _____ signed by: Joanna Latuszek vice-dean of international students

Appendix No 1 to the Study Agreement

Terms of Payment of the West Pomeranian Business School in Szczecin

§ 1

These Terms of Payment regulate the payment of tuition fees and other education fees at the West Pomeranian Business School, hereinafter referred to as the University, in the course of bachelor and master studies (Ist and IIInd degree studies), in the full-time, part-time and e-learning mode of studies, at all departments of the University.



§ 2

The Student is obliged to timely payment of tuition fees, i.e.:

- tuition fee for the entire academic year in advance – before August 15th of the first academic year and by November 10th of each consecutive year;
- tuition fee for one semester in advance – by November 10th for the winter semester and by April 10th for the summer semester;
- monthly tuition fees – by the 10th of each calendar month.

§ 3

1. Exceeding the deadline for payment of tuition fee by more than 30 days shall result in the suspension of the Student's individual account in the electronic dean's office (e-dziekanat) system.
2. Exceeding the deadline for payment of tuition fee by more than 60 days shall result in removal from the register of students. Decision in this regard is made by the Dean of the Department.

§ 4

1. Fees contained in the Price List, other than tuition fees, are to be paid within 7 days of the Dean's or Rector's decision.

§ 5

1. A delay in the payment of fees other than the tuition exceeding 7 days shall result in suspension of the Student's individual account in the electronic dean's office (e-dziekanat) system.
2. A delay in the payment of fees other than the tuition exceeding 14 days shall result in the Student's removal from the register of students. Decision in this regard is made by the Dean of the Department.

§ 6

Re-entering the Student in the register of students shall be subject to the payment of a reinstatement fee, of tuition fees in arrears and of all other outstanding amounts.

§ 7

All required tuition fees, all other obligatory fees and statutory interest due to the University for delayed payments have to be paid at the latest on the day before the day of defense of the diploma thesis.

§ 8

These Terms of Payment remain in force until the end of the period of studies envisaged in the program of studies, plan of studies and Study Regulations.

Appendix No 2 do to the Study Agreement



**Price List of Tuition Fees for Studies at the West Pomeranian Business School in Szczecin
IN THE ACADEMIC YEAR 2019/2020 in force from October 1st 2019**

1. Enrollment fee in the academic year 2015/2016 : specified by admission's office
2. Yearly tuition fee for International Business Studies: specified by admission's office
3. Yearly tuition fee for International Business studies non-degree courses: specified by admission's office
4. Credit point in full-time studies, individual studies and studies in English: 25 EUR
5. Review course (one hour in a group of at least 15 persons): 10 EUR/ hour
6. Transgression of the deadline for defense of the diploma thesis as provided by the Study Regulations (bachelor's, engineer's and master's thesis) – for each month of such transgression: 50% of monthly tuition fee for each month
7. Repetition of a seminar in full-time and part-time studies (for each month of repetition): 50% of tuition fee
8. Reinstatement (renewed entry into the register of students): 80 EUR
9. Repetition of a semester: 70% of tuition fee
10. Conditional recognition of a failed subject: 50 EUR
11. Catch up on program differences for each subject: 30 EUR
12. Translation of the supplement into English: 30 EUR
13. Fee for a duplicate of student's identification card :15 EUR
14. Fee for a duplicate of diploma: 30 EUR
15. Fee for a duplicate of supplement: 30 EUR
16. Fee for diploma transcript in English: 15 EUR
17. Transcript of records from the student book: 20 EUR

Contact: czesne@zpsb.pl