

**Payment Policy for studies and other forms of education
at the University of Information Technology and Management in Rzeszów
for studies in a foreign language,
for Polish and EU citizens and for citizens of Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgizstan, Macedonia, Moldova, Russia, Serbia, 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 and enrolment fee payable once upon application for studies, and fees connected with recognition of prior learning,
 - 2) tuition fees for each semester with the possibility to pay in instalments according to the regulations described in 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 and enrolment fees payment for candidates and fees connected with recognition of prior learning,
 - 2) the conditions and times of tuition fees payment for all fields of study, forms and cycles of studies available at UITM in a foreign language,
 - 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. In a resolution issued based on § 1 item 4 of this Payment Policy, the Rector establishes the amount of fees and the currency of payment (PLN or EUR) taking into account the language of studies and the citizenship of the Students.
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 establishes 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. For Students making their payments in EUR according to § 2 item 1:
 - 1) a Student cannot make a payment in PLN, except for selected payments as established by the Rector according to § 2 item 3,
 - 2) 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,
 - 3) 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 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:
 - a) 1600 PLN – for Students who in accordance with § 2 item 1 pay their fees in PLN,
 - b) 400 EUR – for Students who in accordance with § 2 item 1 pay their fees in EUR,
 - 2) as of 11 February or 11 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 is overdue with payments arising from this Payment Policy, including tuition fees, may not be registered for the following academic year, granted leave of absence, permitted to resume studies (reinstatement of student status), allowed to repeat an academic year or a module, or permitted to transfer to another higher education institution, nor may they be admitted to the final examination.

§ 8.

1. A Student 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.
2. A Student who ceases studies or is expelled is obliged to pay the tuition fees also for the month when ceasing studies or expulsion occurs if either event occurs after the 10th day of the particular month.
3. To be legally valid, a withdrawal from studies must be submitted via the University's IT system for handling electronic correspondence (EOD).
4. 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 and enrolment fee are made once as single payments during enrolment. Details on the times of paying the registration fee and enrolment fee are given in the recruitment announcements.
 2. Enrolment fees are not refundable.
 3. Candidates who are not accepted to studies receive a refund of registration fees.
 4. Candidates accepted for studies at UITM do not receive a refund of registration fees in the case of ceasing studies (resignation)
 5. The following candidates do not pay registration fees:
 - 1) Graduates from the University of Information Technology and Management in Rzeszów applying to second-cycle studies,
 - 2) First-cycle studies graduates from the University of Information Technology and Management in Rzeszów applying to another field of first-cycle studies,
 - 3) Students of the University of Information Technology and Management in Rzeszów applying to another field of studies (at any cycle).
 6. Candidates who are transferring to UITM from other universities pay registration fees to the amount specified for the given cycle of studies but they do not pay enrolment fees.
 7. Candidates who apply for the Free Studies for Best Students scholarship in periods and under conditions described by the relevant Rector's resolution and belong to one of the groups listed below:
 - 1) laureates and finalists of selected competitions (olympiads) within various courses and topics at the central level,
 - 2) graduates of the Public Academic High School (ALO):
 - who have a grade average of at least 4.5 at their final school-leaving diploma,
 - who have distinguished themselves in a specific branch of knowledge and received positive evaluation of the ALO Headmaster,
- do not pay enrolment fees or registration fees. The exemption referred to in the previous sentence does not apply to other university applicants applying for a grant under the Free Places Scheme as part of the admissions process.

§ 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 fees are defined for one semester of studies. The Rector in a resolution issued based on § 1 item 4 of this Payment Policy defines the amount of tuition fees for one semester of studies and the amount of one tuition fee instalment for Students who use the right to pay tuition fees in 5 instalments.
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. Students may pay tuition fees for the particular semester in 5 instalments. The times of the payments are described by Attachment 1 to this Payment Policy. Students paying tuition fees in instalments may pay an amount larger than one instalment at one time. Provisions of §3 items 3 and 4 apply respectively.
4. It is assumed that a Student paying a part of the tuition fees for the first time in the semester and in due time in an amount corresponding with the amount of one instalment uses 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. Candidates applying to be accepted for the first year of studies after 10th October (if the studies commence in the fall semester) or after 31st March (if the studies commence in the spring semester) are obliged to pay tuition fees for the semester to the full amount on the day of submitting their documents for enrolment. Persons described in the previous sentence who use the right to pay tuition fees in instalments are obliged to pay instalments outstanding on the day of submitting their documents for enrolment.

