

**Payment Policy for studies and other forms of education
at the University of Information Technology and Management in Rzeszów
for studies in English,
for citizens of countries other than the EU countries (including Poland), Armenia, Azer-
baidjan, Belarus, Georgia, Kazakhstan, Kirgizstan, Macedonia, Moldova, Russia, Ser-
bia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan**

CHAPTER I – GENERAL ARRANGEMENTS

§ 1.

1. Studying at the University of Information Technology and Management in Rzeszów is payable, subject to § 17.
2. Expenses connected with the course of study comprise:
 - 1) registration fee payable once upon application for studies, and fees connected with recognition of prior learning,
 - 2) tuition fees, payable annually or per semester, with the possibility of payment in instalments in accordance with the provisions of Chapter III,
 - 3) other payments connected with the studying process (further called “payment titles”) defined by the provisions of Chapter IV.
3. This Payment Policy states:
 - 1) the principles of registration fees payment for candidates and fees connected with recognition of prior learning,
 - 2) the conditions and times of tuition fees payment for all fields and cycles of studies available at UITM in English,
 - 3) the conditions of other payments resulting from the studying process.
4. The amounts of fees mentioned in item 2 are established in a separate resolution by the Rector and approved by the President.
5. In individual cases concerning payment for studies and other forms of education, decisions are made by the UITM Director for Finance and Development, acting under authority granted by the Rector. The decisions of the UITM Director for Finance and Development are final.
6. This Payment Policy does not apply to postgraduate study fees.

§ 2.

1. Students who are citizens of countries other than the EU countries (including Poland), Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgizstan, Macedonia, Moldova, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan, make payments in EUR, subject to item 3.
2. For the purposes of this Payment Policy, a Student with two or more citizenships chooses one as his/her major citizenship, binding for the whole course of studies.
3. In a resolution issued based on § 1 item 4 of this Payment Policy, the Rector may establish the amounts of selected payments exclusively in PLN.

§ 3.

1. The date the payment is received into the University's account is considered as the actual date of payment.
2. Each Student has an individual subaccount opened by the University to which payments should be made in accordance with this Payment Policy. The number of the individual subaccount is available to the Student in the Virtual University.
3. The University accepts the payments made by the Student in a chronological order, starting with the earliest liabilities towards the University (including such as result from failure to issue payment for studies on the basis of other contracts) and interest therefrom.
4. Refunding any excess payment is made against the Student's request to the bank account indicated in the application.

5. If as a result of a Student filling in the proof of payment illegibly or inaccurately, the amount processed is not deposited into the proper University bank account, the Student must accept the consequences resulting from the default of payment due at the time.
6. The Student must check the state of his/her due payments towards the University at least once a month in the Virtual University system to verify whether the payments were duly made.

§ 4.

1. If the Student pays fees to their individual bank account in a currency other than specified for the particular bank account, the bank may collect an additional fee for currency conversion. The amount entered in the University bank account may be lessened by bank fees charged by the intermediary bank or the bank of the transfer sender. In such a case, the student is obliged to supplement the missing amount in order to fully settle the dues resulting from the applicable fees.
2. A Student cannot make a payment in PLN, except for selected payments as established by the Rector according to § 2 item 3.
3. In the University pay-office, Students can make payments in EUR in banknotes of 5 EUR, 10 EUR or higher denominations. The University pay-office does not accept coins.
4. Any potential refund in coins of overpaid tuition fees paid in EUR in the University pay-office is made in PLN.

§ 5.

If the payments resulting from this Payment Policy are not paid within the specified time limit, a stipulated interest will be charged at the amount of 18% annually for every day of delay.

§ 6.

Written applications for changing the amount of tuition fees according to §12 and §13 or postponing the time limit for paying an instalment of tuition fees should be submitted to the Dean's Office for Studies in English by the 4th day of the month concerned, at the very latest.

§ 7.

1. The Dean has the right to expel a Student due to outstanding payments towards the University without earlier calls to make the said payments, according to the UITM Study Regulations.
2. A Student may be expelled due to failure to issue payments if s/he:
 - 1) has tuition fees outstanding above the amount of 400 EUR,
 - 2) on 15th February or 15th July of the year concerned has any payments outstanding for tuition fees and other payment titles specified in this Payment Policy.
3. An expelled Student is not allowed to take examinations or obtain credits.
4. A Student who has any payments due, including tuition fees, outstanding as described by this Payment Policy cannot be registered for a subsequent semester of studies, be allowed a leave, reenrolment, repetition of a semester or a course, be allowed to transfer to another University, nor be allowed to a thesis defence.

