

Appendix No 1  
to Resolution No 116/2013  
of the Senate of the Medical University of Silesia  
in Katowice  
of June 26, 2013  
constituting Appendix No 1  
to Resolution No 130/2017  
of the Senate of the Medical University of Silesia  
in Katowice  
of December 20, 2017

## **Rules for the collection of payments for education in English language at the Medical University of Silesia in Katowice**

### **Types of payments**

#### § 1

1. Types of payments:
  - 1) one-time payment for admission related expenses,
  - 2) payment for intramural studies in English ("*tuition*"), including clinical training (rotations) in the field of *medicine* and summer clerkship,
  - 3) payments for additional educational services provided in case of unsatisfactory academic progress:
    - a) repeat of particular courses due to no satisfactory academic progress,
    - b) payment for all courses in repeated years of study due to re-enrolment,
    - c) completion of courses due to absence,
  - 4) payment for supplement of curriculum discrepancies in case of transfer from another university,
  - 5) payment for issuing documents in the study process, including:
    - a) electronic student identifications card,
    - b) student index book,
    - c) diploma,
    - d) additional copy of diploma in a foreign language,
    - e) duplicates of documents specified in points from a) to d),
  - 6) payment for issuing the library card and its duplicate,
  - 7) payment for NBME examinations.
2. Amounts of payments specified in item 1 and respective deadlines are determined by the Rector, subject to § 3 item 2 and § 4 item 4, considering costs incurred in this respect by the university and the applicable law regulations.
3. Amounts of payments specified in item 1 point 7 are determined by NBME and announced to students in the form of Rector's Resolution.

### **Instruction for making payments**

#### § 2

1. Payments specified in these Rules are made in the currency and per the rules determined in the Rector's Resolution.
2. Polish students make their payments in the currency determined in the Rector's Resolution with the option to convert USD or EURO to PLN as per the National Polish Bank (NBP) average exchange rates applicable on the day of making the payment.

3. The following data must be specified in the payment receipt: university name, bank account number, student first and last names, title of payment, name of the school, year and semester of study, field of study.
4. Lack of data specified in item 3 exempt the university from responsibility for any consequences which arose as a result of incorrect classification of payment.
5. Payment is considered valid at the moment of inflow of money to the university bank account.
6. The delay in payments specified in these Rules is the basis to charge and collect statutory interest for delay, as specified in item 7.
7. Statutory interest for delay is calculated from the first day of payment delay to the day specified in item 5.
8. If student makes the payment to incorrect bank account assigned to appropriate currency the difference resulting from its valuation is cover by the student (exchange rate difference).
9. Payment made without specifying the title of payment it will be credited to overdue payments specified in § 1 item 1 points 2 – 7 and unsettled interest notes, starting from the oldest one.
10. Detail terms of payments for study and educational services specified in § 1 are established in the contract made between the University and student, as per the sample approved by the University Senate.
11. Contract shall be made after issuing the decision of enrollment but no later than 30 days after the semester beginning date.
12. Contract is made for the entire study process. Student is not obliged to made payments other than specified in the contract.
13. Contract will be terminated in case of student's disenrollment.
14. Changing provisions of the contract requires making the formal written Appendix, under pain of nullity.

### § 3

1. The amount of fee specified in § 1 item 1 point 1 shall not exceed the maximum amount of fee set by the Resolution of the Ministry of Higher Education.
2. Terms and deadline for making payment specified in item 1 are set by the Senate Resolution concerning terms and procedures of admission to the English language program in particular academic year.

### § 4

1. *Tuition fee* should be paid by the following deadlines:
  - a) in winter semester – not later than September 30, subject to item 2,
  - b) in summer semester – not later than February 15, subject to item 2.