§ 12.

1. At the Student's request, the Director for Finance and Development may grant a 'family discount' of 10 per cent of the tuition fees for each related Student studying at the University of Information Technology and Management in Rzeszów.
2. For the purposes of this Payment Policy, the term 'relative' refers to spouses, children, parents and siblings.
3. Fulfilment of the condition referred to in paragraph 2 is determined on the basis of official documents submitted for inspection (birth certificate, marriage certificate). The aforementioned documents are submitted once during the course of study, when applying for the family discount for the first time.
4. Applications for the family discount must be submitted to the Dean's Office for English-Language Studies by the 4th day of the month in question. The family allowance is granted from the month in which the student submitted the application until the end of the semester in question, based on the information gathered in the manner described above.
5. In the case of students on leave of absence or required to repeat a year, the provisions of paragraph 1 do not apply; all applicants for the discount must be active students attending classes.

§ 13.

1. A Student who takes up several-month vocational training or apprenticeship in Poland or abroad which lasts during the period of conducting academic classes and who:
 - 1) decides to have their classes (subjects) credited immediately upon their return – pays the full amount of tuition fees due (both for the period of the work placement/internship and for the period remaining until the end of the semester),
 - 2) decides not to have the classes (subjects) credited immediately upon their return (the student is required to repeat the year) – they do not pay the tuition fees due for the semester in question.
2. Students selected to take part in a student exchange under the Erasmus+/Sunrise programme are entitled to the following reductions in tuition fees for the semester spent abroad:
 - 1) 4 students with the highest average marks for the course will receive a 75% reduction in tuition fees for the duration of their scholarship,
 - 2) the subsequent 6 students will receive a 50% discount,
 - 3) the next 10 students will receive a 25% discount,
 - 4) the remaining students are required to pay 100% of the tuition fees.
3. Students referred to in paragraph 2(1) to (3), who are entitled to reductions in tuition fees in accordance with this paragraph, are not entitled, whilst abroad, to the family allowance referred to in § 12.

§ 14.

1. Students undertaking a second, parallel degree programme at the University shall pay tuition fees amounting to 70 per cent of the tuition fees for the second programme for the entire duration of their studies, subject to paragraphs 3–4.
2. Students who have completed a degree programme in one field of study at the University of Information Technology and Management in Rzeszów, and who continue their studies at the University of Information Technology and Management in Rzeszów in a second field of study at the same level, shall pay tuition fees for the second field of study at a rate of 70 per cent of the standard tuition fee for the entire duration of their studies, subject to paragraphs 3–4.
3. Students referred to in paragraphs 1–2 who are in the first year of their second field of study shall pay tuition fees amounting to 50 per cent of the standard tuition fee, provided that their average mark for the course of study in their first field of study is at least 4.0.
4. The condition for retaining the right to pay the fee referred to in paragraph 3 until the end of their studies on the second degree programme is maintaining a grade point average for the course of study on the second field of study of at least 4.0.

§ 15.

1. Graduates of the first-cycle studies at the University of Information Technology and Management in Rzeszów who commence second-cycle studies at UITM in the 2026/27 academic year are entitled to a 10 per cent 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 commenced second-cycle studies at UITM in the 2025/26 academic year shall receive a 10 per cent reduction in tuition fees for the first two academic semesters. Tuition fees for the remaining semesters amount to 100% of the standard rate.

§ 16.

1. Laureates of competitions and participants of programmes organised by UITM can be granted the right to free or partly free studies.
2. 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.

§ 17.

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.

§ 18.

1. The duration of studies for a student admitted on the basis of recognition of prior learning may be shorter than that specified in the study programme for the relevant field of study and level of study. When the duration of studies is shortened, the tuition fee for one semester of study is calculated as the ratio of the tuition fee payable for the entire course of study in the relevant field, mode and level of study to the number of semesters of study undertaken by the student, subject to § 10(4).
2. If a student admitted to a degree programme on the basis of recognition of prior learning is required to repeat a year, they lose the right to shorten the duration of their studies. The student joins the year of study specified in the Dean's decision and pays fees in accordance with the fee schedule applicable to that year of study.