§ 8.

1. A Student who is admitted but ceases studies (resigns) in the first year of studies, does not have the right to a refund of tuition fees already paid.
2. A Student of the second or later year who ceases studies (resigns) or is expelled has the right to a refund of overpaid tuition fees for the period after the month when ceasing studies or expulsion occurs. The refund amount is calculated in proportion to the number of months the student will miss in a given semester.
3. A Student who ceases studies (resigns) or is expelled is obliged to pay the tuition fees also for the month when ceasing studies (resignation) or expulsion occurs.
4. To have any legal consequence, the decision to cease studies (resign) has to be submitted:
 - 1) in writing – in person to the Dean's Office or sent by registered mail, or
 - 2) in a document – via the ePUAP platform or an electronic delivery address.If the decision is sent by mail, the date the mail is received at the University is considered as the actual date of ceasing studies.
5. The refund of excess payment which is described in item 1 will be made at the Student's request to a bank account indicated in the application, subject to §3 item 3.

CHAPTER II – REGISTRATION FEE, ENROLMENT FEE AND FEES CONNECTED WITH RECOGNITION OF PRIOR LEARNING

§ 9.

1. The registration fee is made once as a single payment during enrolment.
2. Candidates who are not accepted to studies do not receive a refund of registration fees.
3. At the candidate's request, the University may send original documents that are the basis for admission to studies, after the candidate pays the shipping costs.

§ 10.

1. A person applying to have their prior learning recognised (recognition of achievement of learning outcomes) pays:
 - 1) a one-time fee for recognition of prior learning,
 - 2) a fee for each ECTS credit considered in the process of formal evaluation of learning outcomes (examinations).The amounts of fees are determined by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy.
2. The payment mentioned in item 1 point 1) should be made during recruitment, when submitting the application for recognition of prior learning.
3. The payment mentioned in item 1 point 2) should be made by the day of submitting a statement of entering into the process of formal evaluation of learning outcomes (exams).
4. If the Committee for recognition of prior learning recognises the Student's learning outcomes within particular courses, the Student obtains a decrease in tuition fees for each ECTS credit recognised in the above mentioned process (except for the course of Vocational Apprenticeship). The amount of the decrease is determined by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy.
5. Within the recognition of prior learning, the total number of ECTS credits for the courses credited for the Student can make up no more than 50% of all ECTS credits for the curriculum of the particular field and cycle of studies.

CHAPTER III – TUITION FEES

§ 11.

1. The tuition fee is set for one semester of study. The tuition fee for one semester of study and the amount of one instalment of the tuition fee – in the event that the Student takes advantage of the option to pay the tuition fee in 5 instalments – shall be determined by the Rector in an order issued on the basis of § 1 item 4 of the Regulations.
2. Tuition fee payments for semesters are due by:
 - 1) 10th October – for the fall (winter) semester,
 - 2) 10th March – for the spring (summer) semester,subject to item 3.
3. First-year students are required to pay the tuition fee for one year in advance, on the principles specified for the registration fee payment.
4. It is assumed that students of second- and third-year paying a part of the tuition fees for the first time in the semester in due time, in an amount corresponding with the amount of one instalment use the right to pay tuition fees in instalments. The decision concerning this matter is binding for the University and the Student and cannot be changed during the whole academic semester.
5. A Student recruited by an Agency cooperating with UITM may receive a discount in tuition fees and/or may be exempted from the registration fee. The amount of the discount/exemption is specified in the agreement between UITM and the Recruitment Agency.

§ 12.