2. Student admitted to the first year of study makes the payment for first semester not later than in 7 days from the date of making the contract.
3. In case of students who were granted Federal Student Loan guaranteed by the US Department of Education, the tuition fee payment deadline is considered the date of receiving funds on the University bank account. Payment must be made not later than the ending date of classes in the semester to which the tuition fee pertains.
4. Students whose tuition cost is partly covered by Federal Student Loan guaranteed by the US Department of Education and partly by their own resources make the payment from their own resources not later than in 30 days from the date of receipt of Federal Student Loan funds on the University account, but not later than the ending date of the semester for which the payment is made.
5. Payments for clinical rotations and summer clerkship in the field of *medicine* should be made by students not later than in 15 days from the beginning of a clinical rotation or summer clerkship scheduled in a given semester as per the prescribed curriculum, subject to item 6. The amount of payment for clinical rotations and summer clerkship is calculated in relation to the number of weeks of particular clinical rotation or summer clerkship.
6. Payments for clinical rotations attended in US hospitals are made by students not later than 30 days after the date of receiving evaluation form at the University Dean's Office. Date of receipt of funds on the University account is considered the date of payment.
7. In case of clinical rotations attended upon the Dean's approval in non-affiliated hospitals students make payment for these rotations not later than in 15 days from the date of receiving evaluation form at the University Dean's Office.
8. Fees specified in § 1 item 1 points 3 and 4 are paid by the deadlines determined by the Dean.
9. Student repeating a year of study who was approved by the Dean to attend courses continued in the subsequent year of study, make payment for these continued courses in the amount established in the Rector's Resolution. In subsequent year of study tuition fee is decreased by the amount payed in previous year.
10. Student can get the refund of excess payments upon written application. Such refund payments are handed to student at the cash desk or transferred to respective bank account indicated by student, subject to items 11 and 12.
11. Excess payment can be handed to student at the cash desk only if it's less than 75,00 EUR or 100,00 USD, converted into Polish currency. Upon student's request excess payment can be transferred to respective bank account, provided that bank and administrative fees are charged to student.
12. Excess payment in the amount higher than 75,00 EUR or 100,00 USD shall be transferred to the bank account indicated by the student. Accurate data concerning terms of payment (mailing address, bank account number, name of the bank, Swift code) must be specified. Bank and administrative fees are charged to student.
13. In case if bank and administrative fees are higher than the amount of excess payment it shall be handed to student at the cash desk at the university.
14. Student is responsible for providing correct and accurate data concerning bank account.

## § 5

Payments specified in § 1 item 1 points 5-7 shall be paid before the document is released and prior to the examination.

## § 6

1. Student has no right to complete missed courses free of charge. Student will be allowed to complete the missed courses only after making the payment calculated in relation to the number of classes that he/she has missed.
2. Student can be enrolled to the following year/semester only after making all payments required by the university.
3. If the payment deadline for payments specified in § 1 item 1 points 1-4 was expired more than three months ago the student is deleted from the register of students. Student can appeal from the Dean's decision to the Rector within 14 days from the date of its receiving. Rector's decision is binding.
4. In case of students who were granted Federal Student Loan guaranteed by the US Department of Education the three months period is counted from the first day after the classes are finished in the semester to which the tuition fee pertains.
5. If student submits the written statement of resignation from studies he/she is deleted from the register of students. The date of receiving such statement at the Dean's Office constitutes the date of student's resignation from studies.
6. Deletion from the register of students does not excuse the student from the obligation to make all payments due to the University.
7. In special circumstances and upon student's application Rector may accept the extension of the payment deadline specified in § 1 item 1 points 2-4 or admit the possibility to make the payment in instalments.
8. The right to apply for extension of the payment deadline, specified in item 7, is given only to those students who made all payments due to the University, including interests calculated for delayed payments.
9. Student's application for the extension of payment deadline should be submitted prior to the deadline for this particular payment, and appropriate reasoning and supporting documents justifying such decision should be attached to the application, under pain of leaving the application without consideration.

## § 7

1. No satisfactory academic progress and not submitting student index book and periodical achievement card to the Dean's Office does not excuse the student from the obligation to make the payment for the next semester tuition fee.
2. Payment for education is not subjected to reimbursement with the exception to the case when student was granted a Leave of Absence or brought the resignation from further studies for health reason confirmed by appropriate doctor's statement or for other import and documented reasons.
3. In case specified in item 2 only the payment for the period of student's absence is subject to reimbursement.

4. In case of student's not making all payments due to the university, the university is entitled to vindicate its due fees in accordance with the Polish law, including a general jurisdiction court appropriate for the legal seat of the university.

§ 8

Student who participates in international scholarship program as part of his/her education (Erasmus+, DAAD) is not charged the fee for the semester attended outside of the Medical University of Silesia in Katowice.

**Final provisions**

§ 9

1. Rules for instruction in English language and rules for study payment are specified in the contract made between:
  - a) the University and student who was granted Federal Student Loan guaranteed by the US Department of Education,
  - b) the university and student who was not granted Federal Student Loan guaranteed by the US Department of Education.
2. Rules for concluding the contracts and samples of contracts are set by separate Senate Resolution.

§ 10

Rector or authorized Vice-Rector for Student Affairs shall make the decisions in all matters not governed by these Rules.