

## **Tuition and registration fees at the Warsaw School of Arts (a uniform text as of 2nd January 2012)**

### **§ 1**

1. The Warsaw School of Arts (WSA), hereinafter referred to as the WSA, provides education against payment.
2. The WSA introduces the following fees and charges:
  - 1) Enrollment fee, necessary to start the process of granting the status of Student.
  - 2) Recruitment fee, charged for taking part in a recruitment interview.
  - 3) Tuition fee via an annual, semestral or instalment payment plan (available 9 or 12 installments payment plan)
  - 4) Reactivation fee, payment made by persons previously deleted from the list of students, who are granted the right to be re-enrolled at the WSA (returning students)
  - 5) additional fees related to the course of studies, listed separately, including all unidentified financial liabilities towards the WSA
3. The enrollment, recruitment and tuition fees as well as any additional fees related to the course of studies, mentioned in section 2, are specified in the table of fees annexed to Rector's Ordinance on establishing the amount of fees and additional fees related to the course of full- and part-time studies.
4. Semestral payment plan is due by the 10th October for winter semester and by the 10th March for the summer semester in each academic year. In the case of annual payment plan (in a lump sum) it is to be paid by the 10th October each academic year. Instalment payment plan falls due by the 10th of each month (October-June or October- September, according to the plan chosen). Student declares the method of payment in the WSA Student Contract.
5. Changes in the declaration of payment plan is possible only in the form of a written annex to the WSA Student Contract.
6. Lack of payment in the above mentioned deadlines will cause statutory interests charge from the day of chargeability. If the delay is two months or longer in the case of instalments, or one month in the case of annual payment, it can result in deleting from the list of students without any prior request to settle the debt.
7. Statutory interests are charged from the date of payment, even after deleting from the list of students.
8. Settlement of interests for the period from 1st July till 30th June the following year takes place on 30th June. The ultimate due date is 14 days from issuing and delivering the interests note.
9. The fee for returning students (reactivation fee) is determined individually, on the basis of ratios between courses passed and courses failed by the student.
10. Persons completing curriculum differences are obliged to cover costs of 30 didactic units or it's multiple in case of full-time studies, and 18 hours of classes or it's multiple in case of part-time studies, as declared in the Rector's Ordinance on establishing the amount of fees and additional fees related to the course of full- and part-time studies.
11. The tuition fee does not include payments for handbooks, lecture scripts, and other learning materials, drawing and painting materials, photographic goods, design tools and other tools needed to complete works, sculptural casts, re-sitting failed assessments, issuing documents related to the course of studies that are not excluded from charges on the basis of article 99a of the Act „Law on the higher education”, as well as outdoor painting workshops, medical tests, accident insurance, taking part in cultural and sport activities, and conferences on the territory of Poland and abroad.
12. A student, who was deleted from the list of students and wishes to reapply, must pay the reactivation fee in the amount being in force since the academic year in which the positive decision on reactivation was granted.
13. Reactivation fee is chargeable within 7 days from the date of positive decision on reactivation and is a prerequisite for implementing the student's intention to return.
14. The reactivation fee is non-refundable.
15. In the case of deleting from the list of students during the first semester, and reapplying for the WSA studies, the enrollment fee is obligatory.

### **§ 2**

1. All candidates wishing to enroll in the Warsaw School of Arts are obliged to pay enrollment and recruitment fee for recruitment interview. Proof of payment copies are to be filed with a set of documents required for admission at the WSA.

2. In the case of resignation and deleting from the list of students, the WSA does not reimburse enrollment and recruitment fees, as well as reactivation fee paid during the course of studies or any additional fees declared in the Rector's Ordinance mentioned in §1 art. 3 of this regulation.
3. In the case of negative decision of the recruitment commission, as well as an appeal against Rector's decision to sustain it, enrollment fee is refundable.
4. Under particularly justified circumstances during the recruitment process, the Rector may decide to lower enrollment fee or cancel it in the given academic year for a particular student, or a whole Year.
5. A student who disenrolls from the WSA for any reason, can collect his documents after returning a completed Student Clearance Slip and student's ID.
6. A student disenrollment shall be accepted only in the written form. Disenrollment does not discharge the student from all late and current fees payable to the WSA.

### § 3

A student, who is not able to make timely payment in exceptional circumstances, is bound to submit a written application to defer payment seven days prior to the due date, reasoning and documenting his financial weakness to avoid charging interests and deleting from the list of students.

### § 4

1. A Student is responsible for making timely fee payments as declared in his Student's Contract.
2. Re-sitting and re-taking assessments are chargeable. A student is obliged to make payments for the aforementioned assessments before they take place.
3. Settlement of all payments to the WSA is required to obtain all kinds of student's achievement forms (exam, assessment, re-sitting, reassessment, exam before a board).
4. In case of making late payments on the day of collecting documents, the student is obliged to produce the evidence of payment.

### § 5

1. All payments on educational services offered by the WSA are subject to adjustments during the academic year if applicable laws and regulations change.

### § 6

Fees charged by the WSA and not entailed in the rules of this Regulation are determined and established by the Rector.

### § 7

The Rector's decision is final. A student may only apply to the Rector for reassessment within 14 days from the delivery date of the decision, as stated in art. 127 para. 3 of the Code of administrative proceedings.

### § 8

1. The semestral fee is calculated on the basis of education costs necessary to initiate and run courses, considering the number of didactic units, group size, teaching staff qualifications and institution-wide costs.
2. The amount of fees for services provided and related to repeating certain courses on full- and part- time studies are calculated on the basis of initiating and running costs, considering the cost of one didactic unit, number of units, the volume of personal wage bill of employees running a given course, and institution-wide costs.

### § 9

This Regulation shall enter into force on 1st October 2010.

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