1. The Director for Finance and Development can decrease the amount of tuition fees (specified by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy) for Students who actively participate in student organisations or Students distinguished by special artistic, sports or academic achievements, such as:
 - 1) sports organisations' members,
 - 2) Students' Council members,
 - 3) other Students actively participating in UITM student organisations and in University activities.
2. The application for a decrease of tuition fees is presented by the patrons of student organisations mentioned in item 1, by the 4th day of each month.
3. The Director for Finance and Development considers applications for decreasing tuition fees by the 10th day of each month.
4. When considering applications for the subsequent months of the particular semester, the Director for Finance and Development may allow a greater decrease of the amount of tuition fees. In order to set a larger decrease of tuition fees, provisions of items 5-7 are applied.
5. In making the decision about the decrease of tuition fees and describing the amount of the decrease, the Director for Finance and Development takes into consideration the following circumstances:
 - 1) the period of membership in a student organisation,
 - 2) the degree of engagement in organisational activities for UITM and the academic community,
 - 3) awards obtained/honours earned in competitions, tournaments, contests,
 - 4) active participation in university and inter-university competitions, sports competitions, camps, recreational and tourist events and other forms of active leisure,
 - 5) successful search of finances (sponsors, donators) for a student organisation,
 - 6) organisation of student events,
 - 7) help towards new members joining a student organisation.
6. If a Student is eligible for more than one decrease of the tuition fees, the decreases are combined. The granted total decrease cannot exceed the amount of one-fifth of tuition fees specified for the given semester.
7. If the Student has paid tuition fees for a semester or for the whole studies in advance, §3 items 3 and 4 of this Payment Policy apply respectively in order to account for the amount of the decrease.

§ 13.

1. At a Student's request, the Director for Finance and Development may grant a "family reduction" in the amount of 10% of tuition fees for each of the related Students of UITM.
2. For the purpose of this Payment Policy, the concept "related" means spouses, children, parents, siblings.
3. Satisfying the condition stated in item 2 is defined on the basis of presentation of official documents (birth certificate, marriage certificate). The said documents are presented once during studies, when the Student applies for a family reduction for the first time.
4. The application for a family reduction ought to be submitted to the Dean's Office for Studies in English by the 4th day of the given month. The family reduction is granted since the month in which the application was submitted to the end of the given semester, on the basis of information gathered in the above mentioned way.
5. Provisions of item 1 do not apply to Students being on leave or repeating the semester. All students applying for the reduction should be active students who attend classes.

§ 14.

1. A Student who takes up several-month vocational training or apprenticeship in Poland or abroad which lasts during a semester and who:
 - 1) makes a decision to complete the given semester directly after his/her return – pays total compulsory tuition fees (both for the time of training/apprenticeship and for the time left until the end of the semester),
 - 2) makes a decision not to complete the given semester directly after his/her return (a Student directed to repeat a semester) – does not pay tuition fees for the given semester.
2. Students accepted to the Erasmus+ student exchange programme have the right to the following decreases of tuition fees for a semester spent abroad:
 - 1) 4 persons with the highest grade average for the studies obtain a decrease of tuition fees in the amount of 75% for the time of the scholarship,
 - 2) 6 subsequent persons obtain a decrease in the amount of 50%,
 - 3) 10 subsequent persons obtain a decrease in the amount of 25%,
 - 4) other Students are obligated to pay 100% of the tuition fees.

3. Students mentioned in items 2 points 1)-3) who have the right to a decrease of tuition fees in accordance with this paragraph do not have the right to benefit from the family reduction mentioned in §13 during the time of their stay abroad.

§ 15.

1. Students beginning studies at the University at a second field of study of the same cycle pay tuition fees to the amount of 70% of tuition fees for that field of study.
2. UITM Students who have completed studies at one field of study and continue their studies at another field of study of the same cycle at UITM pay tuition fees to the amount of 70% for the latter field of study only for the two following academic semesters. Subsequent semesters are payable to the amount of 100% of tuition fees.
3. Against written application, UITM graduates of a given cycle of studies who commence studies at another field of study of the same cycle pay tuition fees, as specified for the particular field, cycle and form of studies, to the amounts of:
 - 1) 70% of tuition fees for the first year of studies,
 - 2) 100% of tuition fees for the following semesters of studies.

§ 16.

1. Graduates of first-cycle studies at the University of Information Technology and Management in Rzeszów who commence second-cycle studies at UTIM in the 2026/27 academic year shall receive a 10% discount on tuition fees for the entire duration of their second-cycle studies.
2. Graduates of first-cycle studies at the University of Information Technology and Management in Rzeszów who commence second-cycle studies at UTIM in the 2025/26 academic year shall receive a 10% discount on tuition fees for the first two academic semesters. The fee for the remaining semesters is 100% of the tuition fee.

