



**ORDER No 26/2019  
of the Rector  
of the  
Maritime University of Szczecin Rector  
of 26.06.2019**

**On the introduction of the Principles of fee payments and conditions/procedure for payment exemption.**

Based on Article 23.1 and 2.2 and 2.10, Art. 79.3 of the Act as of 20.07.2018 Law on Higher Education and Science (Journal of Laws, item 1668 with amendments) and in conjunction with Articles 264 and 279 of the Act of 03.07.2018 - Regulations implementing the Act - Law on Higher Education and Science (Journal of Laws item 1669 with amendments), it is ordered as follows:

§ 1.

1. "Principles of fee payments and conditions/procedure for payment exemption" enter into force, further referred to as the Principles, appended to this Order.
2. The principles apply to students who started studies in the academic year 2019/2020 or the following years.
3. Previous agreements and regulations apply to students of the first and second-cycle studies, and doctoral program students who started studies before the academic year referred to in paragraph 2.

§ 2.

The implementation of this Order shall be supervised and controlled by personnel in charge to the extent of their competence.

§ 3.

The Order shall enter into force on the date of signing.

RECTOR

dr hab. inż. kpt. ż.w. Wojciech Ślęczka, professor at MUS.

## **Principles of payments and conditions/ procedure for exemption from fees**

Legal basis: Art. 23.1 and 2 points 2 and 10, and Art. 79.3 of the Act of 20.07.2018 Law on Higher Education and Science (Journal U. item 1668. with amendments).

### **Chapter I. General regulations**

#### § 1. Subject matter and exclusions

1. The Principles specify the rules for payment of fees by students of first and second-cycle programs, including foreign nationals, and the conditions and procedure for exemption from the fees.
2. In the case the MUS runs joint studies with other universities, including those from other countries, the related agreements or regulations may determine other rules of fee payment and fee exemptions.
3. International programmes or projects may determine other principles of payment and exemption from fees for the studies under those programmes or projects.

#### § 2. General

1. Tuition fees shall be paid till the date specified by the University before the educational service starts to be provided, subject to exceptions specified in further chapters.
2. The day of payment is the day when the account is credited in the University's bank.
3. The University shall draw statutory interest for the delay.
4. In the case the tuition fee is not paid in due time for a specific educational service already used, the University, after one request for payment, may start the enforcement proceedings in court.
5. Unpaid interest, as provided in paragraph 2, calculated for days from due date to the date of tuition fee payment may be cancelled, if its amount would not exceed three-fold value of the money charged by the operator designated within the meaning of the Act of 23 November 2012. Postal law, for a letter treated as registered, increased by a charge for receipt confirmation, and administrative costs resulting from interest calculation and issuance of related documents.
6. Unpaid tuition fee and interest are cancelled ex officio in the case of student's death.

#### § 3. Decision-making

1. The Rector or an authorized person shall make decisions in matters referred to in § 2, 4 and 6-8, that is:
  - 1) cancelling of unpaid interest,
  - 2) setting other payment deadlines,
  - 3) dividing the payments into instalments,
  - 4) exempting a student from payments entirely or partially,
  - 5) reduction of the payments.

2. The decision referred to in subparagraph 1, points 3-5 is made at a written request submitted by a student concerned.

## **Chapter II. The rules for tuition fee payments**

### § 4. The date of fee payments

1. The annual fee for studies, including the fee for retaking a year, shall be paid in two equal instalments. Subject to paragraphs 1a, 3 and 7, the first instalment shall be paid till 31 October, the second instalment till 31 March of the given academic year; if the year of study program begins in the summer semester - the first instalment shall be paid till 31 March, the second until 31 October in the given academic year.
  - 1a. If the final year of studies includes:
    - 1) only the winter semester – the annual fee for such one-semester year of studies shall be paid till 31 October of the given academic year,
    - 2) only the summer semester - the annual fee for such one-semester year of studies shall be paid till 31 March of the given academic year.
2. The semester fee for the winter semester of studies shall be paid until 31 October, and for the summer semester - until 31 March of the given academic year, subject to paragraphs 3 and 7.
3. Foreign students not mentioned in Article 324.2 of the Act, admitted to a program of studies conducted in a foreign language, shall pay for the first semester or the first instalment of the annual fee within 21 calendar days from the date of receiving the decision on admission to the University or before the start of the academic year, whichever is earlier. The other foreign students, in cases where granting the visa depends on this, may also pay the fee for the first semester or the first instalment of the annual fee before the start of the academic year.
4. In justified cases, the University may determine dates for payment other than those specified in subparagraphs 1-3..
5. The student transferred from full-time to part-time studies during the academic year:
  - 1) if the transfer takes place during the 1. semester of studies of the given year, the payment for the given year is done in two equal instalments: first instalment till the date specified in subpar. 7, the second instalment as defined in subparagraph 7.1,
  - 2) if the student's transfer takes place during the second semester of studies of the given year, one overall payment is due till the date specified in subparagraph 7.1.
6. A student of paid full-time studies transferred to part-time studies during the academic year:
  - 1) if the student is transferred during the 1. semester of studies of the given year, s/he only pays the second of two equal instalments for the given year of studies: till the date as specified in subpar. 1, provided that s/he has paid for 1. semester in the given year of studies from which the student is transferred.
  - 2) if the student is transferred during the second semester of studies of the given year - he does not pay the annual fee for the given year of studies, provided that he has paid for both semesters of studies from which s/he is transferred.