§ 19.

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.

§ 20.

1. Students repeating a year or resuming their studies after a leave of absence shall pay tuition fees at the rate and in accordance with the rules set for the field of study, specialisation, mode of study and year of study in which they are continuing their studies, subject to paragraph 2.
2. Students who are repeating a year and are taking no more than 4 courses in a given semester shall pay tuition fees at the following rates:
 - 1) 0% of the tuition fee – if the student is not taking any courses in that semester.
 - 2) 50 per cent of the tuition fee applicable to the relevant field of study, specialisation, mode of study and level of study – where the student is taking one module in the semester,
 - 3) 60 per cent of the tuition fee applicable to the relevant field of study, specialisation, mode of study and level of study – where the student is taking two to four modules in the semester.

§ 21.

A student who has been removed from the register of students and who has submitted an application to resume their studies within three weeks of receiving the decision on their removal is required to pay tuition fees for the months in which they actually attended classes, in accordance with § 11 of the foregoing Payment Policy. When calculating the amount of tuition fees, § 8(2) of this Policy shall apply mutatis mutandis.

CHAPTER IV – OTHER FEES ARISING FROM THE COURSE OF STUDY

§ 22.

1. The following are subject to a fee:
 - 1) attendance at compulsory consultations prior to the conditional deadline (short-term and long-term) for a course, regardless of the number of failed course components,
 - 2) repeating a module as part of conditional enrolment, regardless of the number of failed course components for that module,
 - 3) undertaking a module designated for the student as a ‘curriculum difference’,
 - 4) studying under an individual study plan (IOS),
 - 5) resuming studies (reinstatement of student status),
 - 6) extending the deadline for submitting a dissertation beyond the applicable deadlines.
2. The fees referred to in paragraph 1, points 1) to 2), apply to all modules included in the study plans, regardless of the form of teaching or the method of assessment for the module.
3. Students referred to in § 13(2) (i.e. students selected to take part in student exchange programmes under Erasmus+, Sunrise and others) are exempt from the fee referred to in paragraph 1(3).
4. Students admitted to a degree programme on the basis of a confirmation of learning outcomes are exempt from the fee referred to in paragraph 1(4).
5. Upon a justified request from a student, confirmed by the Vice-Dean for the relevant degree programme, the Director of Finance and Development may waive the fee referred to in paragraph 1(6), where the failure to submit a dissertation is due to reasons beyond the student’s control.

§ 23.

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.

§ 24.

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.

§ 25.

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.

§ 26.

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.

§ 27.

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

§ 28.

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

§ 29.

1. Until students admitted in the 2023/2024 academic year and in subsequent years have completed their studies, the University of Information Technology and Management in Rzeszów will not introduce any new fees for them, and may increase the fees referred to in § 2 once per academic year, by no more than the overall consumer price index for the previous calendar year, as announced by the President of the Central Statistical Office pursuant to Article 94(1)(1)(a) of the Act of 17 December 1998 on pensions from the Social Insurance Fund (Journal of Laws 2024.1631, consolidated text of 7 November 2024), by a total of no more than 30 per cent of the amount of those fees. This does not apply to increases in fees for courses not covered by the study programme or for the use of halls of residence and student canteens. The increased fees shall apply from 1 October of the relevant year.
2. 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.
3. 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.

§ 30.

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 BY:

Małgorzata Gosek, Ph.D.

President
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Agreed with the UITM Student Council

Head of the Student Council
Gabriela Pękala

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Tuition Payment Due Dates

Fall semester		Spring semester	
Instalment No.	Deadline	Instalment No.	Deadline
Instalment 1	by 10 X	Instalment 1	by 10 III
Instalment 2	by 10 XI	Instalment 2	by 10 IV
Instalment 3	by 10 XII	Instalment 3	by 10 V
Instalment 4	by 10 I	Instalment 4	by 10 VI
Instalment 5	by 10 II	Instalment 5	by 10 VII