§ 17.

3. Laureates of competitions and participants of programmes organised by UITM can be granted the right to free or partly free studies.
4. Rules of organising the competition or programme, participation, and granting the right to free or partly free studies are specified by the Rector in the form of competition/programme regulations.

§ 18.

1. Students taking part in special programmes organized by UITM may be granted a right to participate in selected classes free of charge.
2. Rules of programme organisation are specified by the Rector in the form of programme regulations.

§ 19.

For a student accepted on the basis of prior learning recognition, studies may last shorter than specified in the study programme for the given field and cycle of studies. If the studies last shorter, the tuition fees for one semester are calculated as a quotient of the tuition fees due for the entire study course at the given field and cycle of studies and the number of semesters the particular student is studying for, subject to § 10 item 4.

§ 20.

1. With the Dean's consent, the Student may choose more than one specialty. For each additionally chosen specialty, the Student makes an additional payment to the amount of 30% of tuition fees defined for the field of study at which the additional specialty is conducted. Each additional specialty surcharge is payable along with the tuition fee during the semesters in which it is conducted.
2. The Vice-Dean for the particular field of study applies to the Rector to have the specialty chosen by the Students activated, adopting the rules that specialties referred to as "laboratory" ones must have at least 18 people, and specialties referred to as "practicals and lecture" ones must have at least 36 people.
3. The final decision of activating the specialties chosen by the Students is made by the Rector at a justified motion of the Vice-Dean for the given field of study.

§ 21.

1. Subject to item 2, Students repeating a semester or continuing studies after a leave pay tuition fees to the amount and on principles specified for the given field, specialty, form of studies and the group (matriculation year) they are assigned to.
2. Students who repeat a semester as a result of not receiving a credit for two courses at the most, pay tuition fees to the following amounts:
 - 1) repeating a semester due to failure to complete one course – 50% of tuition fees compulsory for the given field, specialty, form and cycle of studies,
 - 2) repeating a semester due to failure to complete two courses – 60% of tuition fees compulsory for the given field, specialty, form and cycle of studies.

§ 22.

A Student expelled yet attending classes even though s/he is not re-enrolled but who applied for reenrolment within 3 weeks of the date of receiving the decision about expulsion, is obliged to pay the instalments of tuition fees for the months when s/he was actually studying according to §11 of this Payment Policy. When calculating the amount of tuition fees, §8 items 2 and 3 of this Payment Policy are applied respectively.

§ 23.

1. The following are payable:
 - 1) participation in obligatory consultations from a course with conditional pass, regardless of the number of uncredited forms of classes within the course,
 - 2) repetition of a course within conditional registration, regardless of the number of uncredited forms of classes within the course,
 - 3) taking a course set as a curriculum difference,
 - 4) taking learning outcome achievement verifications (examinations/tests for credit) at times different than specified in the schedule,
 - 5) studying according to an individual organisation of studies (IOS),
 - 6) reenrolment,
 - 7) postponing the deadline for submitting the thesis from the times specified in the Study Regulations.
2. The payments mentioned in item 1 points 1) – 2) apply to all courses included in the study plans, regardless of the form of classes or form of earning a credit.
3. Students mentioned in §14 item 2 (i.e. Students accepted to the Erasmus+ student exchange programme) are exempted from the payment mentioned in item 1 point 3).
4. The payment mentioned in item 1 point 4) applies to all courses included in the study plans, regardless of the form of classes or form of earning a credit, with the exception of courses taken as curriculum differences. Students mentioned in §14 (i.e. Students who take up several-month vocational training or apprenticeship which lasts during a semester, and Students accepted to the Erasmus+ student exchange programme), and Students directed by UITM to training or apprenticeship (here, the person responsible for the training at the Student's field of study gives an opinion on the Student's application) are exempted from the payment.
5. Students accepted on the basis of prior learning recognition are exempted from the payment mentioned in item 1 point 5).
6. At the Student's justified request, confirmed by the Vice-Dean for the particular field of study, the Director for Finance and Development may extinguish the payment mentioned in item 1 point 7) if the failure to submit the thesis results from causes beyond the Student's control.

§ 24.