7. If the fee cannot be paid in due time because:
  - 1) obligation to pay depends on the University's decision and so the date specified in paragraph 1 is not possible - the fee (instalment) shall be paid immediately after the decision is made, not later than 14 days after the decision or information on the decision is received. This rule also applies to the decision on candidate's enrollment.
  - 2) the student had a break in their studies - leave) - the fee (instalment) shall be paid immediately after the break or leave ends, not later than 14 days after the break/leave end.
8. In the case a student is expelled the due payments are to be paid within 7 days after the student is given the administrative decision on being expelled. The interest on those payments is calculated from the date following the 7-day period. The Civil Code provisions, in particular Art. 61, apply to delivery of information.
9. One-time fee for issuing a document related to the student's study shall be paid before the document is issued.

#### § 5. The method of payments

1. The tuition fee shall be paid to an individual bank subaccount, indicated by the University. The payment of the fee to a bank account other than the individual subaccount is regarded as failure to pay. In the case the University does not indicate an individual subaccount, fee payments shall be done to the general bank account of the University.
2. The University shall inform separately each student in writing in case the University's bank account is changed.
3. One-time fee for issuing a document related to the course of studies may be paid at the University's cash register or to an individual bank subaccount indicated by the University.
4. Making a payment to the bank account the student shall state his/her personal details, full name, register number (*nr albumu*), title of payment (what the payment is for), number of interest note, if applicable.

#### § 6. Fees paid in instalments

1. The student in a difficult financial situation may apply for payment of tuition fee divided into instalments or change of the amount and number of instalments.
2. The request should be submitted before the payment is due. The request should be duly justified and shall include proposed amount and number of instalments with payment dates. The University, before making the decision, to verify the request justification, may ask the student to submit documents indicating the difficult financial situation of the student.
3. The first instalment should be paid before the payment is due.
4. The final payment shall not be later than two months after the semester end, academic year or another period the payment is for, and in the case of the last semester or year of studies of the applicant, not later than the end of this semester or year.

5. In particularly justified cases, the date of final payment may be set at the latest as the day preceding the day of taking the diploma exam, but not later than the end of the semester or year of academic studies of the applicant.

### **Chapter III. Conditions for exemption from payments (including reduction of payments)**

#### **§ 7. Exemption from payments**

1. The student who, as a result of a random event, will find him/herself in a difficult financial situation, may apply for fee payment exemption in full or in part. The University, before making the decision, to verify the request justification, may ask the student to submit documents indicating the difficult financial situation of the student.
2. The student who, in the previous academic year, has passed the semester course units and all exams obtaining top assessment grades (very good - 5), may apply for exemption from tuition fee payment in full for the next payment period (semester, year).
3. The student, who attends some of the program-specific course units after transfer from another educational institution where he obtained ECTS credit points recognized by the University, may apply for tuition fee payment exemption in full or in part, in line with the number of course units transferred and the number of course units to be attended and passed in a semester or year, respectively. This principle shall apply, respectively, in the case a student admitted on the basis of the confirmation of learning outcomes or verification of the learning outcomes during the studies, according to the number (volume) of classes/lectures for which the learning outcomes have been confirmed / verified and to number of studies remaining to be passed in a semester or year, respectively.
4. The student participating in exchange projects:
  - 1) under international scholarship programs,
  - 2) based on agreements concluded with foreign or national teaching or research institutions,may apply for payment exemption.
5. The exemption referred to in paragraph 4 is granted in full or in part, in proportion to the time of student stay in the exchange program unit, and depends on the guidelines of the scholarship program or agreement.
6. The University's staff members may apply for fee payment exemption in full or in part, on conditions agreed between the employee and the University, if they were delegated by their superior, in accordance with other regulations, to upgrade their professional qualifications, provided that the source of funding is assured.

#### **§ 8. Reduced payments**

1. The student can apply for proportionate reduction of the fee in the case if s/he started attending teaching activities during the academic year in connection with transfer from another university or from full-time to part-time studies.
2. Within six months after the student resigns from the studies, is expelled or transfers to another university, in connection with these events, may apply for proportional reduction of the tuition fee, fees for retaking a year / semester / course unit and fees for services related to student's complementing of curriculum disparity (program differences) .

3. The amount of fee reduction is calculated by multiplying 1/30 of annual fee or 1/15 of semester fee by the number of 'non-started' weeks of studying, whereas the week when the event that justifies the fee reduction took place is regarded as a 'started' week of studies.
4. The decision to reduce the fee requires that the payment settlement is made that may result in either supplementary payment or refund of surplus payment.
- 4a. If a student gets a consent to take a break or leave, the fee in the event that a student is granted a leave or a break from studies, the annual or semester fee shall be reduced for the period of such leave or break according to the rules set out in paragraph 3, except that in the case of a leave of absence - provided that during such leave the student does not attend classes and does not take credits and examinations.
5. Fees paid by a student prior to the granting of a leave of absence or interruption of study shall not be refunded, but shall be credited against the fees for the following year or semester of study, subject to paragraph 2.