1. The University offers Students the opportunity to enrol and participate in additionally paid, optional interdisciplinary specialties (further called "optional specialties").
2. The amounts of payment for attending optional specialties and the times of payment are decided by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy.
3. If the Student withdraws from an optional specialty after the start of classes, the Student is obliged to pay the full amount within the times specified in accordance with item 2.

§ 25.

1. A Student directed to practical classes or classes conducted in the Centre of Medical Simulation, who did not partake in the classes, must pay the costs of organising additional practical classes for him/her.

2. The amount of the payment is set by the Vice-Dean for the given field of study, considering the number of the additional practical classes, the number of students participating in them, and the current fee per one hour of practical classes and classes conducted in the Centre of Medical Simulation, decided by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy.
3. The amount set according to the principles described in item 2 is paid by the Student by the day of starting the additional practical classes.
4. In justified cases and against application of the competent Dean, the Director for Finance and Development may exempt a Student from the payment mentioned in item 1.

§ 26.

1. Payment for participating in classes, workshops, training, practical classes or vocational apprenticeship which are additional (not included in the curriculum) is specified according to the expenses connected with the organisation of the said activities.
2. Times and the final amounts of payments mentioned in item 1 are decided by the Rector.
3. Coming to the activities mentioned in item 1, a Student must present the proof of payment for participation in the activities.
4. A Student who does not make the payment for the activities mentioned in item 1 in due time cannot participate in them.

§ 27.

1. Issuing student documents is payable. The amounts of payments are specified by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy.
2. The conditions to have the documents described in item 1 or their copies issued are: submitting an application and making the suitable payment. No application is submitted for issuing a student's ID, graduation diploma and a supplement to the diploma in Polish.

§ 28.

At a Student's request, the University can send documents resulting from the course of studies to the Student's place of inhabitation. The documents are sent at the Student's expense.

§ 29.

Using the UITM Library resources is free of charge. However, if the borrowed books are overdue, according to the UITM Library Regulations, the Student must pay a penalty as specified by the Rector in a resolution issued based on § 1 item 4 of this Payment Policy.

CHAPTER V – FINAL AND TRANSITIONAL RULES

§ 30.

1. Until the completion of studies by Students enrolled in the academic year 2022/2023 and earlier, the University of Information Technology and Management in Rzeszów does not increase the fees set for them, nor will it introduce any new fees. This does not apply to increasing fees for classes not covered by the curriculum.
2. Until the completion of studies by Students enrolled in the academic year 2023/2024 and later, the University of Information Technology and Management in Rzeszów does not introduce new fees for them, and increase of fees mentioned in § 2 may occur once in the academic year and by no more than the total price index of consumer goods and services in the previous calendar year, announced by the President of the Central Statistical Office pursuant to Art. 94 item 1 point 1a of the Act of December 17, 1998 on pensions and annuities from the Social Insurance Fund (Dz.U. 2024.1631 unified text of 07.11.2024) – in total not more than 30% of the amount of those fees. This does not apply to increasing fees for classes not covered by the curriculum and for using the student dormitories and student canteens. The increased fees apply starting 1st October of the given year.
3. Tuition fees are proportionally increased, if a necessity to increase the number of teaching hours caused by a change of relevant provisions of the law of higher education occurs.
4. In matters not regulated by this Payment Policy, individual decisions regarding fees related to the course of study are made by the UITM Director of Finance and Development.

§ 31.

1. Any and all changes to this Payment Policy are made by the Rector on acceptance by the President.
2. Changes to this Payment Policy are put into effect 14 days after it is made available at the University's website in the Public Information Bulletin.
3. Students who do not agree to the changes to this Payment Policy are obliged to counter a written objection in the period stated in item 2. In the case of not countering an objection in the time stated above, it is understood that a Student accepts the changed resolutions of this Payment Policy and the Policy has a binding force without having to change the individual agreement for educational services concluded with the student.
4. Countering an objection is equal to resignation from the studies at the University of Information Technology and Management in Rzeszów.

Rector
of the University of Information Technology
and Management in Rzeszów

ACCEPTED:

President
of the University of Information Technology
and Management in Rzeszów

Andrzej Rozmus, Ph.D., Assoc. Prof.

Tadeusz Pomianek, Ph.D., Eng., Assoc. Prof.

Agreed with the UITM Student Council

Head of the Student Council
Szymon Przeszło

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